



**Ringuette NB Ringette**

**RINGUETTE NB  
RINGETTE**

**POLICY AND PROCEDURES**

*As of June 2022*

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## 1. DEFINITIONS

“**ARC**” means Atlantic Ringette Championship.

“**CRC**” means Canadian Ringette Championships

“**CWG**” means Canada Winter Games.

“**ERC**” means Easter Ringette Championship.

“**LTAD**” means Long Term Athlete Development.

“**NCCP**” means National Coaching Certification Program.

“**RC**” means Ringette Canada.

“**RNB**” means Ringette New Brunswick.

“**VSV**” means vulnerable sector verification.

“**Appeal Committee**” consists of RNB Vice President, RNB Director of coaching and a senior athlete or their delegate.

“**Applicant**” means an individual who has submitted his application for a coaching staff position.

“**Bias**” means as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.

“**Coaching staff**” means the head coach, assistant coaches and manager.

“**Competitive team**” means a team competing at “AA” or “A” levels.

“**Discipline committee**” consists of three members; the RNB President, RNB Director of officials or RNB Director of coaching, depending on the circumstances or their delegate and the local Associations President or delegate.

“**Executive**” means Executive or RNB.

“**Harassment**” is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist degrading or malicious.

“**Host committee**” means the committee responsible in organizing the tournament and shall consist in the Past Host committee Chair, the current Host Association representative and the VP of RNB or his delegate.

“**Ice scheduler**” is the RNB representative responsible to prepare the ice schedule in collaboration with local associations.

“**Individuals**” means RNB staff, volunteers, organizers, coaches, officials, athletes, managers, members, parents or guardians of RNB members and spectators at RNB events.

**“Initial Local Association”** means the local Association in which the athlete resides or the local association in the closest community in their region offering a ringette program.

**“Just cause”** for purposes of these policies consists in the following:

- a) Weather that prevents a team from traveling due to a storm or road conditions that are considered unsafe;
- b) Loss of ice time due to unforeseen circumstances;
- c) Tragedy within the team or community; or,
- d) Any or other unforeseen circumstances which in the opinion of the seeding committee constitute in just cause.

**“Playing season”** for purposes of these policies is from September 1 to August 31 annually.

**“Region”** for the purpose of this section, means a geographical area of regional associations.

**“Selection Committee”** means the committee who considers the applications, conducts the interviews and presents recommendations.

**“Subsequent Local Association”** means the local association of the new or temporary residence of the athlete.

**“Zone”** for the purpose of this section, means a sub-division of associations within a region.

## 2. GENERAL

### 2.1. Vision

To promote opportunities for growth, development and advancement throughout the province while reinforcing a culture emphasizing fairness and respect within the entire ringette community.

### 2.2. Mission

To lead, facilitate and encourage ringette in New Brunswick.

### 2.3. Values

**Athlete- centered:** we recognize that we are in the business of sport and our primary focus is the ringette players in New Brunswick

**Excellence:** the pursuit of excellence includes our athletes’ achievements and the competent servicing of membership’s expressed needs.

**Fairness:** we will be fair in our dealings with each other whether we be athletes, coaches, officials, volunteers or staff. Fairness includes equity, accessibility and fair play.

**Respect:** we will treat others as we would like to be treated and ensure the desired behaviors are modeled and that appropriate behaviors are rewarded.

### 2.4. Objectives

The objectives of RNB shall be as follows:

- a) To support the development of ringette in New Brunswick;
- b) To support the development of athletes at all levels;
- c) To build capacity and competence for coaches and officials;
- d) To ensure the effective operation of RNB.

### **3. MEMBERSHIP AND REGISTRATION**

#### **3.1. MEMBERSHIP FEES**

- a) The registration fees shall be established by the Board and be submitted to the annual general meeting for approval. Fee categories shall include:
  - i. Local Association
  - ii. Regional Association
  - iii. Athletes (U9 to +18), Officials, Coaches and Managers
- b) Associations are responsible to pay membership fees to RNB.
- c) Membership fees shall include \$5.00 which will be paid into the Grass Roots Fund.

#### **3.2. REGISTRATION**

- a) Local Associations are to register all athletes, officials, coaches, managers and trainers with RNB.
- b) Athletes registrations are in effect for one year and shall expire September 1<sup>st</sup> annually.
- c) RNB will register players with Ringette Canada annually. RNB will pay 50% of the registration fees to RC by December 31 and the remaining balance by **February 15** of each year.
- d) Ringette Canada Team Registration forms shall be submitted to RNB office no later than **November 1**. Registrations need to be paid to RNB office within 30 days of invoice date. All athletes and team staff must be registered with RNB by **January 15** in order to be eligible to play in the Provincial House League year-end tournament.
- e) Proof of date of birth is required upon demand by RNB for all athletes. Acceptable documentation includes a copy of Birth Certificate, Baptismal Certificate or any other government issued identification card.
- f) Each athlete, team staff and official must complete a Membership Registration Form with their local association and the form shall be kept on file with the local association for insurance purposes.

- g) Each Membership Registration Form shall include the following statement “Agree to abide and be governed by all prescribed by-laws, rules, regulations, policies, principles and philosophies of RNB and RC”.
- h) A penalty of \$100 may be imposed for late filing of registration and fee beyond the deadline of **November 1**. An additional penalty of \$100 may be imposed if the registrations fees are not paid within 30 days of invoice date.

### **3.3. TEAM REGISTRATION**

- a) Local Associations are required to register all athletes on the RNB electronic form. Unless otherwise approved by RNB, the minimum registration is 7 athletes with a maximum of 18 athletes per team.
- b) Changes to registration of teams may be made up to and including January 15 each year where athletes have inadvertently been left off the roster, if adequate proof of playing can be provided by the local association.
  - a. Additions to player rosters after November 1 and before January 15 deadline for any other reason must be submitted by Association Presidents to RNB and requires the approval of RNB.
- c) Athletes are not eligible to play on any team until they have been registered with RNB for insurance purposes.
- d) Local Associations determine the composition of their teams. . Associations shall not use tiering based on skill level in determining the composition of their teams. Associations should make every effort to make the overall skill level of multiple teams in one age division balanced.
- e) Local Associations have the discretion to move an athlete to an older age group because of insufficient numbers in an age group or demonstrated exceptional ability to play with that age group due to their Ringette specific skill set.
  - a. Local associations have discretion to move an athlete to a younger age category because of the following reasons;
    - b. First year of play;
    - c. Insufficient numbers in an age category;
    - d. Presents challenges with their Ringette specific skill set or psychosocial abilities.
  - e. Associations must submit a list of approved player movements to the RNB office by November 1<sup>st</sup>.
  - f. All player movements should be made with a focus on the best interest of the player.
  - g. Association presidents have until November 15<sup>th</sup> to submit an appeal to the RNB office accompanied by a \$50 appeal deposit fee per player being appealed. Deposit fees are reimbursed if the appeal results in the player movement decision being reversed. Athletes subject to appeal are to be assessed by November 30<sup>th</sup> by a representative of RNB to confirm the athlete’s placement at that age category by completing Form 3A. RNB must inform the appealing association as well as the home association of the result of the assessment within 48 hours of the assessment.



- f) Athletes may register with RNB on one team only per season unless released by the team with whom they are registered prior to January 15. Exceptions may be made annually allowing them to participate on two teams with the approval of the Executive. Anyone registering with more than one team without the proper release may be suspended with the right of appeal to RNB. A decision regarding which team the athlete shall be eligible to play at the House League Provincials must be made by January 15.
- g) During the playing season, no athlete shall be allowed to play in a lower age group than that in which the athlete is registered until the following season. (I.e. A U12 registered to a U14 team cannot play on the U12 team until the following season).

### **3.4. ASSISTANCE TO NEW ASSOCIATION**

In its efforts in promoting the sport of ringette and making it accessible to all areas of the province, RNB shall offer support to new regions and associations;

- a) Supply copy of “Ringette New Brunswick New Association Guide”;
- b) Meet with new association representatives and draw-up implementation plan and support, when possible, in the implementation of the plan;
- c) Supply resources material:
  - a. Ringette Developmental Manual (by Ringette Canada)
  - b. LTAD guides for coaches, volunteers and parents (by RNB)
  - c. LTAD and Skills videos (by Ringette Canada)
  - d. ABC program (by Ringette Canada)
  - e. Official Rules (by Ringette Canada)
  - f. Minor officials handbook (by Ringette Canada)
  - g. Drill Manual (by Ringette Canada)
  - h. Goalkeeping Manual (by Ringette Canada)
  - i. RNB Bylaws
  - j. RNB Policies and Procedures Manual
  - k. Game reports-10 (by RNB)
  - l. List of startup equipment and supplies
- d) Allocate funding up to a maximum of \$500 to financially assist new associations in getting up and running. Any region may apply for the funding by submitting completed copy of application form (Form 3B) to RNB office. Such funding shall be none-renewable.
- e) The annual registration fee for a new association shall be \$25 for the association’s first season.

## **4. MEMBERSHIP POLICY**

### **Definitions**

The following terms have these meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick

### **Purpose**

The purpose of this Policy is to describe the application, rights, conditions and obligations for membership within the Association.

### **Scope and Application**

This policy applies to all Members as defined in the Association’s Bylaws.

### **Membership Year and Dues**

Membership within the Association is granted upon an annual basis and will terminate on September 30<sup>th</sup> of each year, subject to re-registration in accordance with this Policy and the Association’s Bylaws. Membership dues are established annually at the discretion of the Association’s Board of Directors.

### **Renewal of Membership**

No Member will be accepted or renewed as a Member, unless:

- a) The potential Member has made an application for membership in a manner prescribed by the Association
- b) The potential Member has agreed to comply with, and meets the requirements of, the Association’s Bylaws, policies, procedures, rules and regulations
- c) The potential Member has paid membership dues owing from any previous membership period
- d) If, at the time of applying for membership the potential Member is a Member in Good Standing as defined in this Policy, unless approved otherwise by the Board.
- e) The potential Member meets the requirements listed in the Association’s Bylaws and in this Policy.

### **Minimum Requirements for Renewal**

Potential Members must comply with the following minimum requirements to maintain and renew membership with the Association:

- a) Register with the Association all players, coaches, and officials and submit the following applicable information of such registrants:
  - i. Designation (players, coaches, officials, or other designation)
  - ii. Name
  - iii. Address
  - iv. Telephone number
  - v. Date of Birth
  - vi. Sex
- a) Appoint an individual to act as the Member’s point of contact.
- b) Submit to the Association the Member’s contact information including address, telephone number, fax number, email and web address.
- c) Submit to the Association a copy of the Member’s most recent constitution, bylaws, rules, regulations, policies and procedures.
- d) Submit to the Association a copy of the Member’s audited financial statement for the last completed fiscal year.
- e) Submit to the Association the identities and contact information of the Member’s staff and directors.
- f) Submit to the Association any other information requested by the Association
- b) Submit a dispute resolution mechanism for complaint and discipline management.

### **Good Standing**

A Member of the Association will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled, or had other restrictions or sanctions imposed;
- c) Has completed and remitted all documents, fees and payments as required by the Association;
- d) Has complied with the Bylaws, policies, procedures, rules and regulations of the Association;
- e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues or debts to the Association, if any.

Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

### **Membership Rights and Privileges**

Members in good standing are entitled to:

- a) Receive communications and up to date financial reports from the Association
- b) Attend the Association's Annual and Special Meetings
- c) Nominate and vote for the Association's Directors in accordance with the Association's Bylaws
- d) Call a Special Meeting at any time, upon the written requisition of Members holding not less than five percent of the total Members' votes
- e) Remove a Director by ordinary resolution, provided that the Director has been given proper notice and the opportunity to respond at a meeting duly called for that purpose
- f) Amend the Bylaws in accordance with the Act
- g) Submit a proposal for consideration at a Member's Meeting in accordance with the Act
- h) Examination of the following documents during the Association's usual business hours and make copies free of charge:
  - i. The report of the public accountant, if any
  - ii. Prescribed comparative financial statements that conform to the requirements of the Act
  - iii. Any further information respecting the financial position of the Association
- i) A copy or summary of the documents described in subsection (h) twenty-one (21) days prior to the Annual Meeting
- j) Examination, on payment of any reasonable fee, the following Association documents:
  - i. The Articles and Bylaws
  - ii. Minutes of Meetings of Members and any committee of Members
  - iii. The Resolutions of Members and any committee of Members
  - iv. Any debt obligation issued by the Association
  - v. A register of Directors
  - vi. A register of Officers
  - vii. A register of Members, requested in accordance with the Act
- k) Host a provincial event, in accordance with the Association's applicable policies.

### **Withdrawal and Termination of Membership**

Membership in the Association will terminate immediately upon:

- a) The expiration of the Member's membership, unless renewed in accordance with this Policy
- b) Resignation by giving written notice to the Association in which case the resignation becomes effective on the date specified in the notice. Note however that resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees
- c) Liquidation or Dissolution of the Association
- d) The Member no longer meets the definition of Members as defined in the Association's Bylaws
- e) The Member ceases to be in good standing by virtue of

- i) Failing to pay membership dues, fees or other monies owing to the Association by the prescribed deadline dates, or
- ii) Having had disciplinary sanctions imposed in accordance with the Association's Bylaws and/or policies relating to the discipline of Members
- f) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination

### **Interpretation**

In the event that this Policy conflicts or contradicts the Association's Bylaws, the Bylaws shall take precedence.

## **5. REGISTRATION ACCORDING TO RESIDENCE AND INTRAPROVINCIAL TRANSFER**

### **5.1. REGISTRATION ACCORDING TO RESIDENCE**

- a) The athlete shall register with the Local Association in which he resides or with the local association closest community in their region offering a ringette program.
- b) For annual registration purposes, the athlete's place of residence shall be determined as of September 15. In the event the athlete moves or establishes a temporary place of residence, the athlete may remain on the team as initially registered or may register with the team at the new or temporary residence.

### **5.2. INTRAPROVINCIAL TRANSFER**

- a) Where an athlete registered in an initial local association seeks permission to transfer to another local association, he shall complete an Athlete Transfer Form (Form 4A) and submit to the initial local association and receiving local association for their consent.
- b) If an athlete resides in a location that does not have a team in their age category, or where an athlete is unable to be included on a team, the athlete shall complete an Athlete Transfer Form (Form 4A) and submit to their Local Association for permission to play for a team in their age category at the nearest local association within their region.
- c) The Subsequent Local Association shall accept such transfer provided the athlete does not displace any athlete in this Local Association.
- d) The transfer requires the signature of Presidents of both Local Associations.
- e) RNB must be informed of transfers between Local Associations. The Athlete Transfer Form must be filed with RNB as soon as possible.
- f) If an athlete plays for a team before being granted permission by either of the Local Associations, the athlete may be suspended.

- g) At the discretion of both Local Associations a transfer may be granted after January 31 of the current playing season.
- h) A transfer is granted for the current season. The athlete shall report to his Local Association the following year for registration.

## **6. INTERPROVINCIAL TRANSFER**

### **6.1. OUT OF PROVINCE TRANSFER**

- a) In the event an athlete registered in the province of NB moves or establishes a temporary residence in another province or territory he may play in the other province or territory.
- b) An athlete registered in the province of NB seeking a release to play in another province or territory, shall complete an Interprovincial Transfer Form (Form 5A) and submit to RNB for approval.
- c) RNB will notify RC of any request for out of province transfer.
- d) An athlete, whose release has been authorized by both provincial and territorial associations, may only play for the association to which they have been released.
- e) Releases require the signature of both presidents of the provincial or territorial associations or territories or their delegates.

### **6.2 IN PROVINCE TRANSFER**

- a) In the event an athlete registered in another province or territory moves or establishes a temporary residence in the province of NB he may play in the province of NB.
- b) Any athlete registered in another provincial or territorial association intending to play in NB must obtain a release from its original province or territory and submit it to RNB for approval.
- c) RNB will notify RC of any request for transfer from another province or territory.
- d) An athlete, whose release has been authorized by both provincial and territorial associations, may only play for the association to which they have been released.
- e) If an athlete plays for a team before being granted permission to do so by the provincial association, the athlete may be suspended.
- f) At the discretion of the provincial or territorial associations in question, a release may be granted after January 31 of the current playing season.

