

Policies and Procedures



Northern Alberta Women's Ringette Association

REVISION HISTORY

Revision:

Date:

1.	Added policy changes from 2016 AGM. All modified clauses denoted by the symbol Δ	October 7, 2016
2.	Added 2016-2017 current playing season policy rules under section 1200 - based on the Fall Meeting	October 7, 2016
3.	Modified policies and procedures based on 2017 AGM. All modified clauses denoted by the symbol Δ	August 25, 2017
4.	Modified policies and procedures based on 2018 AGM and 2018 Fall meeting. All modified clauses denoted by the symbol Δ	September 23, 2018
5.	Modified policies based on 2019 AGM and Fall Meeting	January 27, 2019

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1 - OVERVIEW

100 LEAGUE NAME

The name of the Ringette League shall be the Northern Alberta Women's Ringette League (NAWRA)

101 GOVERNANCE

In addition to the information contained in this manual, the League shall operate in accordance with the rules, regulations, procedures, and bylaws of:

- a. Ringette Alberta
- b. Ringette Canada

102 LEAGUE MANAGEMENT

The league is managed by the NAWRA Members

103 AMENDMENT

This manual may be amended at:

- a. The Annual General Meeting; or
- b. Any time to correct discrepancies between the information herein contained and that of a governing body.
- c. Anytime NAWRA executive deems changes are necessary to deal with special circumstances. A minimum 10 days notification will be provided to the membership regarding Special Resolution via e-mail and the NAWRA website.

104 MANDATE

The Northern Alberta Women's Ringette Association has been formed for the purposes of:

- a. Providing a league to allow ringette teams to compete with each other;
- b. Providing tiering levels to ensure a fair and competitive level of play;
- c. Promoting sportsmanship and fair-play amongst the Players, Teams and fans;
- d. Encouraging individual players, coaches and referees to improve their skills through competition; and
- e. Encouraging the growth of the sport of Ringette

105 SCOPE

The information herein contained applies to the Teams scheduled to play in NAWRA

2 - DEFINITIONS AND INTERPRETATION

200 OVERVIEW

There are several terms defined in the Bylaws that are applicable to this manual as well

201 ASSOCIATION

Association is a Community Ringette Association that is recognized by Ringette Alberta

202 NORTHERN ALBERTA WOMENS RINGETTE ASSOCIATION (NAWRA)

NAWRA is an association that governs the league comprised of Open and Recreational Division teams located north of Red Deer

203 MEMBER

Member is a person who is (a):

- a. Player or team staff of the NAWRA League
- b. Elected to a NAWRA Executive Position

204 THE EXECUTIVE

The Executive shall mean Members elected or appointed to the NAWRA Executive positions. This shall include:

- a. The following elected members:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Ringette Alberta Registrar
 - Referee Liaison
 - Statistician/ Webmaster
 - Division "A" Representative
 - Division "B" Representative
 - Division "C" Representative
 - Division "Recreational" Representative
- b. The following appointed members:
 - Past President

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- Ice Scheduler
- Policy Manager
- Referee Assignor

207 **PLAYER**

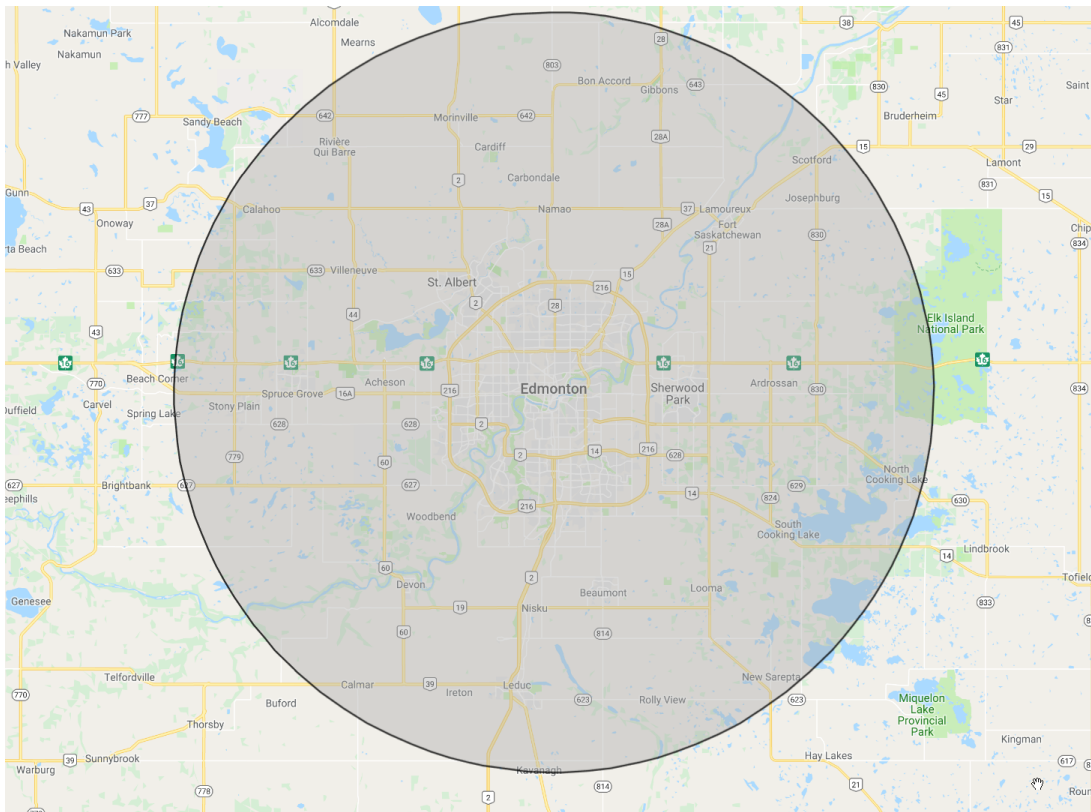
Player shall mean each individual who plays Ringette and has been registered with Ringette Alberta as an Adult Player (18+) or Player (Under 18)

208 **TEAM**

Team shall mean a Ringette Team that has been registered with Ringette Alberta and has been accepted into the NAWRA League.

209 **OUT OF TOWN TEAM**

Out of Town Team shall mean a Ringette Team that has been registered with Ringette Alberta and has been accepted into the NAWRA League who provides ice slots for arenas that are located more than 40 kilometers and less than 150 kilometers from Edmonton City Centre. Refer to the below illustration for the 40 kilometer range.



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210 ANNUAL GENERAL MEETING (AGM)

Annual General Meeting refers to the Annual General Meeting of the NAWRA Members

211 EXECUTIVE MEETING

Executive Meeting shall mean a meeting of the Executive

212 COMMITTEE

Committee shall mean the Members who have been assigned special duties by the Executive

213 COMMITTEE MEETING

Committee Meeting shall mean a meeting of a Committee

214 MEETING

Meeting shall mean a meeting of the Members that is not the Annual General Meeting, an Executive Meeting or a Committee Meeting.

215 RESOLUTION

Resolution shall mean a motion that was moved and seconded

216 SPECIAL RESOLUTION

Special Resolution shall mean a resolution for which at least ten (10) days Due Notice has been given specifying the intention of the resolution. A Special Resolution can be voted upon only at a Meeting or the Annual General Meeting. A Special Resolution requires a 75% majority of those present to be passed.

217 DUE NOTICE

Due Notice means that sufficient information about the item or event has been given through at least one of the following media:

- a. E-mail to appropriate individuals;
- b. Written letter to appropriate individuals

218 IN WRITING

In writing shall mean electronic, hardcopy or handwritten

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219 SCHEDULED LEAGUE GAME

Scheduled League Game means any game that has been arranged by the NAWRA Scheduler(s).

220 OFFICIAL GAME REPORT

Official Game Report, also known as Game Sheet, available from Ringette Alberta, means the official document recording the progress and outcome of a Ringette game.

221 OFFICIAL'S GAME REPORT

Official's Game Report refers to the game report (Appendix A) filed by the On-Ice Official (Referee) outlining an incident or reportable offence during a game.

222 TEAM or MEMBER - NOT IN GOOD STANDING

Team or Member not in Good Standing is one who has payments in the form of fines, dues, or other levies to NAWRA that are overdue. This includes but is not limited to performance bonds, annual membership fees, fees and fines for officiating levied against a Team or Member within the current or previous season.

