



RPEI League Handbook

2021-2022

All league policies, guidelines, and procedures are available online at www.ringettepei.ca. All teams playing in the RPEI league are expected to abide by these regulations as stated. The following is meant to be a summary only.

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COACHING

Certification & Clinics

1. All league coaches and assistant coaches must, at a minimum, be trained in Community Sport Initiation of the National Coaching Certification Program, including the completion of the Make Ethical Decisions course and online evaluation.
2. Teams are required to have all coaches that will be on the bench trained at the CSI level.
3. At least 1 of these adult coaches must be female.
4. RPEI hosts coaching clinics and can host additional courses if there is sufficient demand.

Minimum Age Requirement

5. Minimum age requirement: 14 years of age
6. Anyone 14 years of age or older can begin to take NCCP coaching courses for Ringette across Canada. Interested individuals will have access to NCCP training and evaluation, but will only receive “Certified” status on their 16th birthday. Until then, trained and certified coaches under 16 years of age will be identified in the Coaching Association of Canada’s database as “Trained - Under 16”.

First-Aid

7. It is recommended that at least 1 bench staff is fully trained in first aid and that teams carry a first-aid kit.

Police Record Check

8. All individuals in a position of trust (as defined by RPEI and by the local club) are subject to a screening process and are required to submit a current Police

Record Check and Vulnerable Sector check every 3 years. Please review the full policy online at www.ringettepei.ca.

Helmets

9. All coaches, assistant coaches, officials, and volunteers are required to wear helmets and skates while engaged in on-ice activities.

Manager's Certification

10. Managers are encouraged to become certified through Ringette Canada's Manager's Certification Program, available online at: www.coachingringette.ca/index.php?page=327

Bench Staff Code of Conduct

11. All bench staff must adhere to RPEI's "Bench Staff Code of Conduct". A signed copy must be submitted to the local club's coaching director. See Appendix A.

Coaches Guidelines

12. See Appendix B

ADMINISTRATION

Scheduling

1. The Competitions Director for RPEI, along with each club's ice assignor is responsible for scheduling all league games at the start of the season.
2. The league schedule will be posted on the RPEI website.

Game results

3. The home team is responsible for updating game results on the website, within 48 hours. Standings will update automatically. Teams that are late to update their game results will be subject to a \$5 fine per incident. For full instructions on how to report game results on the website, see Appendix C.
4. No game result will be recorded with more than a 7 goal spread (on the website or in the local media).

Game sheets

5. Game sheets need to be completed fully.
6. The home team is responsible for forwarding an electronic copy of the game sheet to the RPEI Competitions Director within one week of the game being played. This could be a scan or legible photo. Both sides should be sent if there is an official report on the back. Hard copies should be kept by the local club. Teams that are late to forward a copy of the game sheet will be subject to a \$5 fine per incident.

Ringette PEI Player of the Game Awards

7. New for the 2021-2022 season, after each game, coaches are encouraged to pick a player of the game from their own team (a skater, not goalie). This will be marked on the game sheet to be submitted to Ringette PEI Director of Awards.
8. At the end of the season, the top three players with the most player of the game picks from each division (U10-U16/U19) will be nominated for the Ringette PEI ADL player of the year.
9. The recipients will be announced during the Ringette PEI Annual General Meeting and Awards Ceremony in May.

Game Cancellations & Rescheduling

10. **If the Public Schools Branch cancels school due to weather a call will be made at 2:00pm that day regarding whether or not games that evening will be a go.** If the weather has cleared or appears to be clearing later that evening, the game can go ahead. This decision will be made in conjunction with Ringette PEI and requires approval from both team coaches and the officials scheduled for the game. Both teams must also have the required 7 players and a goalie confirmed in order to play.
11. If games need to be cancelled for any other reason, teams must submit a request to the Competitions Director and the home ice scheduler at least 7 days in advance. Requests will be considered following the process outlined on pages 57-59 of the [Policy and Procedures Manual](#).