## **7. PROVINCIAL HOUSE LEAGUE**

### **7.1. HOUSE LEAGUE SCHEDULE**

- a) The provincial house league schedule shall be completed by RNB, either by committee or ice scheduler.
- b) All associations must provide the following information to the ice scheduler no later than September 15:
  - i. Ice allocations by arena and hours;
  - ii. List of teams in each age division;
  - iii. List of tournaments that the teams will be attending.
- c) The ice scheduler shall draw up a schedule balancing the games throughout the season. This shall be completed no later than October 15<sup>th</sup>. The balanced schedule shall provide 2-3 games per month.
- d) The local association has the possibility to withdraw a team until September 30<sup>th</sup>. The team fee shall be refunded for notifications up until September 30<sup>th</sup>.
- e) Amendments to the provincial league schedule shall be completed by RNB ice scheduler no later than October 26<sup>th</sup>.
- f) House league games shall start on November 1<sup>st</sup>.
- g) Guidelines to be followed by RNB ice scheduler are as follows:
  - i. Games to be scheduled with equal amounts of Home and Away Games (50/50).
  - ii. A minimum of 2 games to be scheduled on the same day, when a team is to play outside their region, this should always be against 2 different teams, when possible. In the event that this is not possible, the 2<sup>nd</sup> game would be an exhibition game.
  - iii. The schedule is to be balanced throughout the season from November 1<sup>st</sup> to March 1<sup>st</sup>.
- h) All games must be played to count in the standings. If games are postponed due to just cause, teams must reschedule the game at a later date, if possible.
- i) Should less than 10 athletes be available to play a seeded game, the team can call in athletes from a younger level up to a roster consisting of 10 players and one goalie. The team can call up athletes from the same association, but not from the same level.
- j) If a game is cancelled without just cause, then the loss will be given to the team that cancelled with a 1-0 score. In this instance, just cause will be one of the following:
  - i. Weather conditions that make traveling condition unsafe;
  - ii. Notice of loss of ice time due to unforeseen circumstances;
  - iii. Tragedy within a team or community.
- k) If a game is cancelled without just cause, a local association may within one week of the game being played, file a complaint with the seeding committee by submitting the Complaint Form (Form 6A).
- l) Upon receipt of the complaint, the seeding committee shall forward immediately the complaint to the local association of the cancelling team. The local association for the cancelling team shall forward its reply within one week of receipt of the complaint.

- m) The seeding committee shall meet and decide on the merits of the complaint. Where it has been justified it shall impose on the cancelling team a fine of \$300.00 made payable to RNB. The fine shall be used to cover local association expenses related to the last-minute cancellation. Any balance remaining shall remain with RNB.
- n) All games must be completed four weeks prior to the commencement of the provincial tournament. The failure to complete games within this time frame will result in the games being forfeited and a loss handed to both teams involved.
- o) The seeding process will determine the number of groups participating in the provincial tournament.
- p) A total of 80% of the seeding games must be played to qualify to take part in the provincial house league tournament.

q) RNB will provide the Host Committee with the final results of the groups of teams for the House League Provincial Tournament following the guidelines as set below:

8 team division	Green Division	1 – 4
	Maroon Division	5 - 8
9 team division	Green Division	1 – 5
	Maroon Division	6 - 9
10 team division	Green Division	1 – 6
	Maroon Division	7 – 10
11 team division	Green Division	1 – 6
	Maroon Division	7 – 11
12 team division	Green Division	1 – 6
	Maroon Division	7 – 12
13 team division	Green Division	1 – 8
	Maroon Division	9 – 13
14 team division	Green Division	1 – 8
	Maroon Division	9 – 14
15 team division	Green Division	1 – 8
	Maroon Division	9 – 15
16 team division	Green Division	1 – 8
	Maroon Division	9 – 16

- r) The Host Committee has the discretion to name the Division (using colors or sponsors as the case may be.)



- s) Once the Divisions have been divided, the following format will be implemented to determine the preliminary round of games. Each team shall play a minimum of three games in the tournament.

*Five teams, 1 division:* the top two seeds would not play each other in the round robin play. Top four teams advance.

*Six teams, 1 division:* the top two seeds would not play each other. Top four teams advance.

*Seven teams, 1 division:* the top two seeds would not play each other. Top four teams advance.

*Eight teams, 2 division:* #1, 3, 6, 8 in one division #2, 4, 5, 7 in the other.

## **7.2. HOUSE LEAGUE SEEDING**

- a) A seeding committee shall include a representative from RNB executive, the ice scheduler and one representative of each region.
- b) The representative from RNB and the ice scheduler will establish before the season commences on November 1 of each year, the games which will be assessed for purposes of seeds.
- c) The identification of the seeding games within the provincial schedule shall be kept confidential and not released. No seeding standings will be posted nor revealed.
- d) Results of all games played in the provincial league can be released and posted. However, no seeding standings will be revealed.
- e) All game scores shall be entered on a website as determined by RNB for this purpose within 48 hours of the game having been played.
- f) The local team is responsible to recording the game score on the website with the visiting team confirming the entry within 48 hours. Failure to do so shall result in a penalty \$25\$/ game issued by RNB to the local association.
- g) The local association will keep the game sheets on file and available for consultation should such be needed.
- h) If a scheduled game is not played, the home team has the responsibility to forward an email to RNB Administrative Assistant or delegate indicating the reason for the cancellation and the new date for the game is to be played, if known.
- i) Ineligible athletes playing in games will result in the following for the team:
- i. Forfeiture of game on first offence
  - ii. Disqualification from tournament for two offences in same year.
- j) In divisions which did not play in a Provincial League, their standing and level of participation in the provincial tournament shall be determined by the seeding committee.
- k) The final results will be tabulated by ice scheduler and RNB designate to determine the provincial seeding for each division and a report will be submitted to RNB.



- l) The seeding committee shall have the final decision on seeding.

### **7.3. LEAGUE FEES**

- a) Each Local Association must pay a performance bond to participate in league play. This bond is held until such time that a member chooses to leave the league. If at any time a member is fined or owes fees and does not pay within the guidelines, the Bond is used to pay off the amounts owing. Once this occurs, the member so longer has an adequate bond in place and can no longer play in the RNB Provincial League until such time as they replace the bond.
- b) At the beginning of the season, each Local Association must pay an annual team fee of \$50 for each team that will take part in the league that season.
- c) Local Association must pay the Team Fee before September 15<sup>th</sup> in order to provide their intent to ice a team, along with all items as stated in item 6.1 b).

## **8. HOUSE LEAGUE PROVINCIAL TOURNAMENT AND JAMOREE**

### **8.1. TOURNAMENT PLANNING**

- a) The Provincial tournament shall be held annually on a weekend in March for house league teams in the following divisions: U12, U14, U16, U19 and +18.
- b) A Jamboree for the house league teams U9, U10 shall be held annually in March.
- c) Offers to host this tournament and jamboree shall be entertained annually at the last regular meeting of RNB.
- d) All house league provincial tournament and jamboree expenses shall be the responsibility of the host association. Any revenue or deficit shall be the responsibility of the host association.
- e) The Host Committee members shall be confirmed no later than September 30.

### **8.2. TEAM PARTICIPATION**

- a) All teams must declare their intent to participate with the host committee 8 weeks prior to the tournament date and submit their registration fee and team roster 6 weeks prior to the tournament.
- b) The Host Committee shall send the team rosters to RNB for verification of eligibility to play.
- c) Team rosters are limited to the RNB registration form as submitted prior to February 1. All athletes must have played a minimum of 50% of scheduled seeded games during the

regular season to be eligible to play in the provincial tournament. Teams in all divisions should keep regular season game sheets to verify games played. Exceptions to this may be made for late registration or injured athlete or other extenuating circumstances as approved by RNB.

- d) No adjustments will be made to team rosters within 24 hours of the tournament start.
- e) Game score sheets will be completed by the host committee prior to start of the tournament and be confirmed prior to game time and signed by team staff. Amendment to the roster can only be done by the Host Committee or their delegate.
- f) All Associations must pay \$ 500.00 bond to be sent with the registrations to the Host Committee. Cheque shall be made payable to RNB.

### **8.3. TOURNAMENT SCHEDULE**

- a) Tournament format is at the discretion of the Host Committee and shall take into consideration the number of teams in a division, the availability of ice time and any other factors. All efforts will be made to be as fair as possible.
- b) All preliminary round robin games shall be completed no later than Saturday evening.
- c) Divisions playing late in late evening should not be playing early on the following day.
- d) There will be a minimum of four teams per division or the division will not be held that year.
- e) The Host Committee shall submit the schedule to the Vice President or their delegate three weeks in advance for its approval prior to release to the local associations' teams.
- f) The schedule will be made available to the teams two weeks in advance of the tournament.
- g) The Host Committee is under no obligation to grant requests for alterations in the schedule.
- h) The Seeding Committee may entertain requests in writing for exceptions to any regulation providing they are received within 48 hours of the schedule being posted. The decisions of the Seeding Committee are final and are appealable to the Executive only in cases of unfairness.
- i) The Host committee shall be informed of any request for exception.
- j) Ringette Canada rules apply.

### **8.4. OFFICIATING**

- a) On ice officials are to be assigned by the RNB Director of Officials.
- b) Assignment will be based on Ringette Canada guidelines for assignment.
- c) The Provincial Tournament shall be supervised by the RNB Director of Officials or his designate. Evaluations shall be done as appropriate and reassignment dependent on performance.
- d) Officials are to be paid a minimum of \$15/game and accommodations as recommended by RNB when overnight stay is required.
- e) Interested officials should submit their names to the RNB Director of Officials at least one month prior to the tournament.
- f) Game reports for match penalties will be submitted to the Host Committee and RNB Director of officials. The disciplinary procedure shall be implemented as soon as possible as needed.

### **8.5. COACHING**

- a) The Ringette Canada's coaching requirements must be complied with by all team staff. Exceptions may be granted by RNB Executive on an exceptional basis.
- b) All teams must have a fully certified female coach or certified female trainer, or certified female manager if a certified female coach is not available.
- c) Managers are to be fully certified.
- d) All team staff shall meet the certification requirements by February 11<sup>th</sup>.
- e) The coaching staff must be 16 years of age or over.

## **9. COMPETITIVE RINGETTE POLICY**

### **9.1 HIGH PERFORMANCE PROGRAM**

- a) Ringette NB will act as the "License Holder" of all Competitive Ringette in NB and will be responsible for ensuring that coaches, athletes, and administrators are executing the High Performance program to the defined standards set out in the High Performance Program Manual.
- b) Competitive programming will be run according to the High Performance Program Manual.
- c) The daily operations and general administration will be led by RNB
- d) The Program Manual shall be published with any revisions annually in June.

## **9.2 REGISTRATION**

- 9.1.1.1. Players will register directly with RNB
- 9.1.1.2. Players who wish to participate in the HP Program and at Local Association must fully register with their local association by the registration deadline.

## **10. OUT OF PROVINCE TEAM TRAVEL**

- a) This policy shall apply to all teams traveling out of province including all house league, competitive and professional teams.
- b) All out of province competitions attended by RNB teams shall comply with RNB's commitment towards LTAD program.
- c) The Travel Sanctioning Form (Form 10A) shall be completed by a team representative and submitted to RNB office for approval a minimum of 4 weeks prior to the departure date.
- d) RNB office will confirm receipt of application by way of email.
- e) RNB Program Manager shall review the request and notify the Technical Director of its approval or not.
- f) A copy of the form shall be returned to the applicant, duly signed and dated to confirm approval.
- g) The Program Manager shall provide a report of all events sanctioned at the next RNB Board meeting.

## **11. PROVINCIAL TEAM UNIFORM**

- a) Provincial Team uniforms are the property of RNB. They are for use by provincial competitive teams only at competitions and team activities.
- b) Rental fees are intended for cost recovery and upkeep at rates determined annually. Damage deposits of \$200 will be charged along with the rental fee.
- c) Unreasonable damage other than what can be attributed to normal wear and tear, and unreturned uniforms will be charged against the damage deposit and residual funds

returned to the team staff responsible for the uniforms.

- d) A team staff shall be appointed to sign for uniforms on the Uniform Rental Form (Form 11A) and shall be responsible for their return to RNB no later than 15 days after the end of the season. The damage deposit shall be withheld by RNB in failure to return the jerseys within the set deadline.

## **12. CANADA WINTER GAMES**

### **12.1. SELECTION COMMITTEE**

- a) The mandate of the Selection Committee is to recommend to RNB the selection of the head coach of the Canada Winter Games program.
- b) The Selection committee consists of at least four and no more than seven members. The RNB Board Member acts as Chairperson and reports the committee's findings to RNB for their final determination.
- c) The Selection Committee may consist of:
  - Ringette NB Board Member
  - Ringette NB Staff Members
  - Independent Member selected by RNB's HP Committee
  - High Performance Coach from another sport
  - High Performance Sport Specialist
- d) The members of the Selection committee are subject to the approval by RNB.
- e) Members of the Selection Committee should:
  - i. Not have a direct relationship with the applicants;
  - ii. Declare themselves in conflict of interest if they hold opinions or have had past experiences with the applicant that makes it impossible for them to maintain objectivity regarding that applicant or would give the obvious appearance of bias in their consideration of that applicant.
- f) In deciding whether the Selection Committee member is in a situation of conflict or the perception of a conflict of interest, the member must discuss such situations with the committee members, RNB Board Member (chair) or RNB.
- g) Upon selection, the head coach, in conjunction with the HP Committee and RNB staff, selects from the recommended applications, staff for the remaining positions.

### **12.2. SELECTION PROCESS**

- a) The process for the selection of coaches will consist of the selection of the head coach and recommended coaching staff.
- b) RNB recognizes that the head coach shall have a significant input in the selection of his coaching staff. RNB will however provide the selected head coach with recommendations in regard to the

applicants who have expressed an interest in working on the coaching staff.

- c) Once the process is completed, it is the responsibility of RNB Vice-president to communicate to the selected head coach the list of candidates for the remaining coaching staff positions.
- d) The proposed timelines and deadlines are as listed in Form 12A. It is recognized that from year to year circumstances may require adjustments in the proposed timelines.
- e) To ensure the input of RNB it is recommended that the process take place prior to the November Board meeting.

### **12.3. TEAM STAFF SELECTION**

- a) All applicants are normally accepted by RNB for consideration by the Selection Committee. However, there are situations where RNB may decide to reject an application. The following are guidelines with regards to the factors considered grounds for refusal of an applicant by RNB:
  - i. An absence of mutual respect between the candidate and RNB;
  - ii. Situations where no remedial action to RNB recommendations is undertaken;
  - iii. Unresolved issues or continuing problems;
  - iv. Athlete, parent or guardian feedback as to warrant refusal;
  - v. Unable to meet the certification requirements before deadline;
  - vi. Athlete, parent or guardian correspondence or feedback, outside of evaluations, received directly by RNB deemed to be of a nature as to warrant refusal.
- b) To ensure impartiality and just cause for rejecting a candidate, the following do not enter into the evaluation:
  - i. Personal opinions regarding a candidate's coaching techniques;
  - ii. Personal conflict with a candidate;
  - iii. Correspondence and interaction by the candidate with RNB to address legitimate requests.
- c) RNB shall communicate the rejection of an application to the applicant at the time of the decision.
- d) The candidate must meet the basic screening criteria for competitive team staff as set out by RC.
- e) In selecting the coach and staff, RNB will follow the guidelines set out by the Department of Wellness Culture and Sports, Sport and Recreation Branch.
- f) RNB shall select and the Selection Committee shall consider the applicants who best demonstrates the following qualifications and competencies;
  - i. Credentials:***
    - A. Diverse coaching experience including sports other than ringette;

- B. Years of experience as a ringette coach;
- C. Competitive coaching experience (provincial play downs, ARC, CRC, CWG, International)
- D. Advance level of coaching certification NCCP ringette.