223 NAWRA DISCIPLINE COMMITTEE

The NAWRA Discipline Committee shall be comprised of at least three (3) NAWRA Executive members including the President or Vice President who shall be the chairperson. The President or Vice President may call upon other members as necessary.

224 PROTEST, GRIEVANCE, AND APPEAL COMMITTEE

The Protest, Grievance and Appeals Committee shall be comprised of at least three (3) NAWRA Executive members including either the President or Vice President, who shall be the chairperson. The President or Vice President may call upon other members as necessary.

225 DIVISION

A grouping of teams established by Ringette Alberta

226 LEVELS

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A grouping of like-skilled teams within a Division to facilitate competitive play and player development.

227 OFFICIALS

Officials are categorized into:

- a. On - Ice Officials; and
- b. Off - Ice Minor Officials

228 ON-ICE OFFICIALS (A.K.A REFEREE)

On-Ice Officials shall mean each individual who participates on-ice during a game (league, exhibition, scheduled tournament) for the purpose of enforcing the rules of the game and who has been registered with Ringette Alberta. On-Ice Official and Referee will be used interchangeably throughout this document.

229 OFF-ICE MINOR OFFICIAL

Off-Ice Minor Officials are the scorekeeper, timekeeper and shot clock operator during a game (exhibition, scheduled, tournament) for the purpose of recording the ruling of the On-Ice Officials and operation of timing devices.

230 ZONE 5 RINGETTE REFEREES ASSOCIATION

The ringette association that operates the Black Gold League (BGL) and facilitates the payment of officials for NAWRA members.

231 BGL REFEREE-IN-CHIEF (RIC)

An executive member of the Zone 5 Ringette Association who serves in an advisory capacity to the Executive and is responsible for overseeing the officiating program for Northern Alberta, leading initiatives to develop Referees, and mediating any disputes regarding officiating.

3 - CODE OF CONDUCT

300 OVERVIEW

NAWRA supports the concept of **Zero Tolerance**. This section describes what is expected by all Members and Players.

301 PRIVILEGE OF BEING IN NAWRA

Membership and participation in the league are privileges, not rights. All Members and Players shall abide by the NAWRA Bylaws, the NAWRA Policies and Procedures and any similar documents set forth by Ringette Canada and/or Ringette Alberta.

302 RESPECTING INDIVIDUALS

All Members and Players shall respect all Members, Players Officials, fans, team Staff, volunteers and representatives of the Association and NAWRA as well as any entity (Association, Society, Ringette Alberta, et cetera) that NAWRA 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**.

303 RESPECTING THE GAME

All Members, Players and fans of NAWRA shall respect the game of Ringette and shall behave in a manner so as not to make a travesty of the game.

304 OBNOXIOUS OR INAPPROPRIATE BEHAVIOUR

The League will not tolerate loud, obscene, abusive, obnoxious or inappropriate behaviour by Team Staff, Players, or fans by any means whether electronic or person to person. Such behaviour will result in disciplinary action as determined by a Disciplinary Committee

305 POTENTIAL ACTION

Should any conduct that is deemed contrary to the provision of the Code of Conduct, as defined by these policies, require disciplinary action, then a Protest, Grievance or Appeal Form (Appendix A) shall be completed and submitted (Section 701) for the review to the NAWRA Discipline Committee. Potential action may include a reprimand or a fine to the offending team; or may result in suspension or expulsion from NAWRA.

4 - NAWRA RESPONSIBILITIES

400 OVERVIEW

This section specifies the responsibilities that the Executive has regarding NAWRA Affairs.

401 MEMBERSHIP FEES

The Executive shall set the Membership Fees at the Fall Meeting of each season. The fee is payable by all Teams wishing to participate in NAWRA.

Fees are due in full by the Fall Meeting and entitle the Team to membership rights regarding NAWRA.

All fees collected by NAWRA are managed by the NAWRA Treasurer.

402 PERFORMANCE BOND

The Executive shall set the Performance Bond amount at the Fall Meeting.

The Performance Bond is one (1) amount per Team, regardless of the number of Players that are registered on that Team. This bond is to compensate teams for any ice costs, fines or fees that are incurred. Such bond is refundable only after the Team ceases to operate in the NAWRA. The Performance Bond amount will be carried over from season to season, but must be topped up to the amount identified in the schedule of fees in Appendix B at the Fall Meeting.

All Performance Bonds collected are managed by the NAWRA Treasurer.

403 REFEREE FEE DEPOSIT

Referee Fee Deposit is to be paid at the Fall Meeting by teams that register in full with NAWRA and any non-NAWRA teams that are not registered with a local Association and a member of the BGL. See Appendix B for fee structure. Only these teams requiring NAWRA to handle billings facilitated by the BGL are required to pay. The amount will be taken off of the last NAWRA Ref Fee Invoice of the year.

404 PRESIDENT

The duties of the President include, but are not necessarily limited to:

- a. CEO of NAWRA;
- b. Schedule and host 3 Executive Meetings per year;

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- c. Exercise general supervision over the affairs of NAWRA and the other executive in the execution of their duties;
- d. Ensure that agenda information is sent out to the other executive members one (1) week in advance of each meeting so that they have time to review;
- e. Ensure that all directives and resolutions resulting from Meetings are carried into effect;
- f. Assist (or fulfill the role) the Vice President in additional duties they have;
- g. Address the Executive and Team Managers via e-mail or phone call when required or appropriate;
- h. Liaise with Ringette Alberta when required;
- i. Term is min 1 year.

405 VICE PRESIDENT

The duties of the Vice President include, but are not necessarily limited to:

- a. Shall carry out duties of the President during their absence and, as directed by the President;
- b. Shall preside at all Executive Meetings and execute any other duties as requested by the Executive;
- c. Act as interim President should the President resign or be removed until the next Annual General Meeting is called to elect or appoint a new President;
- d. Be the chairperson of the Protests, Grievances, and Appeals Committee as required,
- e. Plan and organize the AGM
- f. Become President in the following year

406 PAST PRESIDENT

The duties of the Past President include, but are not necessarily limited to:

- a. In the absence of the President and Vice President, preside as chair at all Meetings;
- b. Carry out duties as requested by the President or Vice President;
- c. Provide advice and leadership to the Executive regarding past practices and other matters to assist in governing NAWRA

407 TREASURER

The duties of the Treasurer include, but are not necessarily limited to:

- a. Receive all money paid to NAWRA and be responsible for the deposit of that money in a bank or banks approved by the Executive NAWRA;
- b. Be a signing authority;

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- c. Properly account for all funds of NAWRA and keep such books and records as may be directed;
- d. Pay all legitimate bills received by NAWRA;
- e. Prepare budgets yearly or as required by the President;
- f. Supply a report on the financial status of NAWRA at all Meetings;
- g. Make the financial records available at the AGM or as directed by the President for any Member to view;
- h. Ensure a Certified Internal Auditor and their cost is provided at the AGM;
- i. Be a Member of the Protests, Grievances and Appeals Committee as required;
- j. Monitor and invoice Team Managers for annual dues per the league rules by Oct 1 and any other dates given by the Registrar for Ringette Alberta fees;
- k. Ensure that all Team Performance Bonds, Referee Fee Deposits and League fees are up to date;
- l. Term is minimum 1 yr.

408 SECRETARY

The duties of the Secretary include, but are not necessarily limited to:

- a. Attend all Meetings, Executive Meetings, and the Annual General Meeting and record accurate minutes of those meetings;
- b. Ensure that Due Notice is given for all Meetings, Executive Meetings, and the Annual General Meeting as required;
- c. Maintain files and records appropriate for the operation of NAWRA;
- d. Inform the Executive and Members of the time, location, and place of meetings of all types, giving Due Notice as appropriate;
- e. Secure facilities for NAWRA scheduled meetings (including telecommunication options);
- f. Circulate all meeting minutes to Executive within thirty (30) days of last Meeting
- g. Responsible to determine whether there is quorum at Meetings
- h. Be a Member of the Protests, Grievances, and Appeals Committee as required;
- i. Circulate Season Start up Package with Due Notice to all Team Managers for the Fall Meeting;
- j. Term is minimum 1 yr.