12. Teams cancelling without submitting a request are subject to a \$225 fine and forfeit the game. The team that does not forfeit will win the game 7-0.
13. In the event of any game cancellation, due to storm or any other reason, the home team is responsible for notifying the officials and the ice assignor. If the officials are not notified and arrive at the arena, the home team is responsible for paying them.
14. All cancelled games should be rescheduled within 1 week and updated online. Cancelled games should be marked TBD until they are rescheduled. Games should not be deleted online.

Game Protests

15. The protesting head coach must notify the on-ice official of the intent to protest and it must be noted on the game sheet at the time that the cause of the protest occurs.
16. Protests must be sent in writing, via letter or e-mail, to the RPEI president for consideration within 48 hours of the game for a regular season league game and by 12pm the day following a playoff game.
17. Game protests will be subject to a \$100 filing fee. The fee will be returned in the event that the appeal moves forward.

Travelling Off-Island

18. Any team travelling off-Island must fully complete a travel sanction form, 30 days prior to travelling. The form is available on the RPEI website, [here](#)
19. U8 teams will only be granted 1 off-Island permit. U10, U12, U14, U16/U19, & 18+ teams will only be

granted 2 off-Island permits. Additional requests will require board approval.

20. Interprovincial tournaments and other play, including exhibition games, shall be operated under the current Ringette Canada official rules, unless approval is requested and received, in writing, within a minimum of 30 days prior to the event.

Exhibition Games

21. Exhibition games at the house league level will only be approved among teams that play with their existing roster. There will be no mixing of teams to create additional teams for exhibition games. All exhibition games (two teams playing with referees) require the approval of the Board of Directors. The request will come to the board via the association rep or president.

RULES AND OFFICIATING

Officials' Dressing Room

1. Team officials/bench staff are not authorized to enter the officials' dressing room at any time without permission. If any team official/bench staff are found in violation of this policy, they will be subject to a minimum 1 game suspension pending a disciplinary committee meeting.

Certification

2. All RPEI league games must use certified ringette officials.

Minimum Age

3. Officials must be at least 14 by December 31st of the current year.

Officials Pay Rate

4. Officials will be paid according to the chart below:

U8 Jamborees	\$20/hour
U10 Games	\$20/Game
U12 Games	\$22/Game
U14 Games	\$24/Game
U16/U19 and 18+ Games	\$26/Game
Provincial Games	
U14/U16/U19/18+	\$30/Game

Number of Officials

5. Two officials will be used in league and provincial games whenever possible. If only 1 official can be

found, the game will be played only if it is agreed by both coaches and the official, this official will also receive the payment for both officials. It is recommended to get written confirmation. If it is not agreed to by all parties it is not considered a forfeit and the game is to be rescheduled.

Shot Clocks

6. Shot clocks are to be used for the U12, U14, U16/U19, and 18+ divisions. No protests will be allowed for the reason of lack of shot clock operator or shot clock malfunction.
7. Ringette PEI recommends that each team train 2-3 shot clock operators for the season.

Discipline

8. A discipline policy is in effect with automatic suspensions for some game incidents and disciplinary measures for other incidents. Please see Appendix E for full details on this policy.

OTHER LEAGUE REGULATIONS

Team Roster

1. Players can only be registered on one team roster. The official roster as of January 15th of that season is the roster that is submitted and used for playoffs. Any changes to the roster after January 15th must be approved by the board.

Playoff Eligibility

2. In order to be eligible with a team for the playoffs, a player is required to play a minimum of 50% of the team's regular season league games unless as a result of an injury or medical reason.

Players Called Up

3. Skaters (centers/forwards/defense)
 - a) Skaters can be called up to play one age division above within their own association up to eight times total during the house league regular season. It is up to each individual player to monitor the number of call ups they have.
 - b) Any skater called up must have an "AP" placed beside their name on the game sheet to be considered an eligible player
 - c) No skater is allowed to play for another team during the playoffs. They are only allowed to play on the team where they are listed on the roster.
4. Goalies
 - a) Any female goalie can be called up from a lower division or called across from the same division

an unlimited amount of times during the regular house league season.