***ii. Related experience:***

- A. Well rounded ringette volunteer (has served the sport in other areas other than coaching);
- B. Proven experience in ringette development and athletic identifications camps;
- C. Bilingual.

***iii. Personal attributes:***

- A. Shows an awareness for the time commitment required of a 2 ½ years program;
- B. Proven respect of athletes and the ringette community as a whole;
- C. Proven ability to successfully cope with deterrents and hardships in elite competitive situations.

***iv. Technical skills:***

- A. Proven knowledge of the development, selection and preparation of athletes at an elite level including organization of camps.
- A. Proven knowledge of preparation of athlete selection packages, final selection of the team, and athlete nutritional, physical, psychological, on ice and competitive training.

- g) In addition to the qualifications listed in section 8.3 f, the candidates for the position of manager will have the following;

***i. Fundraising:***

- A. Proven ability to promote an elite level team to raise the profile of the sport;
- B. Proven ability to use creative and effective fundraising techniques;
- C. Proven ability to work with parents, groups, committees.

***ii. Budget:***

- A. Proven ability to budget finances and manage team funds efficiently.

- h) In order to assess the candidates, the Selection Committee will refer to Form 12B to weight the factors and selection criterions for each candidate.

#### **12.4. GENERAL GUIDELINES**

- a) It is important to ensure that the selection process is fair to all parties involved and to maintain a level of professionalism and integrity during the process.
- b) Documentation will be retained for verification, justification and reference purposes.
- c) Confidentiality will be maintained.
- d) RNB reviews and eliminates candidates based on criteria and information available to RNB. Notification to the applicant is at the time of decision.
- e) The Selection committee establishes the weight to be used for each selection factor in the process prior to the start of the selection process and based on the weight and ranges outlines (Form 12B)
- f) The relative weight of High/Medium/Low to each factor assessed by the Selection committee and how it is applied is determined by the Selection committee. (Example: H=5, M=3, L=1), (Form 12B).
- g) Recommended answers to the interview questions are formulated prior to the interviews. This is to ensure the Committee members know what they are looking for and the mandatory elements of an answer are marked accordingly.
- h) Members of the Selection Committee have access to the coach's evaluations after the interview to ensure no bias in marking the candidate's responses. These are weighed as per the pre-established rating structure.
- i) Tie breaking factors are taken into account when two coaches are tied after all factors have been assessed. Some tie breaking factors are discretionary and are applied on a common sense basis. The Selection Committee should consider the tiebreakers in the following priority.
- j) Gender: Female sport.
- k) Having a daughter potentially on team may be a non-issue based on the caliber of the daughter.
- l) The recommendations of the Selection Committee are based on a majority position of the members of the Committee. Every member has an equal voice.
- m) All applications accepted by the Association must be considered by the Selection Committee. However, the Selection Committee may not require each applicant to undergo an interview.
- n) All members of the Selection Committee must be in attendance for all interviews where possible. If not available, the interview is rescheduled.
- o) The RNB Vice-President will apprise candidates of the results only after the Association final selection is made.

#### **12.5. TEAM STAFF RESPONSIBILITY**



- a) The team staff will consult with, and adhere to guidelines established by RNB, the Canada Games Council and Sports Branch.
- b) The team staff in conjunction with RNB Vice President or there designate, establish athlete selection criteria.
- c) In the season prior to that of the CWG, the team staff will advertise, organize and conduct at least one athlete development and identification camp in each of RNB currently defined ringette regions.
- d) From the athletes identified, team staff will invite 30-40 athletes to attend a formal tryout camp of the CWG season.
- e) Prior to their attending a formal tryout camp, CWG team staff is responsible for informing athletes and their parents or guardians of the additional time travel and monetary commitments their Canada Winter Games participation will entail. In addition, they are to be informed in advance of the player selection criteria and procedure to be used as well as the applicable appeal procedure.
- f) With the exception of tournament participation and the month or so immediately prior to the CWG, travel for team activities will not, on average, exceed every second weekend. The location of team activities is at the discretion of team staff but should reflect the needs of the team as a whole.
- g) The scheduling of team activities should also respect the fact that many athletes, at their association level, are encouraged to maintain a commitment to house league play.
- h) It is possible team staff will be required to take a U19 team to CRC the year of, and/or the year prior to the CWG.

## **12.6. ATHLETE ELIGIBILITY**

- a) Must be female and 19 years of age or under as of December 31 of the year immediately prior to that of CWG.
- b) Permanent resident within the Province of NB.
- c) Registered as an athlete with RNB.
- d) Under exceptional circumstances only will an athlete, who does not attend at least one of the CWG player development or identification camps, AND the CWG tryout camps, be considered for selection to the team. Acceptable reasons for absenteeism include documented injury, illness, safety considerations for travel and other factors which are considered in the best interest of the athlete.

## **13. ATHLETE DEVELOPMENT CAMPS**

### **13.1 GENERAL PRINCIPLES**

- a) The athlete development camps will provide RNB recreational athletes of all ages and skill abilities the opportunity to improve their physical and motor abilities and mental knowledge of the game, year-round, while encouraging fun, fitness and friendship.
- b) The athlete development camps are designed for all regions in NB who wish to provide development camps for their athletes, at any time of the season.
- c) At least two development camps will be hosted annually. The camps will be rotated on a yearly basis according to age division and region

### **13.2 PLAYER DEVELOPMENT CAMP**

- a) Player development camps can take place at any age and are earmarked for the recreational athlete.
- b) The camp consists of two or more on-ice sessions, and instructors will teach general skating, fitness, ringette techniques and, positional skills.
- c) Instruction will be based on the developmental age of the athlete and individualized instruction will take place whenever possible. All camps shall follow the RC Long term Athlete Skill Matrix.
- d) A minimum of twenty athletes per ice hour must be registered for the camp to take place with a maximum of thirty participants.
- e) The camp will include a minimum of one hour of off-ice activity which can include a session on nutrition, fitness or arts and craft depending on the age group.
- f) The camp may have more than one age group. To ensure the athletes are being instructed with other athletes of similar age and playing ability, no group shall have an age span greater than five years.
- g) All athletes must wear the mandatory equipment as per the official rules of RC.
- h) There is a maximum athlete to instructor ratio of 10:1.
- i) Goaltenders may attend, but may not receive position specific instruction. It would be best to request a goaltending camp or instructor to accompany this camp if desired.

### **13.3 GOALTENDING DEVELOPMENT CAMP**

- a) Goaltending development camps are designed for goaltenders of all abilities in the U12 division and above. Goaltenders will receive position specific advice, training and skill development.

Goaltending camps may be separate camps, or may be combined into the player development camps.

- b) A minimum of two goaltenders per ice hour must be registered for the camp to take place with a maximum of six participants.
- c) The instructor to athlete ratio of 1:3 is recommended.
- d) All athletes must wear the mandatory equipment as per the official rules of RC.
- e) Care should be taken to ensure the goaltenders are of a similar developmental age and ability.

### **13.4 CAMP ORGANIZATION**

- a) Regions who wish to host a player development camp should contact RNB. If the region is requesting financial assistance, they shall submit a budget for approval by RNB.
- b) The Director of Athlete Development shall be responsible for the camps with the assistance of the Technical Director.
- c) To set up a camp, associations should follow the following guidelines.
  - i. Select a date and location for the camp and confirm ice times.
  - ii. Determine the type of camp to be held.
  - iii. Send request and budget to RNB. Under RNB direction, the Director of player development will forward the request and budget to RNB for approval.
  - iv. Once approved, the Director of Athlete Development shall contact all RNB associations and send out notice regarding the camp, including registration details.
  - v. The host region shall be responsible to ensure an adequate number of rings, cones, and nets, are supplied.
  - vi. Host regions are also responsible for ensuring athletes wear the appropriate equipment/ clothing for the camp.

### **13.5 CAMP REGISTRATION AND FINANCIAL RESPONSIBILITIES**

- a) The host region shall set the cost for attendance and materials for each athlete development camp to reflect current costs.
- b) The host region shall do the initial athlete registration and collect payment. Therefore, participant cheques are made payable to the host region or specific association that is handling the details.
- c) The host region must book and pay for all of the allocated ice and expenses for the camps. The purpose is that the hosting region can often attain community group rates on rentals, therefore minimizing the cost of ice and consequently reducing the cost for participants.
- d) Should the host region request additional off-ice instruction, it is the region's responsibility to book and pay for the appropriate facility, such as gymnasium. The facility should be as close to the ice facility as possible to reduce traveling time and thus reduce additional traveling costs.
- d) The host region is responsible to book or pay for instructors.

### 13.6 FUNDING CRITERIA

- a) All player and goaltender development camps shall be available to every recreational player in NB.
- b) All athlete and goaltender development camps are subject to RNB approval.
- c) Maximum funding allowance provided by RNB will be of the amount of \$500.
- d) Any region may apply to host an RNB athlete/goaltender development camp.
- e) A funding application, Form 16A must be sent to RNB office at least four weeks prior to the event.
- f) Once approved, notification to all associations must be done in a timely fashion and sent out by RNB to all associations.
- g) Camps shall be on a first come first served basis **or** certain number of seats allocated to each RNB association.
- h) Once the deadline to register has passed any seats not used by a region or association, the vacancy can then be filled by the next athlete's name on the list.
- i) Grants are subject to available funds and budget approval by RNB. Determination of amounts to be reviewed and announced annually.

## 14. PRIVACY POLICY

### Background

Different privacy legislation applies to the public sector and to the private sector. Not-for-profit sport organizations in Canada are considered to be part of the private sector. The *Personal Information Protection and Electronic Documents Act* (PIPEDA) is the federal privacy legislation that applies to all not-for-profit sport organizations in Canada.

PIPEDA applies to the Association's use of Personal Information for Commercial Activity.

This Privacy Policy is based on the standards required by PIPEDA as interpreted by the Association.

### Definitions

The following term has this meaning in these Guidelines:

- a) "*Association*" – Ringette New Brunswick.

- b) “*Personal Information*” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
- c) “*Representatives*” – Any individual or organization who acts for or on behalf of the Association.

## **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 the respect to their personal information, and the need of the Association to collect, use or disclose personal information.

## **Application**

This policy is to apply to all Representatives.

## **Obligations**

The Association will take all steps necessary to guarantee its adherence to the requirements laid down in PIPEDA.

Additionally, the Association will not

- d) Publish, communicate, divulge or disclose to any unauthorized person or third party Personal Information without express written consent of the person to whom the information pertains;
- e) Put itself into a position where it will be expected to divulge personal information;
- f) Put its Representatives into a position where they are expected to disclose Personal Information to any unauthorized person or third party without express written consent of the person to whom the information pertains;
- g) Derive personal benefit from collected Personal Information collected in the course of fulfilling the reasonably expected duties of the Association.

## **Accountability**

The Privacy Officer is responsible for the implementation of this policy and monitoring all information collection and data security. The Privacy Officer is also responsible for ensuring Representatives of the Association are aware of this *Privacy Policy* and its contents, and for any complaints arising in relation to this policy.

The Privacy Officer may be contacted at:

**RINGETTE NEW BRUNSWICK**  
**RNB.EXECUTIVEDIRECTOR@GMAIL.COM**

The Privacy Officer is responsible for

- h) Ensuring adherence to this policy by Association members
- i) Establishing procedures to receive and respond to complaints and inquiries
- j) Make record of all those who have or have had access to Personal Information
- k) Ensure third parties adhere to this policy

## **Accepted Recording Purposes**

The Association may collect Personal Information for purposes that include, but are not limited to:

*Communication*

- l) Sending communications in the form of news bulletins or newsletters
- m) Publishing articles, media relations and postings on the Association's official website
- n) Award nominations, biographies, and media relations
- o) Communications with third parties
- p) Disciplinary actions
- q) Representative screening

*Registration, Database Entry and Monitoring*

- a) Registration of programs, events and activities
- b) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selecting
- c) Database entry to determine level of officiating and qualifications
- d) Determination of eligibility, age group, and appropriate level of play and competition
- e) Player registration, uniform selection and team/athlete selection
- f) Technical monitoring, official training, and educational purposes
- g) Sport promotion and media publications

*Sales, Promotions and Merchandising*

- a) Purchasing equipment, coaching materials and other sport resources
- b) Promotion and sale of merchandise

*General*

- a) Travel and administration
- b) Implementation of the Association's *Screening Policy*
- c) Medical administration in all forms
- d) Determination of membership as per the Association's *Registration and Membership Policy*
- e) Managing insurance claims and investigations
- f) Video and audio recordings for not commercial, and commercial purposes
- g) Payroll, honorariums, company insurance and health plans
- h) Any and all complaints and inquiries

The Association may collect additional information as needed, but will do so in adherence to the **Consent** section of this policy.

**Consent**

By providing Personal Information to the Association, individuals are implying their consent for the Association to use their information as necessary within the confines of this policy.

Prior to disclosing any Personal Information, the Association will obtain the consent of the individual(s) to whom the information pertains.

Consent may be written or implied. In determining the form of the consent to use the Association 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 a registration form or an application form;
- b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
- c) Providing written consent either physically or electronically;
- d) Consenting orally in person; or,
- e) Consenting orally over the phone.

An individual may withdraw consent in writing, at any time, subject to legal or contractual restrictions.

Consent cannot be said to have been given from minors (19 years or older), or those who are seriously ill or mentally incapacitated. Consent from their legal guardians will be required in lieu.

The Association is not required to obtain consent for the collection of Personal Information, and may use Personal information without an individual's consent only if:

- a) It is clearly in the individual's interests and the opportunity for obtaining consent is not available in a timely way;
- b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement, federal or provincial law, or Association policy;
- c) An emergency threatens an individual's life, health or security; or,
- d) The information is publicly available as specified in PIPEDA.

The Association is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.

The Association may disclose Personal Information without the Individual's knowledge or consent only:

- a) To a lawyer representing the Association
- b) To collect a debt that the individual owes to the Association
- c) To comply with legal proceedings of any sort
- d) To comply with government regulations as set out in law
- e) In an emergency threatening an individuals life, health or security
- f) To an archive institution
- g) 20 years after the individual's death or 100 years after the record was created
- h) If it is publicly available as per PIPEDA

### **Accuracy, Retention, and Openness**

To minimize the possibility that Personal Information is used to come to an incorrect conclusion, Personal Information will be accurate, complete, and as up to date as necessary for its use.

Personal Information will be retained as long as reasonably necessary to enable participation in the Association's programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.

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

The Association will make the following information available to members:

- a) This *Privacy Policy*;
- b) Any additional documentation that further explains the Association's *Privacy Policy*;
- c) The name or title, and the address, of the person who is accountable for the Association's *Privacy Policy*;
- d) The means of gaining access to Personal Information held by the Association;
- e) A description of the type of Personal Information held by the Association, including a general account of its use; or,
- f) Identification of any third parties to which Personal Information is made available.

## Access

Upon written request, and with assistance from the Association after confirming the Individual's identity, Individuals may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Individuals are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.

Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the individual, at no cost to the individual, within thirty (30) days of receipt of the written request.

Individuals may be denied access to their Personal Information if the information:

- a) Is prohibitively costly to provide;
- b) Contains references to other individuals;
- c) Cannot be disclosed for legal, security or proprietary commercial reasons; or,
- d) Is subject to solicitor-client privilege or litigation privilege.

If the Association refuses a request for Personal Information, it shall inform the individual the reasons for the refusal.

## Compliance Challenges

Individuals are able to challenge the Association for its compliance with this Policy.

Upon the receipt of a complaint, the Association will:

- a) Record the date the complaint was 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 Association’s personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel;
- e) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Association;
- 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.

The Association will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any Association Representative or member who:

- a) Challenges the Association for its compliance with this Policy;
- b) Refuses to contravene this Policy or PIPEDA;
- c) Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the individual.

### **Website Copyright and Legal Disclaimer**

The information on the Association’s website is provided as a resource to those interested in the Association. The Association 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 Association 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 Association. The Association reserves the right to make changes to their website at any time without notice.