409 RINGETTE ALBERTA REGISTRAR

The duties of the Registrar include, but are not necessarily limited to:

- a. Send out Team Roster Spreadsheet before the Fall Meeting to the Team Managers
- b. Collect all team rosters and input to Ringette Alberta all Player information for current season before critical date set by Ringette Alberta;

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- c. Maintain all records for Team Rosters throughout season for additions and remove Players by all critical dates set by Ringette Alberta;
- d. Process affiliation forms for all Teams by critical dates set by Ringette Alberta;
- e. Ensure all Players are eligible for the Team they are registered with;
- f. Liaise between NAWRA and Ringette Alberta
- g. Distribute Team Roster forms from Ringette Alberta when a Team requests a copy
- h. Be a Member of the Protests, Grievances, and Appeals Committee as required;
- i. Communicate the amounts for each Team registration fees with the Treasurer
- j. Distribute the Code of Conduct at the beginning of each season along with registration sheet;
- k. Term is minimum 1 yr.

410 ICE SCHEDULER

The duties of the Scheduler include, but are not necessarily limited to:

- a. Provide a template for and collect ice slot information from Team Managers;
- b. Create session schedules which include League games and league championships;
- c. Start League schedule on October 1 with end of season;
- d. Recognize team requests for scheduling around tournaments;
- e. Distribute schedule to Webmaster, Referee Liaison, Referee Assignor, and notify Division Representatives that the schedule has been posted;
- f. Inform all affected parties of any errors on schedule that Team Managers may find on the schedule once notified of the error;
- g. Be a member of the Protests, Grievances, and Appeals Committee as required;
- h. Advise Referee Liaison on billing structure for NARRA for League play and league championships.

411 REF LIAISON

The duties of the Ref Liaison include, but are not necessarily limited to:

- a. Review schedule on the officiating website to ensure proper scheduling of Referees;
- b. Distribute any complaints from the BGL RIC or Referee Assignor to the Executive members and the appropriate Team Manager;
- c. Be a member of the Protests, Grievances and Appeals Committee as required
- d. Issue suspension letters
- e. Track suspended games served

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412 WEBMASTER

The duties of the Webmaster include, but are not necessarily limited to:

- a. Ensure that the NAWRA website is up to date and maintained with the following:
 - i. Calendar of events
 - ii. League Schedule
 - iii. Sub Lists and contact info
 - iv. Team Contacts
 - v. NAWRA Bylaws
 - vi. NAWRA Policies and Procedures
 - vii. Game results and Team stats
 - viii. Updated message board
- b. Coordinate with Treasurer for maintenance of annual web fee
- c. Receive all game scores from Division Reps to input to website
- d. Be a member of the Protests, Grievances and Appeals Committee as required

413 POLICY MANAGER

- a. Review the Policies and Procedures at the end of the season and make amendments as required by the executive team;
- b. Ensure that policies and procedures are documented and communicated to all members;
- c. Attend all Meetings, Executive Meetings, and the Annual General Meeting;
- d. Be a Member of Protests, Grievances, and Appeals Committee as required
- e. Term is minimum 1 yr.

NOTE: All executive members are expected to attend scheduled meetings.

414 DIVISION REPRESENTATIVES A, B, C, RECREATIONAL

The duties of the Division Representatives include, but are not necessarily limited to:

- a. Be the first point of contact for teams within assigned division
- b. Distribute grievances to appropriate executive member
- c. Ensure teams provide electronic copy of game sheets within 48 hours of game played
- d. Send game scores to Webmaster
- e. Be a member of the Protests, Grievances and Appeals Committee as required
- f. Notify teams of posted schedule
- g. Store all league and exhibition game sheets as well as league championship rosters in the NAWRA Dropbox files
- h. Work with the NAWRA Executive to determine the correct placement of new teams entering the League

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415 REFEREE ASSIGNOR

The duties for the Referee Assignor include, but are not necessarily limited to:

- a. Upload schedule onto the officiating website
- b. Assign Referee for all league, playoff and exhibition games under the jurisdiction of NAWRA
- c. Coordinate the effective use of Senior Officials with BGL Assignor to ensure games in Northern Alberta
- d. Assist BGL in coordinating the development of officials
- e. Advise the Association on all matters pertaining to rules and regulations
- f. Ensure Referees know NAWRA league rules and policies in which they are required to know and administer
- g. Distribute any complaints from Referees to the Referee Liaison
- h. Be a member of the Protests, Grievances and Appeals Committee as required
- i. Attend AGM, Fall Meeting and Executive meetings upon request

5 - LEAGUE STRUCTURE

500 OVERVIEW

NAWRA is made up of Teams that are assigned within Levels to two Divisions. The Levels and Division to start the season are determined by the members based on the ages and skill level of the players that are registered within that team.

501 ELIGIBILITY

In order to be considered to be a Player in NAWRA all criteria must be met according to Ringette Alberta guidelines with the exception of:

- a. Players must not have been registered with a AA Level Ringette or Hockey Team in the previous 5 years if registering with a Recreational Level Team;

502 DIVISIONS

The NAWRA Divisions are Open and Recreational, as per Ringette Alberta Operating Procedures.

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503 LEVELS

The NAWRA Levels within Divisions are as per Ringette Alberta Operating Procedures

- a. Open A, B, C, Recreational - no age restrictions

Depending on the number of teams and team skill level, teams may be tiered.

504 TEAM TIERING

The goal within the NAWRA League is to have teams play where they are the most competitive.

- a. Any newly registered Open team must start their first season in Open C unless otherwise determined by the NAWRA board.

505 TEAM RE-TIERING

505. 1 Teams may appeal to be re-tiered by the December 15th deadline; to be adjusted commencing in January.

505. 2 League results will be reviewed annually to ensure that teams are properly placed. If at the end of the season:

- a. Any team has an average goal spread equal or greater than six (6) goals (for league games and before any adjustments for maximum differential), or
- b. Any team has a win or loss percentage equal to or greater than 95% (for league games);

The NAWRA Executive may move that team up or down a division for the following season.

506 NUMBER OF GAMES

- a. Teams will play an average of 1 to 2 games per week with attempted even distribution of home and away games over a 22-to-24-week period as scheduled by the NAWRA Scheduler. This will include any potential playdown/league championship games for Provincial Representation purposes.

All attempts will be made for teams within A, B, C Levels to play each team at least once prior to Playdowns to determine qualifying teams for Playdowns, unless Division is tiered into different levels.

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507 **MEETINGS**

A fall Meeting to be held in September before League play begins to allow for preparation of the season by all Members of the NAWRA. Team Managers must ensure that there are two (2) Team Representatives at the Fall Meeting. Upon confirmation that two (2) members are in attendance, a reimbursement of a portion of the membership fee as outlined in Appendix B will be given back or rolled over to the next season for those Teams that have met this requirement. All League Fees, Performance Bonds, and Referee Fee Deposits will be due at this Meeting.

An Annual General Meeting is to be held in April prior to Ringette Alberta AGM. At least (2) Team Representatives must attend the AGM or that team will forfeit the team deposit. Upon confirmation that two (2) members are in attendance, a reimbursement of a portion of the membership fee as outline in Appendix B will be given back or rolled over to the next season for those Teams that have met this requirement.

The attendance fee for the AGM will be waived for Out of Town Teams.

All Members are invited to attend the Fall Meeting and the AGM. Members may cast a vote on any Resolutions or Special Resolutions. Teams bringing more than two representatives to either meeting noted above shall receive an additional vote to a maximum of two votes per team.

Executive Meetings will be held a minimum of three (3) times per year for preparation of all other Meetings. The Executive may meet at any other time in the case of special circumstances, such as any Protests, Grievances or Appeals or any other reason that may be required.

508 **SCHEDULING [Previously 618]**

508.1 The NAWRA League schedule will start after the Thanksgiving weekend and run to mid-March, or 1-week prior to Provincial Championships; whichever one happens sooner. Schedule will also include time for double knock out playdowns/league championships and a break over the December holidays. Any game prior to the end of Thanksgiving weekend is considered exhibition.

- a. League championships will start during the month of February and (we can't accommodate Reading Week anymore due to ice limitations:
 - i. Start will be dependent on the number of teams committed to attending Provincials. Teams who committed to attend Provincials may not register for tournament play in February/March.

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- b. Scheduled divisions are Open A, B, C and Recreational. Depending on the number of teams in each division, division may be tiered to accommodate level of play better or combined if there are not enough teams for competitive play.
- c. Teams that are tiered will have updated tiering based on win/loss percentage of high-and low-ranking teams moving into new tiering groups.
 - i. Teams shifted will depend on number of teams in each tier.
 - ii. Rankings to determine shift will be based on games played prior to the 3rd Monday of November with the new session starting the 2nd week of December (actual dates confirmed at previous season AGM).

508.2 Any ice slots submitted for October 31 will be returned to teams.

509 PROVINCIAL COMMITMENT

- a. Teams within the NAWRA league must commit to Provincials by December 15.
- b. Teams committing to attend Provincials must be in good standing with the NAWRA League. NAWRA may refuse to register the commitment of any team not in good standing.
- c. Teams withdrawing from Provincial commitment after December 15 will incur a Provincial Withdrawal fine as outlined in Appendix B.
- d. Teams will advise relevant NAWRA Division Rep, and NAWRA Scheduler of commitment to attend.

510 LEAGUE CHAMPIONSHIPS

The Board will determine the structure of play downs in accordance with the number of teams who commit to attend provincials by the December 15 deadline.

510.1 Ranking Going into Playdowns

A double knock out league championship will be played in each division unless section 509.1 applies. League championships will be conducted as follows:

- a. The league ranking as of January 31 (or date based on time needed to run double knock out prior to provincials) will be used to determine where each team is ranked in a double knock out league championship. Tournament will be seeded, and if number of teams in bracket is not even, highest seeds receive "byes".
- b. Teams will be ranked by "win percentage" of league games played by January 31 of the current playing season. Win percentage will be determined using the following formula: Total Points/ Total Games Played.
- c. Games scheduled during the double knockout league championship are based on regular season standings (first vs. last; second vs. second last; etc.)

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- d. Ties during double knock out games go to a shootout until one team is declared the winner.
- e. By the end of the double knock out, a league champion is declared for each league and all teams are ranked in order.

510.2 Qualifying for Provincials

- a. Rankings resulting from the league championship are used to determine which teams go to Provincials.
- b. Only teams that committed to play in Provincials prior to December 15 in accordance with Section 509 will go to Provincials in accordance with their rank in the league championship.
- c. In the case of a tie for two teams that committed to attend Provincials (and it being the case where one would not go after tie breaker) the highest scoring team during the double knock out championship play will rank higher.

510.3 Provincial Spots

Where there is equal or less teams vying for provincials than provincial spots available, the highest percentage wins as of February 1 shall be used to rank the teams and no league championship shall be held. Normal tie breaking procedures as outlined in the NAWRA policies shall be used if necessary.

510.4 Determination of Home Team during League Championships

Home Team and Visiting Team shall be determined by which team is listed on the schedule and not according to ranking.

511 **LEAGUE CHAMPIONSHIP RULES**

League Championship games will be played according to the following rules:

- a. Games will consist of two (2), twenty (20) minute periods with a three (3) minute warm up and a one (1) minute break between periods.
- b. A coin toss will be used determine the team that will be awarded the ring in the event of an overtime period. This will take place during the warmup should an overtime period or shootout be required.
- c. Teams not iced within two (2) minutes of the referee's whistle being blown to start the game will forfeit the game. The game may be played as exhibition.
- d. If the teams are tied at the end of regulation time and ten (10) or more minutes remain in the scheduled ice slot, the game will proceed to a five (5) minute overtime period, stop time and sudden victory.
- e. Teams will not change ends for the overtime period.
- f. No additional time-outs will be awarded in overtime.

- g. If still tied after overtime, a three (3) player shootout will take place. Shootout lists shall be given right at the conclusion of the overtime as there will be no additional time given to sort that out as ice time is limited.
- h. If still tied after three (3) players shoot, teams will alternate shooters until a winner is determined. Players may not shoot a second time until all skaters on their team have shot.
- i. If the teams are tied at the end of regulation time and less than ten (10) minutes remain in the scheduled ice slot, the game will proceed directly to the three (3) player shootout.
- j. Where there is no time for a shootout of any kind, the record between the tied teams from league play shall determine which team advances. Where the teams have a tied record in league play, the greatest positive difference of goals for and against between the tied teams shall be used. If a tie still exists, the least penalized team in games between the tied teams in league play shall advance.

6 - PLAYERS AND TEAMS

600 OVERVIEW

To fulfill the Mandate, NAWRA institutes principles and rules regarding Players and Teams. These principles and rules are not intended to encumber Players or Teams but rather to ensure that the fair and competitive nature of Ringette is maintained.

601 TEAM MANAGERS

Each Team must appoint at least one (1) Team Manager and one (1) alternate contact. All contact information must be given to the Executive in writing (electronically or handwritten) by August 31 of the current playing season.

The duties of the Team manager include, but are not necessarily limited to:

- a. Securing a min of 15 ice slots for their Team home games and submitting to the NAWRA Scheduler prior to the Fall Meeting. This does not include league championship ice requirements;
- b. Checking the League game schedule for their home ice times to ensure that the printed schedule is correct and if there are discrepancies they notify the Scheduler, Webmaster and Referee Assignor of any errors;
- c. Filling out all required information on the Team Roster Spreadsheet and submitting to the Registrar by the set deadlines. See the Registration Guidelines in this manual;

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- d. Informing the Registrar of any roster changes made throughout the season and forwarding all info electronically to the Registrar by all critical dates as set by Ringette Alberta;
- e. Forwarding all Affiliation Forms to the Registrar by the critical dates set by Ringette Alberta;
- f. Attending the fall Meeting or making sure a reliable replacement attends as well as ensuring that all meetings have the minimum required team reps attending;
- g. Getting all the registered Players and Team Staff to read and sign the Code of Conduct;
- h. Responsible for ensuring that all Players adhere to the Code of Conduct;
- i. Forward any Protests, Grievances and Appeals forms to the NAWRA President;
- j. Liaison between the Players and the Executive;
- k. Ensure that all home games have a scorekeeper/timekeeper scheduled;
- l. Forward game results to the Webmaster in a timely manner;
- m. Be a Member of the Protests, Grievances and Appeals Committee, as required

602 REGISTRATION GUIDELINES – (If using NAWRA for full registration only)

Once the Registrar sends out the Team Roster Spreadsheet, Team Managers must fill in all required information and send back only the spreadsheet to the Registrar no later than October 10th. If a Team does not meet the October 10th deadline, the Team will forfeit all scheduled league games until they are registered.

If a player decides to not play and has been on the ice less than three (3) times, then the Team Manager may request a refund for that player via email no later than December 10th.

Teams that have Players that are listed on more than one Team, must adhere to the Double Carding policy below.

Any additions or roster changes must be completed by January 10.

Any team may request their Team Roster Form for sanctioned tournaments

Initial Team roster fees will be due to the Treasurer by October 10. Any additional fees for additions, late fees or refunds will be issued after January 31.

603 PERFORMANCE BOND

The Performance Bond is a single amount per Team, regardless of the number of Players that the Team registers. The full amount of this Bond must be paid at the

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beginning of each season.. Only when the Team ceases to exist within NAWRA may a Team request, in writing to the NAWRA Executive, a refund of the Bond.

The Performance Bond is forfeited for reasons including, but not necessarily limited to;

- a. Withdrawal of a Team from the NAWRA after the season has begun;
- b. Team suspension from the NAWRA;
- c. Failure to show up for a scheduled league game;
- d. Refusing to play another team.
- e. Any other reason deemed appropriate as determined by the Executive at a Meeting or the Annual General Meeting

604 NAWRA REGISTRATION OF TEAMS

To Register through NAWRA a Team must:

- a. Register with the NAWRA Registrar by completing all Player information in the provided spreadsheet by the dates set by the Registrar to forward to Ringette Alberta. All Players MUST be registered before being allowed on the ice.
- b. Be in Good Standing and have paid all applicable fees (Ringette Alberta Fees, Performance Bond, League Fees and Referee Fee Deposit) to the NAWRA Treasurer;
- c. Pay Player Registration fees to Ringette Alberta
- d. Provide a minimum of 15 ice slots of 1 ¼ hr to the NAWRA Scheduler

To Register through NAWRA, an Out of Town Team must, in addition to following the aforementioned requirements, also:

- a. Confirm with the Referee Assignor whether NAWRA will be able to assist with providing Referees. This decision will be reviewed on an annual basis.

Note: Out of Town Teams looking for NAWRA to provide Referees should look to provide ice slots within the boundaries outlined in 209 and, whenever possible, at arenas and times that create doubles. A double meaning a series of two or more games played on the same day, at the same arena, and either preceding or following a game at the U16B division or higher.