## **15. CONFIDENTIALITY POLICY**

### **Definitions**

1. The following terms have these meanings in this Policy:
  - r) “*Association*” – Ringette New Brunswick and/ or “Local Associations” – All Ringette New-Brunswick Regions
  - s) “*Confidential Information*” – Personal information of Association Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of the Association such as data, proprietary information, business information, and trade secrets.
  - t) “*Representative*” – All individuals employed by, or engaged in activities on behalf of, the Association. Representatives include, but are not limited to, staff, administrators, directors and officers of the Association, committee members, and volunteers.

- u) “*Members*” - All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association.

## **Purpose**

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Association.

## **Scope and Application**

This policy applies to all Members and Representatives of the Association.

Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.

Representatives voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

## **Responsibilities**

Representatives and Members will not, either during the period of their involvement with the Association or any time thereafter, disclose any Confidential Information acquired during their period of involvement with the Association, unless expressly authorized to do so.

Representatives and Members will not publish, communicate, divulge or disclose any Confidential Information without the express written consent of the Association.

Representatives and Members will not use, reproduce, or disseminate Confidential Information without the express written consent of the Association.

All documents and materials relating to Confidential Information will remain property of the Association and, upon termination of involvement with the Association, the Association will immediately return all possible Confidential Information, as well as copies and reproductions to the person whom the materials apply.

## **Intellectual Property**

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Association will be owned solely by the Association, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The Association may grant permission for others to use its intellectual property.

## **Enforcement**

A breach of any provision listed in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to the Association's *Discipline and Complaints Policy*.

## 16. CODE OF CONDUCT POLICY

### Definitions

The following terms have these meanings in this Code:

- a) "*Individuals*" – All categories of membership defined in the Association's Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
- b) "*Association*" – Ringette New Brunswick

### Purpose

The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

### Application of this Code

This Code applies to all Individuals. An Individual who violates this Code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.

An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association's *Human Resources Policy* as well as the employee's Employment Agreement, as applicable.

### Responsibilities

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. The display of visual material which is offensive or which one ought to know is offensive
  - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - iv. Leering or other suggestive or obscene gestures

- v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - vii. Any form of hazing
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - x. Physical or sexual assault
  - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xii. Retaliation or threats of retaliation against an individual who reports harassment
- c) Refrain from any behaviour that constitutes **workplace harassment or workplace violence**, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

*Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

*Workplace Violence*

- ix. Verbal threats to attack a worker
  - x. Sending to or leaving threatening notes or emails
  - xi. Making threatening physical gestures
  - xii. Wielding a weapon
  - xiii. Hitting, pinching or unwanted touching which is not accidental
  - xiv. Blocking normal movement or physical interference, with or without the use of equipment
  - xv. Sexual violence
  - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material

- iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association
  - f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
  - g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
  - h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Association programs, activities, competitions, or events
  - i) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events
  - j) Respect the property of others and not wilfully cause damage
  - k) Adhere to all federal, provincial, municipal and host country laws
  - l) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

#### **Board/Committee Members and Staff**

In addition to section 5 (above), Association's Directors, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
- c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated

- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all Association governance documents
- m) Conform to the bylaws and policies approved by Association

### **Coaches**

In addition to section 5 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the Association's *Screening Policy*
- i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- n) Dress professionally, neatly, and inoffensively
- o) Use inoffensive language, taking into account the audience being addressed

### **Athletes**

In addition to section 5 (above), athletes will have additional responsibilities to:



- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
- g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

In addition to section 5 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or the Association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

In addition to paragraph 5 above, Parents/Guardians and Spectators at events will:

- c) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- d) Condemn the use of violence in any form
- e) Never ridicule a participant for making a mistake during a performance or practice
- f) Provide positive comments that motivate and encourage participants continued effort
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same.
- h) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- i) Respect the decisions and judgments of officials, and encourage athletes to do the same
- j) Never question an officials' or staffs' judgment or honesty
- k) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- l) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- m) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators

## 17. HARASSMENT POLICY

### Definitions

The following terms have these meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick and/ or “Local Associations” – All Ringette New-Brunswick Regions
- b) “*Complainant*” – The Party alleging an infraction

### Purpose

The Association is committed to providing a safe environment free of harassment for all those participating.

While there is a general requirement of non-harassment in the Association’s *Code of Conduct and Ethics*, it is imperative that those associated with the Association understand the Association’s dedication in providing a safe environment.

### Application

This policy applies to all individuals associated with the Association, including but not limited to, athletes, coaches, trainers, administrators, and league officials.

### General Harassment

General harassment can take many forms, and can be directed against one or multiple persons, by one or multiple persons. Examples of harassment include but are not limited to:

- n) Written or verbal abuse or threats;
- o) The display of offensive or obscene material that one knows, or ought to know, is offensive or obscene;
- p) Unwelcome remarks, comments, jokes, innuendos or any other methods of communication used to convey statements regarding another’s: looks, body, attire, race, religion, ability, gender, or sexual orientation;
- q) Condescending or patronizing behavior;
- r) Practical jokes which may cause feelings of insecurity, shame, or embarrassment;
- s) Any form of hazing;
- t) Unwanted physical contact;
- u) Physical assault;
- v) Retaliation towards someone who reports another for harassment;
- w) Aggression resulting from difference of opinion.

### Sexual Harassment



Sexual harassment, like general harassment, can take many forms, and can be directed against one or multiple persons, by one or multiple persons. Sexual harassment is more severe than general harassment in that the added sexual component increases the severity of the harassment.

Examples of sexual harassment include but are not limited to

- x) Unwanted physical contact with underlying sexual motive
- y) Unwanted sexual advances, comments, or propositions
- z) Written or verbal sexually charged messages
- aa) Leering or sexual comments

The reason for the distinction between General Harassment and Sexual Harassment is that those found guilty of Sexual Harassment will be penalized more severely to reflect the added unacceptable sexual nature of the act.

### **Confidentiality**

The Association understands that reporting harassment of any kind can be difficult for the harassed individual. The Association undertakes to keep all personal information of the harasser and harassee private and confidential whenever possible.

### **Procedure**

Should an individual decide to file a complaint, they will follow the processes set out and described in the Association's *Discipline and Complaints Policy* regarding the submission of a complaint.

The Association's procedure upon receiving the complaint is described in the Association's *Discipline and Complaints Policy*.

## **18. REPRESENTATIVE OF SOCIAL MEDIA POLICY**

### **Definitions**

The following terms have these meanings in this Policy:

- a) "*Association*" – Ringette New Brunswick and/ or "Local Associations" – All Ringette New-Brunswick Regions
- b) "*Association-branded social media*" – Official social media engagement by the Association including the Association's Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the Association in the future
- c) "*Representative*" – All individuals employed by, or engaged in activities on behalf of, the Association. Representatives include, but are not limited to, staff, administrators, directors and officers of the Association, committee members, and volunteers.
- d) "*Social media*" – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Instagram, Snapchat, Facebook, and Twitter

### **Purpose**

The Association encourages the use of social media by its Representatives to enhance effective internal communication, build the Association brand, and interact with members. Since there is so much

ambiguity in the use of social media, the Association has created this policy to set boundaries and standards for Representatives' social media use.

### **Application of this Policy**

This Policy applies to all Representatives.

### **Representatives' Responsibilities**

Association Representatives will not:

- a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the Association's *Code of Conduct and Ethics*, or any other applicable jurisdiction
- b) Impersonate any other person or misrepresent their identity, role, or position with the Association
- c) Display preference or favouritism with regard to clubs, athletes, or other members
- d) Upload, post, email, or otherwise transmit:
  - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another person's privacy, or otherwise objectionable
  - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
  - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
  - iv. Any material that is considered the Association's confidential information or intellectual property, as per the Association's *Confidentiality Policy*

Representatives shall refrain from discussing matters related to the Association or its operations on Representatives' personal social media. Instead, matters related to the Association or its operations should be handled through more official communication channels (like email) or through the Association-branded social media.

Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the Association. For example, an Association Head Coach shall not represent the Association in answering a question on the Association-branded social media that is directed at, and better addressed in more official communication channels by, the Association's Treasurer.

Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Association-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the Association.

Representatives shall use a clear and appropriate writing style.

### **Association Responsibilities**

The Association will:

- a) Ensure that Representatives only use social media in a positive manner when connecting with others
- b) Properly vet and understand each social medium before directing Representatives to engage with, or create, the Association-branded social media
- c) Host expert training sessions on the topic of social media; in the event that the social media engagement directed by the Association is unclear or not fully understood

- d) Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
- e) Monitor Representatives' use of social media

#### **Enforcement**

Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*, legal recourse, or termination of employment/volunteer position.

## **19. COACH, PARENT AND ATHLETE SOCIAL MEDIA GUIDELINES**

*The Coach, parent and Athlete Social Media Guidelines is a separate document from the Representative Social Media Use Policy*

#### **Definitions**

The following term has this meaning in these Guidelines:

- a) "*Association*" – Ringette New Brunswick
- b) "*Social media*" – The catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Snapchat, and Twitter

#### **Purpose**

These Guidelines provide coaches, parents and athletes with tips and suggestions for social media use. Coaches, parents and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Association's *Code of Conduct*.

Given the nature of social media as a continually developing communication sphere, the Association trusts its coaches, parents and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather ideas that will inform coaches', parents' and athletes' best judgment.

#### **Social Media Guidelines for Coaches and Parents**

The following tips should be used by coaches and parents to inform their own strategy for social media use:

- a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
- b) Despite what Facebook says, you are not actually "friends" with athletes. Resist commenting on athletes' personal activities, status updates, tweets on Twitter, Instagram posts, and snapchat
- c) Consider monitoring or being generally aware of athletes' public social media behaviour to ensure compliance with the Association's *Code of Conduct*
- d) Coaches may not demand access to an athlete's private posts on Twitter, Facebook, Instagram, Snapchat, blogs or other form of social media
- e) Do not "friend" athletes on social media unless they request the connection. Never pressure athletes to "friend" you
- f) If you accept some "friend" requests, or follow one athlete on social media, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
- g) Consider managing your social media so that athletes do not have the option to follow you on social media or "friend" you on Facebook

- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
- i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
- j) Keep selection decisions and other official team business off social media
- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, join a Facebook fan page, or follow other social media about your team or organization
- l) If you create a fan page on social media for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some coach-athlete interactions may take place on social media, and ensure that parents are aware of which social media medium this may take place on
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with Facebook groups, Twitter feeds, or other social media with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so
- s) Avoid adding athletes to Snapchat and do not send snapchats to athletes

### **Social Media Guidelines for Athletes**

The following tips should be used by athletes to inform their own strategy for social media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook, follow you on Twitter or add you on other social media. You are not required to follow anyone or be Facebook friends with anyone on any social media medium
- c) Avoid adding coaches to Snapchat and do not send snapchats to coaches
- d) If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Association
- e) Do not feel pressured to join a fan page on Facebook, follow a Twitter feed, or follow other social media
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
- i) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of the Association. As a representative of the Association, you have agreed to the Association’s *Code of Conduct* and must follow that Code when you post material and interact with other people through social media
- j) Be aware that your public Facebook page, Instagram, Twitter feed, blog or any other social media may be monitored by your club, coach, or by the Association and content or behaviour

demonstrated in social media may be subject to sanction under the Association's *Discipline Policy*

### **Organization Responsibilities**

Organizations should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to the Association's *Code of Conduct*, to navigate social media using their best judgment.

An organization should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to the Association's *Code of Conduct*.

Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the Association's *Discipline Policy*.

## **20. DISPUTE RESOLUTION POLICY**

### **Definitions**

The following terms have these meanings in this document:

- a) "Association" – Ringette New Brunswick

### **Purpose**

The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.

The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

### **Application of this Policy**

This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

### **Facilitation and Mediation**

If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association to mediate or facilitate the dispute.

The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.

Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.

Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association's *Discipline and Complaints Policy* or *Appeal Policy*.

The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon their sole discretion.

### **Final and Binding**

Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.

## **21. DISCIPLINE AND COMPLAINTS POLICY**

### **Definitions**

The following terms have these meanings in this Policy:

- a) "*Association*" – Ringette New Brunswick
- a) "*Case Manager*" – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this *Discipline and Complaints Policy*.
- b) "*Complainant*" – The Party alleging an infraction.
- c) "*Days*" – Days including weekends and holidays.
- d) "*Individuals*" – All categories of membership defined in the Association's Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
- e) "*Respondent*" – The alleged infracting Party

### **Purpose**

Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

### **Application of this Policy**

This Policy applies to all Individuals relating to matters that may arise during the course of Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.

This Policies also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.

This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

An employee of the Association who is a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association's *Human Resources Policy*, as well as the employee's Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

### **Reporting a Complaint**

Any Individual may report any complaint to the Association. A complaint must be in writing (by email, fax, or letter) and must be filed within 14 days of the alleged incident.

A Complainant wishing to file a complaint outside of the 14 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the 14 days will be at the sole discretion of the Case Manager. This decision may not be appealed.

At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.

Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.

### **Case Manager**

Upon the receipt of a complaint, the Association will appoint an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable.

The Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous
- b) Determine whether the complaint falls within the jurisdiction of this Policy
- c) Propose the use of the Association's *Dispute Resolution Policy*
- d) Appoint the Panel, if necessary
- e) Coordinate all administrative aspects and set timelines
- f) Provide administrative assistance and logistical support to the Panel as required
- g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### **Procedures**

If the Case Manager determines the complaint is:

- h) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
- i) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.



The Case Manager's decision to accept or dismiss the complaint may not be appealed.

The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the *Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
- e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- f) The decision will be by a majority vote of the Discipline Panel

If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.

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

## **Decision**

After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue



a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

### **Sanctions**

The Panel may apply the following disciplinary sanctions, singularly or in combination. In the event of an incident, the disciplinary committee may also utilize the sanction guidelines (see sanction guideline for disciplinary committee below) as an assistance tool.

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Association
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Association activities for a designated period of time
- g) Withholding of prize money or awards
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the Association or from other sources
- j) Expulsion from the Association
- k) Any other sanction considered appropriate for the offense

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

Infractions that result in discipline will be recorded and records will be maintained by the Association.

### **Suspension Pending a Hearing**

The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

### **Criminal Convictions**

An Individual's conviction for a *Criminal Code* offense, as determined by the Association, may be deemed an infraction, as determined by the Board of Directors by way of ordinary resolution, under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

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

### **Timelines**

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### Records and Distribution of Decisions

Other individuals or organizations, including but not limited to, national sport organizations, provincials sport organizations, etc., may be advised of any decisions rendered in accordance with this Policy.

### Appeals Procedure

The decision of the Panel may be appealed in accordance with the Association’s *Appeal Policy*.

### Sanction Guideline for Disciplinary Committee

The Discipline Committee may apply a disciplinary sanction in the form of a game suspension to any athlete or bench staff in presence of misconduct that merits further sanctions than the one game match;

	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence
Spit	3		
Hair pulling	3		
Head butting	3	6	9
Spearing	4		
But Ending	4		
Stick swinging	4		
Kicking	4		
Attempt to injure	4	8	12

#### ***Fighting:***

Instigating	4
Participating	2

#### ***Abuse of official:***

Excessive verbal	2
Physical minimal (ie: touché/brush)	2
Physical moderate (ie: push)	3
Excessive (ie: punch/attempt to punch/punch causing fall)	7

#### ***Incident revolving parents and coaches:***

Excessive verbal	3-5
Physical minimal activity	Banned for 30 days from any rink or Ringette
Excessive Physical activity/	Banned for life from any rink or any Ringette

\*Legal action could be taken from the individual

**Social Media:**

Offensive Post ** (ie: Comment area or initial post)	3	8
Non-Offensive ** (ie: Comment area or Someone has “liked the Post)	Warning	3

\*The Disciplinary committee agreed that in a case where a criminal offence occurred and legal matter is taken on behalf of the individual, Ringette NB will not investigate any further.

\*\*Along with the proposed sanctions, post should be removed immediately.

## 22. EVENT DISCIPLINE PROCEDURE

\*\* This Event Discipline Procedure does not supersede or replace the Ringette New Brunswick’s Discipline and Complaints Policy \*\*

### Definitions

The following terms have these meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick and/ or “Local Associations” – All Ringette New-Brunswick Regions
- b) “*Event*” – An Association-sanctioned event
- c) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

### Purpose

The Association is committed to providing an environment in which all Individuals are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

### Scope and Application of this Policy

This Procedure will be applied to all Events.

This Procedure does not replace or supersede the Association’s *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an Event, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the Association’s *Code of Conduct*.

### Misconduct during Events

Incidents that violate or potentially violate the Association’s *Code of Conduct*, which can occur during an competition, away from the area of competition, or between parties connected to an Event, shall be reported to an Association representative in a position of trust (designated person).

The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the Association's *Code of Conduct*:

- a) Notify the involved parties that there has been an incident that violated or potentially violated the Association's *Code of Conduct*
- b) Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the Association's *Code of Conduct* has been violated. The designated person at the Event may serve on the jury
- c) The jury will interview and secure statements from any witnesses to the alleged violation
- d) The jury will secure a statement from the person(s) accused of the violation
- e) The jury will render a decision and determine a possible penalty
- f) The Chairperson of the jury will inform all parties of the jury's decision

The penalty determined by the jury may include any of the following, singularly or in combination:

- a) Oral or written warning
- b) Oral or written reprimand
- c) Suspension from future competitions at the Event
- d) Ejection from the Event
- e) Other appropriate penalty as determined by the jury

The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury's decision shall be submitted to the Association following the conclusion of the Event. Further discipline may then be applied per the Association's *Discipline and Complaints Policy* if necessary.

Decisions made in the scope of this Procedure may not be appealed.

This Procedure does not prohibit other Individuals from reporting the same incident to the Association to be addressed as a formal complaint under the Association's *Discipline and Complaints Policy*.

The Association shall record and track all reported incidents.

## 23. APPEAL POLICY

According to By-Law 3.7.1.1., appeals and complaints will be handled by an Appeals/Complaints Committee that will consist of at least a Chair and two additional Directors and/or individuals. The Committee members will be appointed by the Board. All appeals or complaints will be handled by a panel of 3 people.

### Definitions

The following terms have these meanings in this Policy:

- j) "*Appellant*" – The Party appealing a decision
- k) "*Association*" – Ringette New Brunswick and/ or "Local Associations" – All Ringette New-Brunswick Regions
- l) "*Days*" – Days including weekend and holidays
- m) "*Individuals*" – All categories of membership defined in the Association's Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

- n) “Parties” – The Appellant, Respondent, and any other Members or persons affected by the appeal
- o) “Respondent” – The body whose decision is being appealed
- p) “Committee” – Appeals and Complaints Committee

### **Composition of the Committee**

The Committee shall be composed of a minimum of 5 members including the Chair. Three members will review appeals or complaints. Members who would be in a potential conflict of interest will not be asked to review an appeal or complaint. The Chair can remove himself from a specific appeal or complaint should he/she be in conflict of interest.

### **Purpose**

The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association and/or its Committees.

### **Scope and Application of this Policy**

Any Individual who is directly affected by an Association and/or Committee decision will have the right to appeal that decision; provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

This Policy **will not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Substance, content and establishment of team selection criteria
- e) Budgeting and budget implementation
- f) Operational structure and committee appointments
- g) Volunteer appointments and the withdrawal or termination of those appointments
- h) Decisions or discipline arising within the business, activities, or events organized by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
- i) Commercial matters
- j) Decisions made under this Policy

### **Timing of Appeal**

Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the appellant
- c) Name of the respondent and any affected parties, when known to the Appellant
- d) Date the appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available
- f) Grounds for the appeal
- g) Detailed reasons for the appeal
- h) All evidence that supports these grounds
- i) Requested remedy or remedies
- j) An administration fee of two hundred fifty dollars (\$250) which will be refunded if the appeal is successful or forfeited if the appeal is denied

An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal

outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

### **Grounds for Appeal**

An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds only include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Made a decision that was grossly unreasonable

The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

### **Screening of Appeal**

Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Committee may suggest the appeal to be heard under the Association's *Dispute Resolution Policy*.

Appeals resolved by mediation under the Association's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Committee will then have to:

- a) Determine if the appeal falls under the scope of this Policy
- b) Determine if the appeal was submitted in a timely manner
- c) Decide whether there are sufficient grounds for the appeal

If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

If the Committee is satisfied there are sufficient grounds for an appeal, the Chair will appoint three members who are not in conflict of interest, to hear the appeal. Should the Chair be in conflict of interest, he/she will appoint another member not in conflict of interest to handle the appeal.

### **Procedure for Appeal Hearing**

The Chair shall then decide, in conjunction with the Panel, the format under which the appeal will be heard. This decision may not be appealed.

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

The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Chair
- b) The Parties will be given reasonable notice of the day, time and place of the hearing

- c) Copies of any written documents which the parties wish to have the Committee consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Committee may request that any other individual participate and give evidence at the hearing
- f) The Committee may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) 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
- h) The decision to uphold or reject the appeal will be by a majority vote of Committee members

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

### **Appeal Decision**

The Committee shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Committee will have no greater authority than that of the original decision-maker. The committee may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

The Committee's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Committee may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Committee.

### **Confidentiality**

The appeals process is confidential and involves only the Parties, the Chair, the Committee, and any independent advisors to the Committee. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

The decision of the Committee will be binding on the Parties and on all the Association's Individuals.

No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

## **24. FAIR PLAY AND SAFE PLAY HOUSE LEAGUE POLICY**

### **24.1 General Principles**

This policy serves to ensure fair play and safe play environment within RNB programs, activities, events, games, by making all individuals aware that there is an expectation of appropriate fair play, respect and sportsmanship consistent with the values of RNB at all times.

### **24.2 Respect**



- a) All individuals involved in the sport of ringette shall show respect for all athletes, coaches, officials, teammates, spectators, opponents, program administrators and volunteers, regardless of skill level and ability and age category is key at all times.
- b) Winning or the outcome of a game shall not be more important than self-image and not more important than the feeling by all athletes that they are contributing members of a team.
- c) RNB shall not support or tolerate any team staff or volunteer shortening the bench to change/maintain the outcome of a game(s).
- d) Should any rotational line changes in the last 2-3 minutes of a game be supported by some associations, this shall be discussed and approved by each local association prior to initiating.
- e) U7, U9 and U10 categories shall not be included in the rotational line changes in the last 2-3 minutes of any game.
- f) Conduct violating this policy may be subject to sanctions pursuant to RNB policies related to discipline and complaints.

### **24.3 Sportsmanship**

- a) All coaches, officials, athletes, parents shall demonstrate modesty in victory and composure in defeat.
- b) The sport of ringette shall provide athletes the opportunity to learn/develop important lifelong values such as integrity, fairness, respect, teamwork and cooperation.
- c) No one athlete shall be entitled a greater amount of playing time as no one athlete is bigger or more important than the team.
- d) RNB teams and athletes shall represent our association and communities in a positive fashion.
- e) All coaches, officials, volunteers shall have knowledge of the growth and development of athletes and the differences between power lines and lines of equal ability.

### **24.4 Knowledge and interpretation**

- a) Coaching staff, administrators, volunteers, officials and parents are expected to have knowledge and interpretation of all rules, whether written or unwritten, and are expected to follow the spirit of all those rules.
- b) The coaches, officials, volunteers and parents shall serve as role model in fair play, leadership and mentorship.
- c) Coaching staff, officials and volunteers shall recognize and understand that they are in a position of trust and authority and can positively or negatively impact an athlete's life for years to come.



- d) Coaching staff, officials and volunteers shall utilize the LTAD skill matrix, the stages of LTAD to provide the opportunity for all athletes to advance in skill and ability according to the growth and development of each individual.

#### **24.5 Access to the sport and opportunities**

- a) All athletes shall have access to opportunities to progress from recreational to high performance sport according to personal interest, aspirations, and abilities for all athletes regardless of age, gender, race, or level of skill.
- b) Access to the sport shall provide opportunity for social interaction and cohesion.
- c) Access to the sport *shall promote pride* and identity through achievement.

#### **24.6 Participation**

- a) RNB recognizes that participation in a manner that demonstrates **more** than just the desire to win is critical to self image, positive mental growth and team chemistry;
  - i. All ringette athletes shall have an *equitable* chance to strive to improve their skills and this can only be accomplished when *equitable* ice times is provided to all athletes regardless of skill ability;
  - ii. Participation shall challenge the athletes to measure their success by scoring and performing well, with dignity, integrity and pride;
  - iii. Participation shall encourage and support personal achievement, self-esteem, and teamwork;
  - iv. Participation shall provide the opportunity to have fun, make friends, improve skills and perform their best whether in games or practices;
  - v. Participation shall provide an opportunity for all athletes in the U7, U9, U10 and U12 categories to play all positions, if they so desire

## **25. POLICY ON BENCHING HOUSE LEAGUE ATHLETES**

### **25.1 General Principles**

- a) This policy serves to ensure fair play and safe play environment within RNB programs, activities, events, games, by making all individuals aware that there is an expectation of appropriate fair play, respect and sportsmanship consistent with the values of RNB at all times.
- b) The coaches, officials and volunteers shall remember that the game of ringette is for all the athletes.

- c) The coaching staff shall work at finding the best alignments possible with the athletes on the team to build the team to become competitive.

## **25.2 Fair Play Policy during Games**

- a) RNB mandates that all athletes receive equitable amounts of ice time and opportunity on a game-to-game basis.
- b) Except for the purposes of discipline, a coach, manager or trainer shall be seen as being delinquent in his/her responsibilities if they deny an athlete the opportunity to receive an equitable amount of playing time.
- c) RNB expects coaches, managers and trainers to discipline/mentor and guide the behavior of all athletes both on and off the ice. It is therefore acceptable for a coach to use playing time as a consequence of inappropriate behavior – when used as a last resort strategy only as corrective manner. It is recommended that a summary log of when and why an athlete was benched be kept and shared with the athlete or parent depending on the age of the athlete.
- d) Under some conditions, it may be necessary for an athlete to receive less ice for health or safety considerations.
- e) As a last resort, it may become necessary for a coach to use benching as a wake-up call if a athlete demonstrates an “I don’t care attitude” through a consistent lack of effort or focus on a task that is reasonable for that athletes’ ability.
- f) RNB recognizes the degree of difficulty in providing absolute equal playing time and opportunity on a game-to-game basis. However, the following situations shall not be tolerated;
  - i. Short-shifting some athletes to the point that it becomes obvious or a recurring activity. This could be on a line-to-line or individual basis;
  - ii. Double-shifting athletes on a recurring basis;
  - iii. Sitting out athletes for reasons other than discipline;
  - iv. Consistently having certain athletes sit out penalties;
  - v. Consistently having only select athletes on the power play or penalty killing units.
  - vi. Benching, sitting or giving less ice time to athletes because of a lack of confidence or ability to execute skills and tactics;
  - vii. Shifting extra athletes through the same positions and athletes;
  - viii. Consistently letting certain athletes on the ice first when changing on the fly regardless of their position;
  - ix. Using any type of communication, be it body language or verbal comments which would create an unsafe environment for the athlete.

## **25.3 Fair Play Policy for Goaltenders**

- a) Goaltenders must receive equitable ice time throughout the year. It is recommended that a log of playing time be kept. The coach has to “roll out” the goalies, occasionally going out of rotation to ensure that both have an opportunity to play the stronger teams and in the “big games”. It is recognized

by RNB that a coach has the discretion and shall make a decision based on these circumstances presented in the best interest of the team.

#### **25.4 Disciplinary measure**

Any coach, official, volunteer, parent or RNB member can file a formal complaint to RNB as per section 22. of the complaint and disciplinary policy.

## **26. FUNDRAISING POLICY**

### **Definitions**

The following terms have these meanings in this Policy:

- bb) “*Venture*” – A fundraising proposal that is project-specific or event-specific
- cc) “*Sanctioner*” – Ringette New Brunswick
- dd) “*Donors*” – The parties (groups, organizations, individuals) that are solicited for funds

### **Purpose**

Ringette New Brunswick supports raising funds through fundraisers and suggests that each team or participant consider its own fundraising activities. This Policy will assist both Ringette New Brunswick and its teams and participants with making proper and informed decisions about fundraising; particularly so that all fundraising ventures have a likelihood of profitability, effectiveness, efficiency, and are reflective of Ringette New Brunswick’s values.

### **Application of this Policy**

This Policy applies to Ringette New Brunswick and its teams and participants.

### **Fundraising Principles**

Ringette New Brunswick and its teams and participants shall consider and apply the following principles when determining whether or not to approve a fundraising Venture:

- a) Profitability; whether or not the result of the Venture is expected to exceed the time and resources invested in its implementation
- b) Feasibility; that the Venture is able to be executed and monitored
- c) Cost-effectiveness; that all costs (both up-front and hidden) must be factored into the expenses of the Venture
- d) Jurisdiction; that the team or participant receiving the benefits of the Venture is identified and clarified
- e) Adheres to values; that the Venture must be in line with the values of the Sanctioner
- f) Unconfirmed income; that the funds raised from the Venture must not be budgeted as hard revenue
- g) Tax receipts; that the Venture must respect all federal and provincial laws and regulations governing fundraising and tax receipts

### **Pre-Venture Procedure**

The group, committee, person, or entity proposing a Venture must submit a written proposal that answers the following questions:

- a) What is the Venture?

- b) How long will the Venture last?
- c) Is the Venture province-wide or regional?
- d) What potential Donors will the Venture solicit for funds?
- e) What staff resources from the Sanctioner will be required?
- f) What other expenses will be required to start or maintain the Venture?
- g) Will the Sanctioner be required to partner with a group, company, or organization?
- h) What funds, resources, or other benefits are expected to be gained from the Venture?
- i) Who benefits from the Venture and what is the distribution of benefits?
- j) What can go wrong with the Venture and how have these risks been managed?

The proposal must be submitted to the Sanctioner for approval before the Venture may begin. The Sanctioner shall approve or reject the proposal within fifteen (15) days of receiving it.

If the proposal is rejected, the Sanctioner shall explain reasons for the rejection. A revised proposal may be submitted to be accepted or rejected by the Sanctioner within ten (10) days of receiving the revision.

### **Ringette New Brunswick Approval**

Ringette New Brunswick must approve any Ventures that are intended to be province-wide and that may solicit funds primarily from outside the region. Further, any Ventures that may be in direct competition or conflict (in terms of location or Donors solicited) with Ventures from other organizations must also be approved by the Ringette New Brunswick.

Approval must be obtained from Ringette New Brunswick before any Venture is initiated that is radical, unusual, or that contravenes sections of this Policy.

### **Solicitations**

Donors solicited must receive informed, accurate, and ethical advice about the value and tax implications of contributing to the Venture.

All communication with Donors must be accurate, reflect the Sanctioner's values, and conform to this Policy.

### **Post-Venture Procedure**

Once the proposal has been approved, and during and after the Venture's fundraising activities, the Venture must:

- a) Comply with all applicable local, provincial, and federal laws
- b) Not engage in activities that harm members or volunteers, that conflict with ethical or legal obligations (pursuant to Ringette New Brunswick's *Code of Conduct and Ethics* and Ringette New Brunswick's *Conflict of Interest Policy*), or that exploit a relationship with a potential Donor, member, employee, or volunteer
- c) Track all funds and benefits collected, record all expenses, and determine the net result of the Venture
- d) Distribute benefits and funds as per the Venture's proposal
- e) Seek approval from the Sanctioner before distributing funds and benefits outside of the scope of the proposal

When the Venture has concluded, a report must be submitted to the Sanctioner detailing the result of, and distribution of funds and benefits from, the Venture. If approval from Ringette New Brunswick was required for a Venture (under Ringette New Brunswick **Approval** section of this Policy) a report must also be submitted to Ringette New Brunswick.