605 DOUBLE- CARDING

Players are permitted to play with more than one (1) Team per Ringette Alberta's Operating Procedures. Registration Fees will only be collected by one (1) Team and must be indicated as Main Team on Registration spreadsheet to avoid being charged more than once.

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606 **PLAYER AFFILIATION**

U19 players and down require Ringette Alberta Affiliation Forms signed by coach and parents to play with a NAWRA Team. League play will adhere to Player Affiliation as defined in the Ringette Alberta Rules and Operating Procedures. All Affiliate Players must fill out and sign the Affiliation form and forward it to the NAWRA/Team/Association Registrar by the dates set by Ringette Alberta.

607 **SUBBING FOR A TEAM**

607.1 Open A, B and C Players

A player shall register on ONE TRF as a hardcarded player. The player's base competitive level is determined by which competitive league they are hardcarded in. That person is free to sub on any team in that same level and higher provided they are subbing in accordance to the following Sub Rules:

- a. Players 'dressed' and listed on the game sheet:
 - i. A minimum of seven (7) players;
 - ii. A maximum of five (5) substitute players;
 - iii. A maximum of twelve (12) players if the only substitute player(s) participating in that game are skater(s);
 - iv. A maximum of thirteen (13) players if a combination of substitute skater(s) and an affiliate goaltender is participating in that game;
 - v. A maximum of eighteen (18) if the only substitute player 'dressed' is a goaltender.
- b. Substitute player must be registered with Ringette Alberta
- c. Teams cannot use substitute players from a higher division (i.e. an Open B player cannot sub for an Open C team; refer to Ringette Alberta's player affiliation chart)
- d. Teams playing ineligible players will forfeit the game.

Any player registered at any level of Competitive Ringette can also register in the Recreational League as a player and play with any team within the Recreational League at any time, sub rules do not apply to the Recreational League.

Players cannot sub within the competitive league on any team tiered LOWER than their primary competitive hardcarded team's level.

Players shall pay the Ringette Alberta fee to the competitive level team.

607.2 Recreational Players

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Players can register directly in the Recreational league and be able to play for any Recreational team, at any time. Sub rules do not apply within the Recreational League.

Any Recreational player, who is ONLY registered in the Recreational League, can also sub in the competitive league, at any level, shall only sub when in accordance to the Sub Rules. 607.1

607.3 Consequences for using Illegal players:

- a. Teams acknowledging the use of illegal players and forfeiting prior to the commencement of the game shall not be penalized.
- b. First time offense - the team will receive a loss for the game in which the violation and/or abuse occurred, and the score will be recorded as a 0-7 loss for the penalized team.
- c. Second time offense (within two calendar years of the first offense) - the Head Coach or Acting Head Coach (Team Rep) will receive a 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-7 loss for the penalized team.
- d. Third and subsequent offenses (within two calendar years of the first offense) the Head Coach or Acting Head Coach (Team Rep) will receive a minimum 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-7 loss for the penalized team.

607.4 Sub-player Registration

- a. Players that are not otherwise registered with a team can register with NAWRA on the "sub-list player register". Registrations must be done by January 10 of the current playing season. Sub list players will be registered under the Recreational division.

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607.5 Non-registered Sub-player Suspensions

- a. Non-Rostered Sub-players that are handed a suspension shall serve one (1) week for every game of a suspension that is handed down. It is the sub-players responsibility to inform teams of their suspension.

If a Team has more than one (1) written complaint to the Executive in regard to not having the minimum of seven (7) players show up to a game dressed and on the ice, the Team will incur a poor sportsmanship fine as outlined in Appendix B, to be paid by the AGM.

NOTE: Teams must have minimum of seven (7) players to prevent forfeit of game.

607.6 Adding Substitutes to TRF for League Championship and Provincial Purposes

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Any player that legally played as a substitute player during the regular season can be added to the TRF of the Team that they subbed for up to January 10 (this is known as their non-primary TRF Roster), in accordance with this section. That player can then be used in league championship games or Provincial games by any of their non-primary TRF Rostered teams provided that for those games, the team is complying with the Sub Rules.

- a. For NAWRA Registered Teams:
Teams must submit a list of substitute players with supporting game sheets to their Division Rep and the NAWRA Registrar on or before January 10. The Registrar will submit TRF amendments to Ringette Alberta. The Registrar will provide teams with a TRF upon their request.
- b. For NON-NAWRA Registered Teams:
Teams must submit a list of substitute players with supporting game sheets and affiliate players to their Division Rep and the person responsible for player and team registration in their home association on or before January 10. Teams must provide amended TRFs to NAWRA Registrar and Division Rep on or before January 15.

608 **CODE OF CONDUCT**

All Players must read and sign the Code of Conduct prior to the start of League games. Any failure to adhere to the Code of Conduct will result in:

- a. Possible suspension; or
- b. Fine from NAWRA.

609 **ON-ICE OFFICIALS**

On-Ice Officials in Zones 5 and 6, with ice slots within the boundaries outlined in 209, will be assigned by NAWRA's Referee Assignor; On-Ice Officials in Zone 4 will be assigned by the local association. Two (2) Referees will be assigned for Open A, B, C and Rec whenever possible. On-Ice Officials are assigned according to the following guidelines:

On-Ice Official	Open A	Open B	Open C	Recreational	
Qualified Game					
Referee	4	3E	3E	2E	
Referee	3E	3E	2E	2E	
Developmental Game					
Lead	4	3E*	3E*	3D	3E

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Developmental	3D	3D	2D	2D	1E
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D = developing at this level; recently attended the Level 2 clinic and/or has received less than 3 evaluations at Level 3

E = experienced; has been officiating this level for at least 2 years

E* = very experienced; has been officiating at this level or higher for many years

If a local association cannot comply with these requirements, they must contact the Referee Assignor as soon as possible, to arrange for On-Ice Official(s) to be assigned. The Referee Assignor shall determine if the game will be played with less than the required qualified One-Ice Official(s). In the event that a game cannot be played due to lack of officials, the Ice Scheduler will determine if the game is to be rescheduled.

If On-Ice Officials fail to show up for the game, teams may decide if they want to play an exhibition game. Any game for which the scheduled On-Ice Officials are not present must be reported to the Referee Assignor. In the event that only one (1) On-Ice Official is present at the game, all three (3) parties present – the On-Ice Official, the Home Team coach, and the Visiting Team coach – must agree to play the game as scheduled with only one (1) On-Ice Official. In the event that the game is played as scheduled, no protests based on one (1) On-Ice Official shall be accepted. In the event that all three (3) parties do not agree to play the game as scheduled with only one (1) On-Ice Official, the game may be played as an exhibition game or cancelled.

On-Ice Officials will be paid in accordance with the following game fees:

Division	A	B	C	Rec	AA
Game Fee per Official	\$40	\$40	\$40	\$35	\$45

All other fees such as, but not limited to, travel expenses and honorariums for Mentors and Evaluators are outlined in the BGL Officials Schedule of Charges posted on the BGL website.

609.1 Special Officiating Requests

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For any schedule league game or exhibition games where NAWRA's Referee Assignor is not assigning the On-Ice Officials, the Visiting Team may bring one qualified On-Ice Official subject to the following:

- Having properly qualified On-ice Officials is the overriding criteria (NAWRA's Referee Assignor will assign the Official in consultation with BGL RIC and Assignor)
- Two weeks advanced notice to be provided by the Visiting Team of their intent to bring an On-Ice Official: NAWRA Ref Liaison, Visiting Team Referee in Chief/Assignor, Home Team Coach, and Referee Assignor.

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All travel expenses incurred by the On-Ice Official(s) are the responsibility of the visiting team. The Home Team shall be charged the game fee.

610 GAME SHEETS

Each Team will be given the appropriate amount of game sheets at the Fall Meeting. Only two (2) copies of the 4 game sheets per game should be used in order to conserve funds.

Teams are requested to hold all game sheets until the end of the season.

Failure of a Home Team to supply a game sheet to the Visiting Team 10 minutes prior to the scheduled game time will result in a Delay of Game Penalty to the Home Team.

Team Managers are to ensure game sheets are completed in full (eg. full first and last names for players, etc.) and are legible. Illegible game sheets will be returned to the Team Manager for amendment.