## 27. SCREENING POLICY

### Definitions

The following terms have these meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick
- b) “*Criminal Record Check (CRC)*” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
- c) “*Vulnerable Sector Verification (VSV)*” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

### Preamble

The Association understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

### Application of this Policy

This Policy applies to all individuals whose position with the Association is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

Not all individuals associated with the Organization will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 – Low Risk - Individuals involved in low risk assignments that are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, guides, or volunteers who are helping out on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches
- b) Athlete support personnel
- c) Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

### Policy

It is the Association’s policy that:

- a) Level 1 individuals will:
  - i. Complete a Screening Disclosure Form
  - ii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
  
- b) Level 2 individuals will:
  - i. Complete and provide a CRC
  - ii. Complete a Screening Disclosure Form
  - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
  - iv. Provide one letter of reference related to the position sought
  - v. Participate in orientation as determined by the Association
  - vi. Provide a driver's abstract, if requested
  
- c) Level 3 individuals will:
  - i. Complete and provide a CRC and VSV
  - ii. Complete a Screening Disclosure Form
  - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
  - iv. Provide one letter of reference related to the position sought
  - v. Participate in orientation as determined by the Association
  - vi. Provide a driver's abstract, if requested
  
- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
  
- e) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Association.
  
- f) If an individual provides falsified or misleading information, the individual will immediately be removed from their the Association position and may be subject to further discipline in accordance with the Association's *Discipline and Complaints Policy*.

### **Screening Committee**

The implementation of this policy is the responsibility of the Association's Ad-Hoc Screening Committee which is a committee of three (3) to five (5) members appointed by the Association. Quorum for the Screening Committee will be three members.

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

The Screening Committee is responsible for reviewing all CRCs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Association. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

### **Procedure**

The Screening requirements defined in this policy will be submitted to the Association in an envelope marked "Confidential" to:

**RINGETTE NEW BRUNSWICK**  
c / o Screening Committee  
PO Box 27069 Champlain Mall PO  
Dieppe NB  
E1A 6V3

Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.

Subsequent to its' review, the Screening Committee, by majority vote, will:

- a) Approve an individual's participation; or
- b) Deny an individual's participation; or
- c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate

If an individual's documents do not reveal a relevant offense, the Screening Committee will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision. After providing notice, the Screening Committee will return or destroy the CRC or VSV.

CRCs are valid for a period of two years, VSVs are valid forever (because no new names are being added to the database that the VSV searches), and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

### **Relevant Offenses**

The following examples are considered to be relevant offenses:

- a) If imposed in the last five years:
  - i. Any conduct involving the use of a motor vehicle, including but not limited to impaired driving
  - ii. Any conduct for trafficking and/or possession of drugs and/or narcotics
  - iii. Any conduct involving conduct against public morals
- b) If imposed in the last ten years:
  - i. Any conduct of violence including but not limited to, all forms of assault
  - ii. Any conduct involving a minor or minors
- c) If imposed at any time:
  - i. Any conduct involving the possession, distribution, or sale of any child-related pornography
  - ii. Any sexual offense
  - iii. Any conduct involving theft or fraud

### **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.

## **Criminal Convictions**

An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Association and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Association:

- a) Any offense of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud

## **28. FINANCE AND MANAGEMENT**

### **28.1 Fiscal Year**

- a) The fiscal year of RNB shall be May 1<sup>st</sup> to April 30<sup>th</sup>.

### **28.2 Fee Structure**

- a) The RNB fee structure shall consist of the following:

<b>Membership Fees</b>	
Player	\$32
Coach/manager/trainer	\$32
Official	\$32
If coach and official, pay as official	\$32
If player, coach and or official, pay as player	\$32
Association fee (established)	\$100
Association Fee (new)	\$25
Association Late fee (after Nov 15)	\$100
Grassroots per registered individual	\$5
<b>Provincial Recreation League</b>	
Late game result sanctioning fee/game	\$25
Performance bond regular season	\$300
Provincial Championship performance bond	\$500



<b>Competitive League</b>	
Team registration fee	\$650
Officials play down fee / series	\$100
On-ice official play down game	\$25
Minor official play down game	\$10
<b>Appeal procedure</b>	\$75
<b>Officials NOCP Workshops</b>	
Refresher Participant fee	\$35
Level 1 participant fee	\$50
Level 2/3 Participant fee	\$85
Evaluator Participant fee	
<b>Coaching NCCP Workshops</b>	
CSI participant fee	\$75
Competition introduction 1 participant fee	\$85
Competition introduction 2 participant fee	\$85
Evaluation CI 1 and 2 for certification	\$75
<b>Honorariums/Salaries</b>	
Technical Director/week	\$125
Administrative Assistant/week	\$125
Learning Facilitator – NOCP workshops	\$150
Evaluator NOCP	\$150
Learning Facilitator NCCP – CSI workshop	\$150
Learning Facilitator NCCP - CI-1 workshop	\$250
Learning Facilitator NCCP – C2 workshop	\$250
Evaluation CI 1 and 2 for certification	\$75
	\$100

Learning facilitator in training (officials & coaches)	\$ .19
Translation	

b) The fee structure shall be reviewed and approved annually by the Executive.

### 28.3 Banking and Book-keeping

- a) The banking business of RNB shall be conducted at such financial institution as the Executive may delegate.
- b) All revenues shall be deposited in the RNB bank account.
- c) The revenues from the grass roots funds shall be kept in a separate account and be managed as a protected fund.
- d) RNB, on an annual basis, shall transfer the amount of \$4,000 in CWG account for the purpose of the CWG's program as determined and approved by the Board.
- e) All cheques payable to RNB shall be made payable to Ringette NB.
- f) The necessary books and records of RNB shall be properly kept by the Administrative Assistant.
- g) The grass roots funds and CWG savings shall be kept in separate banking accounts from that of RNB regular banking business account.

### 28.4 Budget

- a) The budget, as approved by RNB Board, shall dictate how RNB funds shall be expended.
- b) A proposed budget shall be prepared by RNB Administrative Assistant and presented to the Board for approval no later than 90 days after funding from the Department of Wellness, Culture and Sport of NB has been confirmed.
- c) The Administrative Assistant shall authorize all expenditures of RNB in accordance with the approved budget. Authorized expenditures shall be approved by the Board prior to such expenditures

## 28.5 Expenditures

- a) All expense claims must be submitted to RNB within 15 days of the event or receipt of the invoice. Invoices and receipts submitted after 15 days shall not be reimbursed by RNB.
- b) Expense claim forms (Form 18A) must be properly completed, signed by the applicant, indicate date, time and event to which the claim applies for and attached receipts. The claim shall be approved upon the discretion of the Administrative Assistant or RNB Executive.
- c) Budgeted purchases over \$500 shall be authorized by the Administrative Assistant via a purchase order.
- d) Non-budgeted expenditures not exceeding \$500 shall be approved by RNB President. Non-budgeted expenditures exceeding \$500 shall be approved by RNB Executive or the Board as the case may be.
- e) All purchase orders, including resource materials form Ringette Canada, shall be forwarded to RNB Administrative Assistant by completing the purchase order form (Form 18B).
- f) All invoices issued by RNB are payable within 30 days. Any unpaid invoice shall be subject to 2% interest per month.

## 28.6 Grass Roots Funds

- a) The grass roots funds are generated annually by the contribution of \$5 of each RNB paying member and shall be managed as a protected fund.
- a) A total of 70% of the grass roots funds shall be allocated to teams attending ERC and CRC after submitting a request form (Form 18C). The amount allocated to each team shall be according to the annual revenue, number of teams and location of the championships (Form 18D).
- b) A total of 20% of the grass roots funds shall be allocated for player scholarship.
- c) A total of 10% of the grass roots funds shall be allocated for official or coach scholarship.

# 29. FINANCIAL POLICY

## Definitions

The following terms have these meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick
- b) “*Representative*” – Individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

## Purpose

The Association will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport and the betterment of the Association.

The purpose of this Policy is to guide the financial management practices of the Association.

### **Budget and Reports**

The Association's Board will develop and approve an annual budget which will contain the Association's total anticipated expenditures and revenues.

The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.

The financial statements of the Association will be reviewed in accordance with applicable legislation by an auditor.

### **Fiscal Year**

The Association's fiscal year will be as described in the Association's Bylaws.

### **Banking - Revenue**

Registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.

All money received by the Association will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Association, as determined by the Association's Board.

All money received by the Association will be deposited, in the name of the Association, with a reputable financial institution.

### **Signing Officers**

All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by one of the following:

- a) Executive Director
- b) President
- c) Any other individual appointed by the Board as a signing authority

Any contracts, documents or any other instruments in writing which have been approved in the Association's budget that are under \$10,000 are not subject to this section and may be executed by the Treasurer or any individual delegated such signing authority by the Board.

All cheques of \$10,000 or above require signatures from two (2) of the following:

- a) Executive Director
- b) President
- c) Any other individual appointed by the Board as a signing authority

### **Expenses**

All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Association's Treasurer.

Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.

Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Association unless determined otherwise by the Board.

### **Accounts**

Accounts receivable terms are net ninety (90) days from the date of invoice.

Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

### **Credit Card**

With the approval of the Board, the Association may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Association. The Board will determine who receives credit cards and what the credit card limits will be.

Credit card holders will be responsible for all charges made on credit cards issued in their name.

Credit cards must only be used for authorized payments that include:

- a) Payment of actual and reasonable expenses incurred on authorized Association business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Association
- b) Purchase of goods or budgeted items
- c) Credit cards are not to be used for meals expenses.

For the purposes of this Policy, expenses included in an annual Association budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Association credit card.

Credit cards are not to be used for any personal expenses.

All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Association business.

Under no circumstances are cash advances to be drawn on Association credit cards.

In addition, the following individuals have credit card responsibilities:

- a) Cardholders must:
  - i. not allow another person to use the card
  - ii. protect the pin number of the card
  - iii. only purchase within the credit limit of the card
  - iv. notify the credit card company if the card is lost or stolen
  - v. keep the card with them at all times, or in a secure location
  - vi. forward to the Association's Treasurer, on a monthly basis, all receipts for expenses charged to the card in the previous month

- vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- b) The Association's Executive Director must:
  - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
  - ii. review and reconcile each credit card statement on a monthly basis
  - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
  - iv. recover from the cardholder any funds owing for unauthorized expenses

**Expense Claims**

Representatives may submit expense claims to the Treasurer (or designate) for personal expenses incurred in performing their duties for the Association. Generally, only expenses pre-approved by the Association's Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:

- d) The exact amount each separate expense
- e) The date on which the expense occurred
- f) The place and location of the expense
- g) The purpose of the expense
- h) A receipt for the expense

Association Representatives may submit expense claims to the Association's Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Association Treasurer (or designate).

Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Executive Director for approval of the advance.

Expenses will be reimbursed in amounts outlined in the following table:

<b>Expense</b>	<b>Rate</b>	<b>Notes</b>
Travel – Mileage	\$0.41 per kilometre	To be revised annually with the government guide
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$14.00	Receipts not required
Lunch	\$18.00	Receipts not required
Dinner	\$26.00	Receipts not required
Full Day	\$58.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Only the President
Incidental expenses	Actual cost	Receipt required

The Association will not reimburse for costs above the specified rates without prior approval of the Treasurer. Where costs above the specified rates are approved, receipts must be provided.

### **Travel and Accommodation Expenses**

Air travel is to be booked through the Association whenever possible. Air travel including fares and itineraries is to be approved in advance by the Executive Director. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.

Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses

Accommodation will be reimbursed based on single occupancy for the Association's President. All other accommodation will be reimbursed based on double occupancy.

The Association will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

### **Other Expenses**

Association Representatives may be reimbursed for long distance telephone calls provided the expenses were the Association-related. Expense claims for telephone expenses must include the name of the person called, their connection to the Association, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.

Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

### **NSF Charges**

The Association will charge a twenty-five dollar (\$25.00) charge on all NSF Cheques.

### **Replacement Cheques**

Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.

Lost or missing cheques that have not been claimed by the Association's year end will not be reissued.

## **30. SCHOLARSHIP PROGRAM**

### **30.1 General Principles**

- a) A scholarship program shall be awarded annually with 30% of the revenues generated from the grass roots fund.
- b) Two scholarships shall be awarded annually to a player and a coach or official who have demonstrated a strong commitment to the sport of ringette.
- c) The scholarship shall be non-renewable.
- d) The amount of each scholarship to be offered shall be determined each year by RNB Executive and will be according to the grass roots funds annual revenue.
- e) The scholarship funds must be applied to the academic year for which the scholarship was awarded. RNB is unable to grant requests to defer scholarships from one academic year to the next.
- f) Applicants for the scholarship fund must be:
  - i. A ringette player registered with RNB; or
  - ii. NCCP – certified ringette coach; or
  - iii. Active on-ice ringette certified official.
- g) Applicants shall be a grade 12 graduating student and enrolled full-time in a recognized post-secondary education institution on the year of graduation.
- h) Applicants must have actively participated in ringette as a player, coach or on-ice official for at least 5 years of the last 7 years and must be registered in the current playing season.
- i) Successful applicants shall be those who have demonstrated a sustained commitment to the sport of ringette through playing, coaching, officiating and other volunteer activities.
- j) The application form (Form 20A) must be forwarded to RNB no later than February 15<sup>th</sup>.
- k) The names of successful applicants will be announced at the RNB Provincial House League tournament with written confirmation to follow.
- l) Scholarship funds shall not be released by RNB until confirmation of the successful applicant’s full-time enrollment at an appropriate post-secondary educational institution for the current academic year has been received.

## 31. TRANSPORTATION POLICY

### Definitions

The following terms have the following meanings in this Policy:

- a) “*Association*” – Ringette New Brunswick



All Association travel - group and individual - must be coordinated through the Association's Official Travel Agency and subject to pre-approval from the Association.

## **AIR TRAVEL**

### **Reservations**

The Association is responsible for return transportation from the individual's departure destination to the final destination, not inclusive of alternate travel or pre-event travel, at the lowest possible fare, including seat selection, and by the most direct service, not to exceed median Canadian fare, taking into consideration the health and welfare of the individuals traveling.

### **Alternate Travel/International**

If an individual elects to book additional segment travel in route to or from the final destination or arrive before the commencement of their official duties or stay in the final destination and travel to another location after the completion of their Association-related duties, all costs, over and above the median Canadian fare are the responsibilities of the individual, and must be paid in advance of departure. Alternate travel segments should be booked no later than 90 days prior to departure. Any reservations and changes after this date are subject to space availability and any increase in fare as a result of changes or late reservations will be the responsibility of the individual.

### **Alternate Travel/Domestic**

If an individual elects to book additional segment travel in route to or from the final destination or arrive before the commencement of their official duties or stay in the final destination and travel to another location after the completion of their Association-related duties, all costs, over and above the median Canadian fare are the responsibilities of the individual, and must be paid in advance of departure. Alternate travel segments should be booked no later than 30 days prior to departure. Any reservations and changes after this date are subject to space availability and any increase in fare as a result of changes or late reservations will be the responsibility of the individual.

### **Ticketing**

Names of individuals and their individual routing needs must be submitted to the Association's Official Travel Agency no later than 30 days prior to departure. Other pertinent information needs to be included, such as special requests, date of birth, legal name on passport, telephone numbers and other contact information. Should this information not be received by the ticketing deadline, any additional costs for name or other changes shall be the responsibility of the individual.

### **Insurance**

The Association will arrange for travel and accident insurance as well as third party liability insurance coverage in accordance with the Board-approved budget and policies of the Association. Individuals are encouraged to consider purchasing additional insurance coverage to cover loss/damage of personal effects. Riders included on personal insurance policies will cover wheelchairs, equipment, etc. Any additional premiums required for alternate travel will be borne by the individual.

The Association carries only limited insurance to protect Athletes in the event of death, injury, damage, loss of income, medical expenses, or travel claims. The Association is not responsible for any medical costs, including extra billing charges, over and above the normal Provincial

medical health plans. Individuals have the sole responsibility to realistically evaluate his or her insurance requirements in light of the activities to be undertaken and to purchase, at the individual's sole expense, all additional insurance coverage deemed necessary.