611 MISCONDUCT AND MATCH PENALTIES

If a misconduct or match penalty is issued:

- a. Suspensions will be automatically applied as per Ringette Alberta Rules and Operating Procedures and are subject to NAWRA disciplinary policies;
- b. If given a match penalty by the On-Ice Official and the incident involved an On-Ice Official, NAWRA will assess an additional suspension equal to the suspension given by Ringette Alberta. If the match penalty involved a player/team staff then NAWRA will issue a one game suspension.

612 INSURANCE CLAIMS

Registering with Ringette Alberta ensures that each player has insurance coverage. In the event that a player is injured, the insurance coverage form found on Ringette Alberta's website must be submitted to Ringette Alberta.

613 SUBMITTING SCORES

- c. Team Managers from both teams are responsible for collecting game sheets and forwarding an electronic image of the game sheet to their Division Representative within 48 hours of the played game.
 - i. If there are three (3) or more instances where a game sheet is not received by the Division Representative within the timeframe or after reasonable follow up by the Division Representative, the NAWRA Board will assess a \$75.00 fine.

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- d. Teams must note any players that have received a Match or Misconduct in order to expedite the suspension process.
- e. Suspended players must be listed on the game sheet as indicated by Ringette Alberta's suspension policy. A team incurring 30 minutes or more in penalties will result in the coach being suspended for one game.

614 MERCY RULE

In the event that there is a 7 goal spread at half time, the teams have two options;

- a. The losing team can request run time for the second period where the run time shall continue regardless of the number of additional goals scored, or
- b. The teams can agree to swap players to even out the teams in order to use the ice. If players are swapped, the winning team prior to the swap, shall be declared on game sheet as the winners. Goals in the second period will not be recorded on the game sheet. Penalties will continue to be recorded and served; penalties' in the first and second periods are to be separated by a line on the game sheet (i.e. underline the last penalty of the first period).

615 GAME CANCELLATION

- a. The only acceptable reason for a cancelling a game is due to inclement weather, not lack of players.
- b. If cancelling a game due to inclement weather the cancelling team must provide evidence of road conditions from AMA Road Reports showing "Covered" or "Closed" roads.
- c. When a game is cancelled for inclement weather Teams will equally split the costs for ice and potential referee fees.

615.1 When cancelling a game due to inclement weather or arena issues, teams shall be responsible for:

- i. Notifying, immediately, NAWRA Scheduler, relevant Division Rep, Referee Assignor, and the opposing team.

615.2 When a game is cancelled due to reasons other than inclement weather, the cancelling team shall be deemed to have forfeit and be responsible for:

- i. Notifying, immediately, NAWRA Scheduler, relevant Division Rep, Referee Assignor, and the opposing team
- ii. Paying all potential Referee fees
- iii. Paying a fine as outlined in Appendix B

The non-forfeiting team will be awarded the game with a score of 1 – 0

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615.3 When a game is mutually cancelled by both teams due to reasons other than inclement weather, the teams will be responsible for:

- i. Notifying, immediately, NAWRA Scheduler, relevant Division Rep, and the Referee Assignor
- ii. Paying all potential Referee fees
- iii. Paying a fine as outlined in Appendix B

615.4 Scheduled double headers will be considered as one (1) forfeiture. If a Team forfeits two (2) games, that Team shall be suspended from the remainder of the NAWRA League schedule.

615.5 Teams that were cancelled on must submit a Grievance form to the NAWRA Executive for review before any reimbursements are made to the non-cancelling team.

[Previously under 603] The “cancelled on” Home team must apply for compensation, in writing, to the NAWRA executive within 30 days of the cancellation. The following information will be considered before rendering a decision on payment:

- a. Length of time given for notice of cancellation;
- b. Reason for cancellation (not enough players will not be accepted as a valid reason)

615.6 If Teams agreed to mutually cancel a game, those Teams may each submit a Grievance form to the NAWRA Executive for review. The Board may then decide if the reason for cancelling is sufficient and wave the fines.

616.7 Fines assessed for cancelling a play down game due to reasons other than inclement weather, will be double the cost. Fees are outlined under Appendix B. Those Teams may each submit a Grievance form to the NAWRA Executive for review. The Board may then decide if the reason for cancelling is sufficient and wave the fines.

616 OFF-ICE OFFICIALS – TIMEKEEPERS

Open A, B, C and Recreational:

- a. Shot clock operation is mandatory in competitive divisions; this includes the Open A, B and C Divisions (Home Team must supply two timekeepers). If shot clocks are not available, the game shall be played without them.
- b. If a timekeeper is not available, a player must operate score clock. Run time without scorekeeper is NOT acceptable.
- c. If a home team refuses to provide the required number of timekeepers, they forfeit the game and will have to pay the referee

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fees and lose a portion of their performance bond. The home team will be fined as outlined in Appendix B.

- d. If a team forfeits 3 games due to lack of timekeepers, they will be disqualified from league championships and provincials.

The Home Team is required to provide two (2) Off-Ice Minor Officials. Failure to provide the required number of Off-Ice Minor Officials will result in a fine as outlined in Appendix B.

617 END OF GAME DUE TO INJURY

When a game is ended due to a severe injury or when a referee decides the game is no longer safe to play, the score at the time the game is called shall stand as the final score. This will be at the referee's discretion.

618 30 MINUTE PENALTY RULE

Teams that incur greater than 30 penalty minutes in a game shall have the most penalized player from that game suspended for the next pre-scheduled game. Where two or more players have an equal number of penalties, the first player to have reached the most penalized amount shall serve the suspension. Team Managers will be responsible for showing that the suspended player has served their infraction by recording their suspension on the game sheet and demonstrating the player is not present to the other team.

619 PENALTY MINUTE MAX-OUT RULE

When any player in Open A/B/C and Recreational accumulates 10 penalty minutes in one game, in addition to being ejected from the game, and if that player is ejected from any 3 games in one season for this infraction, that player shall receive an additional one game suspension to be served at their next pre-scheduled game following the third (3rd) infraction. Team Managers will be responsible for showing that the suspended player has served their infraction by recording their suspension on the game sheet and demonstrating the player is not present to the other team.

620 EJECTION OF RECREATIONAL LEVEL PLAYER WHEN TEAMS EXCEED 20 PENALTY

When a Recreational team incurs more than 20 penalty minutes in a game, that team shall have the most penalized player from that game suspended for the next pre-scheduled game. Where two or more players have an equal number of penalties, the first player to have reached the most penalized amount shall serve the suspension. Team Managers

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will be responsible for showing that the suspended player has served their infraction by recording their suspension on the game sheet and demonstrating the player is not present to the other team.

621 GOAL CAP FOR RECREATIONAL LEVEL PLAYERS

In the Recreational division, no single player shall be credited with more than four (4) goals per game, as recorded on the Official Game Report. Goals in excess of four (4) by any one player shall not be recorded/counted on the Official Game Report or scoreboard. In the event that a single player is credited with a fifth or subsequent goal(s); the play shall be stopped and ring possession shall be given to the non-scoring team as a free pass a centre ice.

DIVISION CROSSOVER GAMES

Division Crossover Games will be played in accordance with the rules, guidelines and game fees of the higher-level Division.

622 PREGAME WARM-UP

For league and league championship games there will be a three minute warm-up and a one minute break between periods.

623 LATE OR NO-SHOW TEAMS

Teams must be ready to play no later than three minutes from the beginning of the appointed ice time. A "delay of game" penalty may be assessed for being late for a game. An additional "delay of game" penalty shall be assessed for each additional two (2) minutes that a team is not ready to play. Should any Team not be ready to play within ten (10) minutes from the beginning of the appointed ice time, the non-defaulting coach has the following options:

- a. Declare the game a default with a 1 – 0 score and play the game as an exhibition game; or
- b. Choose to play the game as a league game with the period lengths adjusted.

624 RUNNING OUT OF REGULATION TIME

If a game cannot be completed within the give time allocation, with approximately 5:00 minutes remaining in the ice time, the clock will be reset to 2:00 minutes and stop-time will be played.

625 COMPENSATION FOR ICE ALLOCATION MISTAKES

The home team shall be held accountable for submitting correct and accurate ice for scheduling. Should misallocation of ice occur, that is the fault of the home association or team, the home team shall incur a misallocation fine as outlined in Appendix B and compensation will be awarded to the visiting team.

626 COMPENSATION FOR REFEREE ALLOCATION MISTAKES

NAWRA shall be held accountable for uploading the correct and accurate ice for scheduling. Should misallocation of Referees occur, that is the fault of the Referee Assignor, NAWRA shall pay the fees outlined in the BGL Officials Schedule of Charges.

7 - PROTESTS, GRIEVANCES AND APPEALS (PGA)

700 OVERVIEW

PROTEST - Formal statement of disapproval or dissent with an event or outcome.

GRIEVANCE - A formal complaint of an accepted practice or item in this manual.

APPEAL - A formal request to alter a specific decision around a specific event either made automatically or by a lower body.

The decision of an On-Ice Official during a game cannot be reversed (examples are):

- a. An assessed violation cannot be overturned;
- b. An assessed penalty cannot be eliminated;
- c. A disallowed goal cannot be allowed.

Decisions made by the executive, shall not be subject to protest, grievance, or appeal process.

701 SUBMISSIONS

Protests, Grievances and Appeals shall be in writing on the form included in Appendix B. The form must be signed by the Team Manager and forwarded to the NAWRA President within 48 hrs. of the incident, along with a copy of the Game sheet, the officials report and a cheque in the amount specified within the schedule of fees. If the ruling is in favour of the protesting team, the fee will be refunded.

702 RULINGS

Once the formal complaint has been received by NAWRA Executive:

- a. A NAWRA Discipline Committee will be formed, made up three (3) NAWRA Executive and if required, up to three (3) Team Managers from non-incident involved teams;
- b. The NAWRA Discipline Committee will review the reports and respond within ten (10) business days;
- c. A decision will be rendered after all reports have been reviewed and all parties spoken with;
- d. The accused Team or Player may be issued any of the following depending on the severity of the action:
 - iv. A warning;
 - v. A monetary fine

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- vi. Suspension from league games;
- vii. Suspension from the League
- e. The accused Team has ten (10) business days to file an Appeal. At this time a Protest, Grievances and Appeals Committee will be formed consisting of at least three (3) Executive Members, BGL RIC or designate (provided they were not an On-Ice Official during the game in question), and 2-3 non- incident related Members drawn at random. Ringette Alberta will be consulted if necessary. If no further evidence is provided to the Committee in writing within the 10 business days after notice of the decision, the NAWRA Discipline Committee decision will stand and the Appeal is over-ruled.
- f. NAWRA will enforce the penalty/decision issued to the accused Team/Player by the NAWRA Discipline Committee;
- g. The accused Team/Player has thirty (30) calendar days after the final ruling to pay any issued fine;
- h. Any monetary fines collected by NAWRA will be donated to one (1) of three (3) charities selected by the Members;
- i. Failure to pay the fine will result in the due amount being taken out of the Performance Bond.

703 ROSTER CHECK



Roster checks will be performed by NAWRA Executive provided a grievance form is filled out and an accompanying grievance fee is paid in accordance with Appendix B. The fee will be refunded if the player is found to be illegally playing.

8 - DISCIPLINARY POLICY

800 OVERVIEW

The intent of the League policies is to ensure that fair punishment is applied when it is deserved.

801 DISCIPLINE COMMITTEE

The committee shall be convened for the purpose of determining disciplinary actions.

Composition of the committee shall not include any member that could be perceived as being in a position of conflict.

802 SUBMISSIONS

The need for discipline may arise from:

- a. The Protest, Grievance, and Appeal Committee rulings; or
- b. Issues brought to the attention of the NAWRA Executive

803 RULINGS

NAWRA Discipline Decisions may be rendered in regards to:

- a. Misconduct penalties
- b. Match penalties
- c. Code of Conduct Violations
- d. Methods/Actions/Outcomes of Protests and/or Grievances

Discipline Decisions may be determined by:

- a. NAWRA Vice President;
- b. NAWRA Discipline Committee; or
- c. Protest, Grievance, and Appeals Committee.

Decisions rendered may result in warning letters, game suspensions, fines in accordance with Appendix B or removal/suspension from NAWRA membership.

Results of the NAWRA Discipline Decisions are retained for an indefinite period, are readily accessible and are made available for use by the Protests, Grievance, and Appeals Committee.

804 SERVING OF SUSPENSIONS

If a Player or Team Staff receives a suspension, the suspension will begin with the next NAWRA Scheduled Game, tournament, league championship or Provincial game for that Team. That individual shall remain suspended until the duration of the suspension can be determined in consultation with the appropriate governing body. Multiple game suspensions shall be served based on the schedule that exists for that Team **at the time of the incident leading to the suspension.** It is the responsibility of that Team's Head Coach to consult with the NAWRA Vice President to determine the termination date of any suspension. That termination date and time shall be the final game of the suspension. The suspension shall be in force until that date, regardless of any additional games that may be scheduled for that Team. Any Player or Team Staff serving a suspension must be recorded on the Official Game Sheet with the word "**suspended**" next to the Player or Team Staff name.

805 UN-SERVED SUSPENSION GAMES FROM TOURNAMENTS

Any un-served suspension games from tournament play will be carried over to the next NAWRA Scheduled Game, league championship or Provincials game for that Team.

806 PARTICIPATION WHILE UNDER SUSPENSION

If a Player or Team Staff while under suspension, participates and contravenes the terms of that suspension as outlined by the NAWRA Discipline Committee, then the game(s) shall be forfeited.

9 - CONFIDENTIALITY

900 OVERVIEW

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

901 APPLICATION OF THIS POLICY

This policy applies to all Members.

902 PRINCIPLES

All Members shall be entitled to the protection and privacy of their personal information

Ringette Alberta intellectual property and proprietary information shall be protected

Implied consent is given to Ringette Alberta and Members to use such personal information as necessary to provide the services and support as needed

Reporting and resolution of breaches of this confidentiality policy will be first handled by executives of NAWRA. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the Ringette Alberta Board of Directors

903 REQUIREMENTS

NAWRA Members will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement or employment with NAWRA, unless expressly authorized to do so.

NAWRA Members 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 NAWRA.

All files and written materials relating to Confidential Information will remain the property of NAWRA and upon termination of involvement with NAWRA or upon request of NAWRA, the NAWRA Member 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

904 INTELLECTUAL PROPERTY

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with involvement

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with NAWRA will be owned solely by NAWRA, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Ringette Alberta may grant permission for others to use such written material or other works, subject to such terms and conditions as NAWRA may prescribe

905 ENFORCEMENT

A breach of any provision in this policy may give rise to discipline in accordance with the NAWRA's Protests and Grievance policy or legal recourse.

906 DEFINITIONS

The following terms have these meanings in this Section:

Member: All categories of membership defined in the NAWRA Bylaws, as well as any person affiliated with NAWRA or its members, including executives, officers, committee members, officials, and other individuals who are decision-makers within NAWRA

Confidential Information: Includes, but it not limited to the following:

- a. Personal Information of NAWRA Members and Representatives, including but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth.
- b. NAWRA intellectual property and proprietary information related to the programs, fundraisers, business or affairs of NAWRA and any of its divisions, 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.

Implied Consent: Is consent given to administrators of Ringette programs and services by virtue of registration with NAWRA as an athlete, official or team staff to provide other Members with applicable personal information only in order to effectively carry out services.

10 - CONFLICT OF INTEREST

1000 OVERVIEW

This policy describes how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and clarify how NAWRA will make decisions in situations where conflicts of interest may exist with regards to Ringette associated activities

1001 APPLICATION OF THIS POLICY

This policy applies to all Members.

1002 PRINCIPLES

All Individuals will conduct themselves without conflict of interest

Conflict of interest reports will be investigated and appropriate actions will be taken where conflict of interest is found

All Individuals have a duty to report cases of conflict of interest as specified above

1003 REQUIREMENTS

1. Individuals will fulfill the requirements of this policy. Individuals will not:
 - a. In the performance of their official duties, accord preferential treatment to any Person;
 - b. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with NAWRA, where such information is confidential or is not generally available to the public;
 - c. Use NAWRA property, equipment, supplies or services for activities not associated with the performance of official duties with NAWRA without the permission of NAWRA;
 - d. Place themselves in positions where they could, by virtue of being a decision maker within NAWRA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
 - e. Accept any gift or favour 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 NAWRA;
2. Disclosure of Conflict of Interest

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At any time an individual becomes aware that there may exist a real or perceived conflict of interest; they will disclose this conflict to any member of the NAWRA Executive immediately.