### **Payment**

Any expenses incurred over and above the agreed rates shall be the responsibility of the individual. For payment of costs over and above Association-funded or pre-approved travel expenses, The Association or its Official Travel Agency requires payment in advance. Tickets and/or reservations will not be issued until payment has been received. Changes requested and not paid in advance will revert back to the pre-approved travel and cancellation or other change fees will be at the expense of the individual.

### **Travel Documentation**

Individuals are responsible for arranging a valid passport and all required travel documentation. Expenditures resulting from obtaining or re-issuing such documents are the sole responsibility of the individuals. A photocopy of such documentation must be submitted to the Official Travel Agency.

### **Baggage**

The individual's total baggage must not exceed the maximum pieces of normal personal baggage and must conform to the weight and size limitations defined by carrier regulations. The Association's official travel agent will provide this particular information. When required, the responsible individual designated by the Association (e.g., Team Manager), may require all individuals travelling to submit to the Association's Official Travel Agency the weight and size dimensions (length, width, and height) of all baggage. The Association's official travel agent, in conjunction with the individual designated by the Association, will establish appropriate time lines for receiving this information. All excess baggage costs will be the responsibility of the individual. Excluded from "baggage" would be any type of sports equipment which will be subject to established excess baggage charges. Baggage waivers are not permitted.

The Association will not be responsible for excess baggage payments related to personal belongings in excess of size and weight restrictions or in excess of the number of pieces permitted by each team individuals unless pre-approved through the Association for event reasons.

The Association requires that all individuals submit the weight and size dimensions (length, width, and height) of all sports equipment for approval (including Wheelchairs and Sport Specific Equipment) to the individual designated by the Association (e.g., Team Manager) All approved items shall be forwarded and returned at the Association's expense. All non-approved items will be forwarded and returned at the individual's expense.

Where it is deemed that the method of transport is through excess baggage, the Association will be responsible for charges related to sports specific equipment only. The amount of excess baggage must be agreed upon **prior** to ticketing and authorized by the individual designated by the Association (e.g., Team Manager). The Association will not be responsible for any excess baggage payments incurred or committed on its behalf without approval of the Association.

Individuals that are required to make pre-approved excess baggage payments at the time of check-in will be reimbursed following the event upon submission to the Association of the original receipts for expenses as per the Association's *Financial Policy*.

Individuals with baggage in excess of 32kg which must be sent as cargo will be responsible for all related costs with exceptions outlined in #11. In addition, the Association and/or the official travel agency are not responsible for any delayed, damaged or lost baggage.

## **VEHICLE TRANSPORTATION**

The Association is responsible for authorized individuals' vehicle transportation, not inclusive of alternate or pre-event travel.

Individuals authorized by the Association to drive a privately owned, or Association-authorized vehicle, must drive it themselves. An Association-authorized vehicle is defined as a vehicle rented by the Association or a vehicle loaned or donated to the Association by a third party.

Individuals using their privately-owned vehicle on Association business will be reimbursed for mileage only, in accordance to the Association's *Financial Policy* and subject to pre-approval from the Association.

Privately owned vehicles or other types of transportation used on Association business shall have at least the minimum provincial/territorial state/country insurance coverage of public liability and property damage.

Individuals shall not be reimbursed for personal accident insurance coverage premiums on personal vehicles only rental vehicles.

## **CARGO**

The Association is responsible for transporting competition equipment to and from the event. The Association and its official travel agency will work together to determine the most cost-efficient method of transport. Any cargo expenses incurred over and above the agreed rates shall be the responsibility of the individual.

The Association will not be responsible for any cargo payments incurred or committed on its behalf without prior approval of the Association.

## **32. TRAVEL POLICY**

### **Purpose**

The purpose of this Policy is to inform athletes, parents, and coaches travelling to events with Ringette New Brunswick of their responsibilities and the expectations of Ringette New Brunswick.

### **Application of this Policy**

Specific individuals have responsibilities when teams travel. These individuals include:

- a) Parents traveling with the athlete
- b) Parents not traveling with the athlete
- c) Chaperones
- d) Coaches
- e) Team Managers
- f) Athletes

## Travel Consent Form

Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided at the end of this Policy.

## Responsibilities

Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:

- a) Pay all event fees prior to the start of travel
- b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
- c) Punctual drop off and pick up of their children at times and places indicated by coaches
- d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- e) Adhere to coach requests for athlete curfew times
- f) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- g) Report any athlete illness or injury
- h) Report any incident likely to bring discredit to Ringette New Brunswick
- i) Adhere to Ringette New Brunswick's policies and procedures, particularly the *Code of Conduct*
- j) If travelling outside of Canada, ensure that all passports are valid and not expired

Parents not traveling with the athlete have the following responsibilities:

- a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
- b) Provide the chaperone with a Travel Consent Form
- c) Provide the chaperone with emergency contact information
- d) Provide the chaperone with any necessary medical information
- e) Pay all event fees prior to the start of travel
- f) Provide the child with enough funds to pay for food and incidentals
- g) If travelling outside of Canada, ensure that all passports are valid and not expired

Chaperones have the following responsibilities:

- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
- b) Punctual drop off and pick up of their children at times and places indicated by coaches
- c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- d) Adhere to coach requests for athlete curfew times
- e) Adhere to coach requests for limiting outside activities (other sports, shopping, etc.)
- f) Report any athlete illness or injury
- g) Report any incident likely to bring discredit to Ringette New Brunswick
- h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
- i) Approve visitors to the athlete accommodations, at their discretion
- j) Adhere to Ringette New Brunswick's policies and procedures, particularly the *Code of Conduct*

Coaches have the following responsibilities:

- a) Arrange all team meetings and training sessions
- b) Determine curfew times

- c) Work in close co-operation with the chaperones on all non-sport matters
- d) Report to Ringette New Brunswick any incident likely to bring discredit to Ringette New Brunswick
- e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to Ringette New Brunswick for further disciplinary action, if applicable
- f) Adhere to Ringette New Brunswick's policies and procedures, particularly the *Code of Conduct*

Team/Event Managers have the following responsibilities:

- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
- b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
- c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
- d) Coordinate and collect all travel expenses from parents

Athletes have the following responsibilities:

- a) Arrive at each event ready to participate
- b) Make any visitor requests to chaperones before the visit is expected
- c) Represent Ringette New Brunswick to the best of their abilities at all times
- d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
- e) Check in with the chaperone when leaving their rooms
- f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
- g) Adhere to Ringette New Brunswick's policies and procedures, particularly the *Code of Conduct*

## 33. Trans Inclusion Policy

### Template Promise

On behalf of Ringette New Brunswick, by using this template policy, I acknowledge and agree that I will not make any changes to this template policy, other than where there is space provided, without the express written authorization from the Executive Director of Ringette Canada. I acknowledge and agree that failure to abide by this template promise will result in the removal of my organization's permission to use this Policy.

### Preamble

1. Ringette New Brunswick is committed to being a transgender-inclusion leader in sport and promoting substantive equality. [Ringette New Brunswick] is aligned with Ringette Canada and is adopting this Policy, as applicable. Ringette Canada created a Transgender-Inclusion Ad Hoc Committee consisting of Directors from the Ringette Canada board, Member representation from its provincial partners and thought leaders (from TransFocus Consulting Inc., the Canadian Centre for Ethics in Sport and the Sport Law and Strategy Group) to conduct a holistic review of its current policy which was

implemented May 2020. Due to emerging needs within the ringette community, the Committee reviewed the policy. The Committee determined that Ringette Canada's policy of requiring athletes to participate in the gender category in which they identify, without any need for disclosure of information or other requirements, is legal, inclusive and gender affirming for transgender women and men. However, the Committee also determined that, in some provinces, there is a programming gap outside of female divisions, which could adversely affect transgender males in that they start playing ringette and then transition out of the sport due to lack of programming. Ringette Canada is committed to working with its provincial partners and athletes to close this programming gap. Recognizing that this will take time, Ringette Canada is temporarily amending this Policy to allow trans-athletes to play on a team that corresponds with either their sex assigned at birth or their gender identity. While the Committee was reviewing the policy for transgender athletes, the Committee decided to include more specific reference to non-binary athletes given their specific needs. Ringette Canada recognizes that the current configuration of teams designated for girls/women and boys/men does not align with non-binary gender identities (as is the case in many other sports). Long-term solutions are needed to address this current gap and Ringette Canada is committed to working with provincial and national sports organizations to develop these solutions. In the interim, the Association supports non-binary athletes to play with a team of their choice (male, female or mixed). Ringette Canada is further committed to working with its provincial partners to provide education on transgender-inclusion to its stakeholders and transition support measures for its participants.

### **Ringette Canada and Ringette New Brunswick Guiding Principles**

2. Ringette Canada and Ringette New Brunswick utilizes the following guiding principles in developing and applying this Policy:
  - a. Transgender girls/women and transgender boys/men in developmental and recreational sport will be able to participate in either their sex assigned at birth or the gender category in which they identify. Any transgender girl/woman or transgender boy/man who needs to invoke this Policy must only communicate this to the applicable organization to allow for implementation. The same policy of inclusion would apply to high performance athletes up until the point where they must comply with international federation rules;
  - b. Non-binary athletes in development and recreational sport will be able to participate in any gender category of their choice. Any non-binary athlete who needs to invoke this Policy must only communication this to the applicable organization to allow for implementation. The same policy of inclusion would apply to high performance athletes up until the point where they must comply with international federation rules.
  - c. The Association supports transgender and non-binary athletes and will provide a supportive stance for athletes that decide to share their identity



with the Association: Recognizing the unique needs and experiences of transgender and non-binary athletes, the Association seeks to work collaboratively with the athlete to determine the best course of action for them based on complex factors, including gender affirmation, privacy, safety, and program availability.

- d. Transgender girls/women and transgender boys/men and non-binary athletes should be able to use the change rooms of their choice.
- e. Hormone replacement therapy (HRT) should not be required for an athlete to participate in high performance sport (up to the point where international federation rules would take effect); and
- f. Surgical intervention should never be required for a transgender or non-binary athlete to participate in high performance sport.

## Definitions

3. The following terms are applicable to this document:

- a. “*Association*” – Ringette Canada and Ringette New Brunswick.
- b. “*Bona fide*” – Acting in good faith, without deception or fraud;
- c. “*Cisgender*” – A term to describe a person whose gender identity corresponds with their birth-assigned sex (e.g. someone whose gender identity is woman and was assigned female at birth);
- d. “*Gender binary*” – A social system whereby people are thought to have either one of two genders: man or woman. These genders are expected to correspond to sex assigned at birth: male or female. In the gender binary system, there is no room for diversity outside of man or woman, for living between or outside of these genders;
- e. “*Gender Expression*” – The way an individual expresses themselves in terms of their behaviour, body language, voice, emphasis or de-emphasis of bodily characteristics, choice of clothing, hairstyle, and wearing make-up and/or accessories. The traits and behaviours are labeled as masculine, androgynous, feminine are culturally- and geographically-specific and change over time;
- f. “*Gender Identity*” – A person’s innermost sense of their own gender. This can include man, woman, both, neither or something else entirely. There are lots of words people may use to talk about their gender identity;
- g. “*Gender affirming procedures*” – Medically-supervised program of treatment to transition a person’s body to align with their gender identity through hormone therapy, surgeries, and other procedures;
- h. “*Non-binary*” – People whose gender identity is neither exclusively female nor male. Some individuals self-identify as non-binary, whereas others may use terms such as genderqueer, bi- or polygender, genderfluid, gender non-conforming, or agender. Non-binary people may or may not conform to societal expectations for their gender expression and gender role, and they may or may not seek gender affirming medical or surgical care.
- i. “*Participant*” – Includes all individuals employed by or engaged in Ringette Canada activities and programs;
- j. “*Sex*” – The classification of people as male, female or intersex. Sex is usually

assigned at birth (with the exception of intersex) and is based on an assessment of a person's reproductive system, hormones, chromosomes and other physical characteristics, most notably by external genitalia;

- k. “*Substantive Equality*” – means understanding and meeting the needs of disadvantaged persons or groups using historical, legal and social contexts.
- l. “*Transgender*” – People whose gender identity differs from the sex they were assigned at birth. In order to align their bodies with their sense of gender, some transgender individuals undergo gender affirming procedures;
- m. “*Transgender Girl/Woman*” – Someone who was assigned the male sex at birth, and identifies as a woman;
- n. “*Transgender Boy/Man*” – Someone who was assigned female sex at birth, and who identifies as man; and
- o. “*TUE*” - Therapeutic Use Exemption.

## **Purpose**

- 4. The Association believes that all Participants deserve respectful and inclusive environments for participation that value the Participant's gender identity and gender expression. The Association wishes to ensure that all Participants have access to programming in which they feel comfortable and safe. The Association is committed to implementing this Policy in a fair and equitable manner.

## **Actions for Inclusion**

- 5. The Association pledges to:
  - a. Provide this Policy to Association staff, Directors, national team coaches, managers, and trainers and offer additional inclusion education and training opportunities on its implementation;
  - b. Provide registration forms and other documents that enable:
    - i. The Participant to indicate their gender identity, rather than their sex or gender;
    - ii. The Participant to abstain from indicating a gender identity with no consequence to the Participant;
    - iii. The Participant the opportunity to indicate the pronoun(s) they use; and
    - iv. The Participant to indicate the name they go by on a daily basis (called a Lived Name), if different from their legal name.
  - c. Maintain organizational documents on the Association website in a manner that promotes inclusive language and images;
  - d. Refer to Participants by their lived name and pronouns;
  - e. Work with transgender and non-binary Participants on the implementation and/or modification of this Policy;
  - f. To establish change room guidelines;
  - g. Ensure uniforms and dress codes that respect a Participant's gender identity and gender expression; and



- h. Determine Eligibility Guidelines for transgender and non-binary participants (as described in this Policy).
- i. Transition support: Transgender athletes can request and expect to receive confidential support from coaches and leagues to explore options for staying or leaving their current team, washrooms and change room access, if/how to announce to others, and surfacing and addressing challenges (e.g., misgendering and misnaming).

### **Eligibility Guidelines – Exceptions**

- 6. As applicable, the eligibility guidelines of the International Ringette Federation and/or any international Games Organization regarding transgender and non-binary athlete participation will supersede the eligibility guidelines as outlined in this Policy.

### **Eligibility Guidelines**

- 7. As a general guiding principle for the Association’s eligibility guidelines, the Association supports the following statement from Creating Inclusive Environments for Trans Participants in Canadian Sport:

*Based on this background and available evidence, the Expert Working Group felt that trans athletes should be able to participate in the gender with which they identify, regardless of whether or not they have undergone hormone therapy. Exceptions could be made if a sport organization is able to provide evidence that demonstrates hormone therapy is a reasonable and bona fide requirement (i.e., a necessary response to a legitimate need) to create a fair playing field at the high-performance level (p. 19).*

- 8. At both recreational and competitive levels, a Participant is able to participate in either their sex assigned at birth or the gender category in which they identify or choose in the case of a non-binary Participant.
- 9. The Association welcomes all Participants, non-binary, cisgender and transgender, to participate in our programs and to experience ringette. Further, and consistent with our mission of providing an inclusive environment in which children and adults can build a lifelong love of sport, we encourage Participants to reference Ringette Canada’s Equal Opportunity for Participation Guidelines.
- 10. Participants are not required to disclose their gender identity or history to the Association or any of the Association’s representatives (e.g., Coaches, Staff, Directors,

Officials, etc.).

11. Athletes attending events where they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program must be aware that the administration of hormones as a component of gender reassignment will, in most cases, contravene the World Anti-Doping Code. Transgender athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what actions, if any, are required to obtain a TUE.

### **Confidentiality**

12. The Association will not disclose to outside parties any documentation or information about a Participant's gender identity.