3. Reporting a Conflict of Interest

Any individual or Member who is of the view that another individual may be in a position of conflict of interest shall report this matter to their Executive. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Executive.

4. Resolving Complaints of a Real or Perceived Conflict of Interest

Upon receipt of a complaint, the Executive will determine whether or not a conflict of interest exists provided the alleged individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting. After hearing the matter, the Executive will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed

- a. 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 Executive will determine the appropriate actions
- b. If the individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event

5. The Executive may apply the following actions singly or in combination for real or perceived conflicts of interest:

- ix. Removal or temporary suspension of certain responsibilities or decision making authority;
- x. Removal or temporary suspension from a designated position;
- xi. Removal or temporary suspension from certain NAWRA teams, events and/or activities;
- xii. Expulsion from NAWRA;
- xiii. Other actions as may be considered appropriate for the real or perceived conflict of interest the Executive 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 Executive

1. Resolving Conflicts in Decision-Making

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Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a NAWRA Member may be considered and decided upon by NAWRA Executive provided that:

- a. The nature and extent of 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 NAWRA

2. NAWRA Decision Makers

Members wishing to obtain a position as a decision maker (President, Official, Committee Member or other volunteer position) within NAWRA must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Executive for a position as a decision-maker within NAWRA

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

Any decision of the Executive in accordance with this Policy may be appealed in accordance with NAWRA's Appeal Policy

3. Compliance and Consequences

Failure to comply with an action as determined by the Executive will result in automatic suspension of involvement in NAWRA until such time as compliance occurs

11 - PRIVACY

1100 OVERVIEW

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 NAWRA collects, uses, safeguards, discloses and disposes of personal information, and states the NAWRA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the NAWRA's interpretation of these responsibilities.

1101 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 NAWRA to collect, use or disclose personal information.

1102 DEFINITIONS – The following terms have these meanings under this section:

- a. *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.
- b. *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.
- c. *PIPA* - Personal Information Privacy Act.
- d. *PIPEDA* – Personal Information Protection and Electronic Documents Act.
- e. *Representatives* – Members, committee members, coaches, officials, managers, trainers, volunteers, administrators, within NAWRA

1103 APPLICATION

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

1104 STATUTORY OBLIGATIONS

NAWRA 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.

1105 ADDITIONAL OBLIGATIONS

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In addition to fulfilling all requirements of PIPEDA and PIPA, NAWRA 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 NAWRA; 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.

1106 RULING ON POLICY

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

12 – POLICY CHANGES/ADDITIONS FOR CURRENT PLAYING SEASON

1200 OVERVIEW

This section of the Policy and Procedures deals with policy or rule changes discussed and agreed to at the Fall meeting or through any Resolution or Special Resolution. These policy changes shall be in effect for the current playing season only and will supersede any policy or rule changes currently outlined in the Policies and Procedures. All policies outlined here will be brought forward as a motion at the AGM to accept, modify or reject the policy or rule change. If the majority of the membership votes in favor of each motion, that rule or policy will be incorporated into the body of the Policies and Procedures and removed from this section.

13 – SCREENING POLICY

1300 OVERVIEW

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

1301 PURPOSE

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

1302 POLICY STATEMENT

3. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check (“PRC”) and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
4. For the purposes of this policy, ‘**designated categories**’ are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:
 - i. All individuals in paid staff positions; and
 - ii. Board members who have signing authority on the NAWRA bank accounts and handle funds
5. It is the Club’s policy that:
 - a) Individuals in designated categories will be screened using PRCs and the Screening Disclosure Form.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - c) The Club will not knowingly place in a designated category an individual who has a conviction for a ‘**relevant offence**’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
 - d) If a person in a designated position subsequently is charged or receives a conviction

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for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.

- e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with the Club's Discipline Policy.

1303 SCREENING COMMITTEE

- a) The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three - five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.
- b) 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.
- c) The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
- d) The Screening Committee is responsible for reviewing all PRCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

1304 PROCEDURE

Each person subject to this Policy will obtain and submit, at their own cost, a PRC from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Club.

- a) The PRC, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o NAWRA at its head office in an envelope marked "Confidential – Attention Screening Committee" or via email to _____.
- b) Individuals who do not submit a PRC, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, Screening Disclosure Form and letter of good standing, if required, is received.
- c) After to its review of a PRC, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will:
 - 1. Approve an individual's participation in a designated category; or

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2. Deny an individual's participation in a designated category; or
 3. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
- d) If an individual's PRC, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the Club President that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, Screening Disclosure Document or letter of good standing.
- e) If an individual's PRC, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the Club President, render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, Screening Disclosure Document or letter of good standing.
- f) The decisions of the Screening Committee are final and binding.
- g) Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new PRC, and Screening Disclosure Form and letter of good standing, if required.
- h) PRCs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

1305 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. [Note: this would include a moving violation (failure to stop at a stop sign or speeding ticket) Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - ii. 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:

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- 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.

1306 WRITTEN RECORDS

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

14 – VARIANCE POLICY

1400 PURPOSE

The purpose of this Policy is to allow NAWRA the flexibility to implement Ringette Canada's National Direction for Return to Ringette, and Alberta's Supplement, without conflicting with the association's existing policies and procedures.

1401 TERM

- a. This Policy was adopted by NAWRA on [date];
- b. This Policy will automatically be rescinded when Ringette Canada announces entering 'Progression 4' (lifting of restrictions and resumption of regular participation) per the *National Direction for Return to Ringette* and regular participation is permitted in Alberta by Alberta Health Services.

1402 POLICY

- a. As of the date of adoption, listed above, NAWRA suspends and/or varies all of the NAWRA's existing rules, policies, or procedures that may be in conflict with implementing the *National Direction for Return to Ringette* and *Alberta's Supplement*.
- b. When there is a conflict between the *National Direction for Return to Ringette* and *Alberta's Supplement* and NAWRA's existing rules, policies, or procedures, the *National Direction for Return to Ringette* and *Alberta's Supplement* will take precedence.
- c. The NAWRA Executive has the jurisdiction and authority to implement the *National Direction for Return to Ringette* and *Alberta's Supplement* even when a conflict with NAWRA's existing rules, policies, or procedures occurs and may take steps to resolve any conflict by prioritizing the *National Direction for Return to Ringette* and *Alberta's Supplement*.
- d. Under this policy and at the time of registration, individual(s) under the age of sixteen (16) are not eligible to register and play within NAWRA.

1403 COMMUNICATION

NAWRA will make every effort to communicate to all affected stakeholders when and how an existing rule, policy, or procedure is being suspended or varied in order to implement the *National Direction for Return to Ringette* and *Alberta's Supplement*. Any lapse in communicating a suspension or variance does not invalidate the suspension or variance.

1404 COMPLAINTS AND APPEALS

A suspension or variance of an existing rule, policy, or procedure must:

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1. a) Be made in good faith;

b) Be communicated to stakeholders (whenever possible); and

c) Be related to the implementation of the *National Direction for Return to Ringette* and *Alberta's Supplement*.
2. If a member or stakeholder believes that a suspension or variance of an existing rule, policy, or procedure has occurred and has not met the three criteria, listed above, the member or stakeholder may make a complaint to NAWRA per its policies for complaints.
3. NAWRA pledges to first attempt to resolve any complaints by alternative dispute resolution (such as mediation, compromise, further explanation, or altering the suspension or variance). Any complaints not resolved by alternative dispute resolution may be resolved by using NAWRA's policies for complaints and disputes.
4. The implementation of this Policy, and the suspension or variance of an existing rule, policy, or procedure, may not be appealed.

15 – EQUITY, DIVERSITY, AND INCLUSION POLICY

1500 PURPOSE

NAWRA believes that all individuals deserve inclusive environments for participation that are free of discrimination, harassment, and violence, and where all individuals are treated with respect and dignity.

1501 POLICY

NAWRA is an inclusive organization and welcomes full participation of all individuals in our sanctioned programs and activities, irrespective of:

- race
- ancestry
- place of origin
- color
- ethnic origin
- citizenship
- creed
- sex
- sexual orientation
- gender identity
- gender expression
- age
- marital status
- family status
- disability

NAWRA encourages participation in the sport of ringette and will ensure that equity, diversity, and inclusion are key considerations when developing, updating or delivering NAWRA policies and programs.

1501 APPLICABILITY

All ringette activities sanctioned by Ringette Alberta which are conducted by NAWRA or a NAWRA member.