### **Ongoing Monitoring**

13. The Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this *Policy* whenever new information becomes available.

### **Resolving Gender Identity and Expression Issues**

14. Should a Participant feel they have been subject to, or witness, discrimination, bullying, harassment, sexual harassment, vilification, or victimization based on gender identity or expression, they should take appropriate action through the Ringette New Brunswick's *Discipline and Complaints Policy*

### **Appeal**

15. Any decision rendered by the Ringette New Brunswick in accordance with this *Policy* may be appealed in accordance with the Ringette New Brunswick *Appeal Policy*

### **More Information**

Canadian Association for the Advancement of Women and Sport and Physical Activity (CAAWS) (2017 Second Edition). *Leading the Way: Working with LGBT Athletes and Coaches. A Practical Resource for Coaches.* Access at:

<http://www.caaws.ca/e/wp-content/uploads/2017/05/LeadingTheWay-v2017.pdf>

Canadian Centre for Ethics in Sport (CCES) - Sex and Gender Diversity

<https://cces.ca/sex-and-gender-diversity>

## 34. CONCUSSION POLICY



### CONCUSSION INFORMATION FORM FOR ATHLETES, PARENTS/GUARDIANS

During a ringette activity, an impact has resulted in the team staff becoming concerned the athlete may have suffered a concussive injury. Information about concussion has been included with this information material.

We encourage you to take the following steps:

**Step 1:** The athlete should not be left unattended, and should be monitored closely for any deterioration related to the impact they have suffered. More specifically, any of the following signs or symptoms should be considered dangerous and immediate medical care sought (call 911, proceed to nearest Emergency Department):

- a headache that gets worse
- drowsiness and can't be woken up
- inability to recognize people or places
- repeated vomiting
- unusual behavior or confusion
- signs of being irritable
- a seizure
- weak or numb arms or legs
- unsteadiness on your feet
- slurred speech

**Step 2:** The athlete has **not** been diagnosed with a concussion. A qualified physician must assess the athlete and make a diagnosis. The team staff will provide you with an "Athlete Concussion Medical Report Form". Due to the nature of the injury, the athlete will not be permitted to resume on-ice activities until this form is returned to the team staff. There is a release of medical information section with the form so the physician can complete the form for use by the team staff.

**Step 3:** Follow the advice of the diagnosing physician. If the athlete is diagnosed with a concussion, a very specific and important treatment plan must be followed to ensure the recovery of the injury and successful return to school and sport. The return to play guidelines have been included with this information material for your reference.

**Step 4:** Inform the team staff of the status of the athlete's concussive injury by returning the "Athlete Concussion Medical Report Form". After this form is received by the team staff, the athlete will either return to play immediately (in the case a concussion has not occurred) or be placed under treatment and follow the return to play guidelines.

**If the athlete has NOT been diagnosed with a concussion, the process stops here.**

**Step 5:** Once the athlete has become symptom free and has returned to school/work with no return of symptoms, another visit to a qualified physician is required prior to resuming ringette specific activities (Step 2 in the return to play guidelines). This clearance can be a simple note stating “This athlete may resume ringette specific training”. Bring this note to the team staff.

**Step 6:** Once cleared to return to ringette specific activities, the return to play guidelines will be followed by the team staff (e.g. skating during a training session, followed by training in short intervals, followed by full training, followed by competition). If the athlete remains symptom free through Steps 2-5 of the return to play guidelines, no further interaction with a qualified physician is required (but certainly can be sought by the athlete or parent/guardian on an as needed basis at any time).



## Ringette Canada Concussion Management Guidelines

### Context:

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Canadians have a heightened awareness of concussions due to the many high profile athletes that have incurred concussions, the increased media coverage relating to brain injury, and our increased understanding of the consequences of repetitive brain trauma, primarily within professional sports. From this heightened awareness, we know that concussions are very possible within the sport of Ringette.

### Definitions:

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- **Concussion:** An alteration in thinking and behaving as a result of a direct or indirect blow to the head or an impact to the body that causes a sudden severe movement to the head. With a concussion, there is no visible injury to the structure of the brain, meaning that tests like an MRI or a CT scan usually appear normal.<sup>1</sup>
- **CSA certified:** This means the equipment has been tested using process laid out in the Standard developed by the CSA for that specific piece of equipment and meets its requirements.
- **Participant:** Individuals associated with Ringette Canada activities including but not limited to coaches, athletes, volunteers, and officials.

### Purpose:

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Ringette Canada believes that everyone involved with Ringette Canada should take all necessary precautionary steps to prevent and reduce brain injuries, inform themselves as to the signs and symptoms of a concussion, and take accountability around their role in the prevention, identification, and return to health of a Participant suffering from a brain injury.

Accompanying Ringette Canada's *Concussion Policy*, these *Concussion Management Guidelines* provide guidance in identifying signs and symptoms of a concussion, the suggested responsibilities of coaches and other team staff, return to play guidelines, and the reporting mechanisms for instances of possible concussions.

### Scope:

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The *Concussion Policy* addresses the identification and management of a suspected or confirmed concussion, as well as the protocol for Return to Play for any Participant associated within Ringette Canada activities. Ringette Canada is not responsible for diagnosing concussions – this can only be done by a physician – but Ringette Canada can contribute to the immediate identification and management of concussions. Return to Play procedures for Participants suffering from a confirmed concussion should be guided by the health care professional in charge of treatment.

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<sup>1</sup> Parachute website: <http://www.parachutecanada.org/injury-topics/topic/C9>

*"It's better to miss one game than the whole season."*

- U.S. Department of Health and Human Services Centres for Disease Control and Prevention. Version 1 - Fall 2016

### **Awareness:**

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Everyone on the ice surface is at risk of suffering a concussion.

- Players
- Coaches and Team Staff
- On-ice officials

It is important to note that:

- Individuals with a previous history of concussion are at a higher risk of concussion<sup>2</sup> and take a longer time to recover<sup>3</sup>
- Females are at higher risk of concussion<sup>4</sup>

### **Dangers:**

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Failure to recognise and report concussion symptoms or returning to activity with ongoing concussion symptoms sets the stage for:

- **Cumulative concussive injury**  
Data suggests that the concussed brain goes through a period of heightened susceptibility to a second injury.<sup>5</sup>
- **Second Impact Syndrome**  
Second Impact Syndrome is a rare occurrence and occurs when an athlete sustains a brain injury (concussion or worse) and while still experiencing symptoms (not fully recovered) sustains a second brain injury, which is associated with brain swelling and permanent brain injury or death.<sup>6</sup>

Recurrent brain injury is currently implicated in the development of Chronic Traumatic Encephalopathy (CTE). CTE is a progressive degenerative brain disease seen in people with a history of brain trauma. For athletes who suffered repetitive brain trauma, symptoms include difficulty thinking, explosive and aggressive behaviour, mood disorder, and movement disorder (Parkinsonism). Presently, CTE can only be diagnosed pathologically.<sup>7</sup>

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<sup>2</sup> Zemper ED. Two-year prospective study of relative risk of a second cerebral concussion. *Am J Phys Med Rehabil.* 2003;82 (9):653–9.

<sup>3</sup> Eisenberg MA, Andrea J, Meehan W, Mannix R. Time interval between concussions and symptom duration.



### **Education:**

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Ringette Canada strongly recommends that all athletes, coaches, officials, and parents maintain an updated education of concussion awareness and management.

Ringette Canada is currently (as of July 2016) considering mechanisms for making concussion awareness training *mandatory* for certain Ringette Canada stakeholders.

Particularly, NCCP-certified coaches can expect to soon be required to complete the CAC Making Head Way e-module. Coaches will receive professional development points towards the maintenance of their coaching certification for completing this e-module.

Examples of online Concussion education tools:

- Concussion Awareness Training Tool  
Web-based tools, resources, 30-minute online course (for parents, athletes, and coaches)  
<http://www.cattonline.com/>
- Oregon Center for Applied Science Concussion Education Video  
Simplified short four-minute video (primarily for youth athletes)  
<http://brain101.orcasinc.com/5000/>
- Coaching Association of Canada (CAC) Making Head Way E-Learning  
E-Learning module (primarily for NCCP-certified coaches)  
<http://coach.ca/making-head-way-concussion-elearning-series-p153487>

### **Equipment:**

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Wearing the proper equipment can help prevent concussions.

- **Players, coaches and on-ice officials**  
All individuals who are required to wear helmets on the ice are expected to wear CSA-certified, properly fitted, and well-maintained equipment. A proper functioning helmet will help reduce the risks of brain injury. Helmets should be examined twice a year for any cracks, loose screws or other breaks that may reduce the effectiveness of the helmet. Helmets that are not CSA-certified, are ill-fitting, or are in any manner altered or broken should never be worn.
- **Other individuals**  
Anyone going on the ice without skates should be wearing a footwear traction device<sup>8</sup> to help prevent injury.



## Concussion Incidence and Response

### Incident:

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Know the signs and Symptoms of a Concussion:





 THINKING/ REMEMBERING	 PHYSICAL	 EMOTIONAL/ MOOD	 SLEEP DISTURBANCE
<ul style="list-style-type: none"> <li>• Difficulty thinking clearly</li> <li>• Feeling slowed down</li> <li>• Difficulty concentrating</li> <li>• Difficulty remembering new information</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Nausea or vomiting (early on)</li> <li>• Balance problems</li> <li>• Dizziness</li> <li>• Fuzzy or blurry vision</li> <li>• Feeling tired, having no energy</li> <li>• Sensitivity to noise or light</li> </ul>	<ul style="list-style-type: none"> <li>• Irritability</li> <li>• Sadness</li> <li>• More emotional</li> <li>• Nervousness or anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping more than usual</li> <li>• Sleeping less than usual</li> <li>• Trouble falling asleep</li> </ul>

Figure 1 - Concussion Symptoms

Questions to be used in the identification of a Participant with suspected concussion:

1. Was there potential brain trauma?
2. Are there symptoms of concussion (**Figure 1**) such as: headache, dizziness, visual disturbance or nausea (feeling sick), or other symptoms? The more symptoms that are present, the more likely a concussion has occurred.
3. If it is within 24-48 hours of the trauma, has there been any deterioration in the individual's status? For example:
  - Headache getting worse?
  - Sleepy?
  - Unable to recognize people?
  - Repeated vomiting?
  - Behaving unusually or confused?
  - Seizures?
  - Weakness?
  - Unsteadiness or slurred speech?

**At any time when answering these questions: If in doubt, sit them out.**

*"It's better to miss one game than the whole season."*

- U.S. Department of Health and Human Services Centres for Disease Control and Prevention.      Version 1 - Fall 2016



## **Post-incident – First 30 minutes:**

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If the Participant is unconscious – initiate the emergency action plan (see **Concussion Emergency Action Plan** template), call 911, and then:

- a) If applicable, contact the Participant’s parent/guardian to inform them of the injury and that the Participant will be attended to by Emergency Medical Services and possibly transported to a hospital
- b) Identify someone to stay with the Participant until Emergency Medical Services arrives
- c) Monitor and document any physical, emotional and/or cognitive changes

If the Participant is conscious – remove the Participant from the activity immediately and then:

- a) Notify the Participant’s parent/guardian (if applicable)
- b) Arrange a ride home for the Participant
- c) Isolate the Participant in a dark room or area
- d) Reduce external stimulus (noise, other people, etc.)
- e) Remain with the Participant until he or she can be taken home
- f) Monitor and document any physical, emotional and/or cognitive changes
- g) Encourage the Participant to consult a physician

Once the Participant has been seen by Emergency Medical Services and/or taken home, a **Concussion Incident Form** is to be completed and submitted to Ringette Canada.

Following the identification of a possible concussion and regardless if the Participant is conscious, an individual (team staff, coach, trainer, etc.) ideally with first aid knowledge and training must remain with the Participant to observe for any signs of deterioration. Any potentially-concussed Participant not immediately transported to hospital should be observed closely for any deterioration for at least 30 minutes. Someone must remain with the Participant until either medical personnel arrive (if required) or until a parent/guardian accepts responsibility for the Participant’s safety and well-being.

## **Post-Incident – First 24 to 48 hours:**

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Problems can still arise over the course of the first 24 to 48 hours. The Participant should be brought to hospital as soon as possible if one or more of the following symptoms appear:

- Worsening headache
- New symptoms
- Increased drowsiness and trouble waking
- Inability to recognize places and people
- Repeated vomiting
- Irritability, confusion, unusual behaviour
- Seizures
- Slurred speech, instability on feet



## Returning to Play:

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Symptoms of concussion may develop over time following a brain injury.<sup>9</sup> The Participant with a suspected concussion must consult a physician before returning to play.

The Participant and the Participant's parent/guardian (if applicable) should be directed to the following guidelines:

- a) If no concussion is diagnosed by a physician: the Participant may return to physical activities accompanied by a medical clearance letter confirming that the Participant is medically cleared to resume participation
- b) If a concussion is diagnosed by a physician: the Participant should only return to physical activities after following the steps outlined below and/or as directed by a physician:
- c) Each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion.
- d) The Participant should be monitored regularly for the return of any signs and/or symptoms of concussion. If signs and/or symptoms return, the Participant must consult with a physician

Ringette Canada recommends that Participants diagnosed with a concussion follow these Return to Play steps:

Step 0: No activity, only complete rest. Proceed to step 1 only when symptoms are gone.

**Proceed to the next step ONLY if symptom free. If symptoms occur, drop back to the step where you do not have symptoms, then allow AT LEAST 24 hours between steps<sup>10</sup>.**

Step 1: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting. Students must have returned to school or full studies at their pre-injury level of performance and adults must have returned to their normal education or work.

**Medical clearance is required in order to move to the next step.** (Doctor's clearance must be submitted to your Team Trainer/Safety Person. )

Step 2: Sport specific activities and training (e.g. skating).

Step 3: Drills without contact with teammates. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player.

Step 4: Begin drills involving contact with teammates.

Step 5: Game play.

Once the Participant has been given medical clearance, the coach, administrator and/or supervisor will be required to forward a copy of the physician's notice of medical clearance to Ringette Canada for retention.

## **Roles and Responsibilities:**

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### **Team staff:**

The team Emergency Action Plan (EAP) should indicate specific responsibilities for team staff regarding an injured player. Teams may wish to add a specific section to their EAP outlining information and actions related to concussive injuries.

The coaching staff of the individual with a suspected concussion should complete a Ringette Canada or PSO insurance provider incident report (ex: BFL) and submit to [ringette@ringette.ca](mailto:ringette@ringette.ca).

### **Direction for head coach:**

The Head Coach retains the responsibility to initiate actions related to athletes with potential concussions. The two main responsibilities of the Head Coach include:

1. Enacting the team EAP.
2. Ensuring the timely completion of an injury report form.

The main trigger for the Head Coach to fulfill these responsibilities will be when any athlete suffers an impact during a game resulting in missed playing time due to symptoms indicating potential concussion.

*“When in doubt, fill the form out”*

When the injury report form is filled out, the following process must be followed:

1. The athlete must be given the Athlete Concussion Report Medical Form and seek medical assessment by a physician to determine whether a concussion has occurred.
2. The player is not to resume on-ice activities until the form is returned to the Head Coach.
3. The athlete and parent/guardian should be given the Concussion Information Sheet to help guide them through the process.

### General:

- **Provincial Sport Organizations (PSO)**

All PSOs are expected to encourage the prevention of concussions with strong education programs and rule enforcement. PSOs are expected to have concussion policies and procedures and annually report all concussion incidents to Ringette Canada. PSOs are also expected to provide capacity to clubs to assist their concussion management initiatives.

- **Local Ringette Associations (clubs)**

Clubs are under the jurisdiction of the PSO should adapt the PSO's concussion policy for their own activities. Clubs are expected to annually report all concussion incidents to their PSO.

### Resources:

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- Centres for Disease Control and Prevention – HEADS UP to Youth Sports  
<http://www.cdc.gov/headsup/youthsports/index.html>
- Parachute – Preventing Injuries Saving Lives – Concussion FAQ and Resources  
<http://www.parachutecanada.org/injury-topics/topic/C9>