- b) Any male goalie can be called up from a lower division or called across from the same division a maximum of five times within the regular season. It is up to each individual male goalie to monitor the number of call ups/across they had.
 - c) Any goalie called up/across must have an "AP" placed beside their name on the game sheet to be considered an eligible player
 - d) A goalie within the same association may be called up to play in a playoff game only if their usual goalie is unable to play.
 - e) No goalie shall be allowed to be called up or across from another association for a playoff game.
 - f) No goalie within the same association is allowed to be called across for a playoff game.
5. Teams may only call up players if it is felt they will have fewer than 10 skaters. AP players may only be used to round up the roster to 10 skaters.
 6. It is permissible for 18+ teams to call players across from other 18+ teams if they have too few skaters.
 7. It is permissible for 18+ teams to call up U19 skaters if it is felt they will have too few skaters.
 8. Teams should try to replace the players they are missing with similarly skilled players.

Game Lengths

9. Game length for U10 is 2 fifteen minutes stop time periods. Game length for U12, U14, U16, U19, and 18+ is 2 seventeen minute stop time periods.
10. During the regular season, ties will stand. No overtime or shootouts will be played. During play downs, ties will be broken by a shoot-out. For Championship Day only, overtime will stand until a winner is declared.

Season Lengths

11. U10 division will play 18 games
12. U12 division will play 20 games
13. U14 division will play 21 games
14. U16/U19 and 18+ will play 22 games
15. Some teams may play 21 or 23 games in order to ensure all teams get a full season of play. In these cases, the game will not count in the standings for the team playing its 21st or 23rd game but will count for the other team.
16. All league games must be completed no later than the 1st Sunday of March or result in a forfeit.
17. U8 division will play half-ice in a series of mini jamborees hosted by each association. The U8 Jamboree format is outlined [here](#). Dates for Jamborees should be determined early and spread out as much as possible over the course of the season.

Tiering

1. The U14 division will be tiered after a full round robin. Once those games are played, the division will

be split into 2 divisions with a full round robin to determine standings.

2. The U12 division will be tiered after a full round robin. Once those games are played, the division will be split into 2 divisions with a full round robin to determine standings. In the U12 division there will be play downs and a championship game for both divisions.
3. The U16/U19 division will also be tiered at the discretion of the Director of Competitions for the 2021-2022 season.
4. The U10 division will play a full round robin. The remaining games will be scheduled based on the results of the round robin.

Playoffs

5. U10 division will compete in a year-end jamboree.
6. The last jamboree scheduled for the U8 division will be considered the year-end jamboree.
7. U12 and 18+ divisions will participate in playdowns as outlined in Policy C. 20.
8. Both U14 divisions and the U16/U19 division will play in a 4 team play down tournament following a play down to determine the final 4 teams.

Team Staff on the Ice

9. RPEI sanctions the involvement of team staff to assist U10 players on ice during games every season until Christmas.

Injured Players

10. No injured players are allowed on the bench during any RPEI sanctioned event. The term 'bench' includes the penalty box area as well as the player's bench.
11. If a player seeks medical attention for a head injury, that player shall require medical clearance to continue as an active player in all sanctioned events, including league games and practices.
12. If a player seeks medical attention for a bodily injury, that player shall require parental clearance to continue as an active player in all sanctioned events, including league games and practices.
13. All injuries must be reported to the Director of Health and Safety, at rpeihealthandsafety@gmail.com.

APPENDIX A: RPEI BENCH STAFF CODE OF CONDUCT

As a member of the coaching staff you must at all times act with integrity, and respect, and in accordance with the following standards.

1. The bench staff's first responsibility is to the health and safety of all participants.
2. Open communication with players and parents will be maintained throughout the playing season. There must be an explanation of the goals and objectives of the team, and a coaching philosophy.
3. All players will be instructed to play fairly and to respect the rules of the game, opponents, officials, bench staff, and their teammates.
4. All players will receive instruction, support and ice time in an equitable manner. All players will be given the opportunity to improve their skills, confidence and develop self-esteem. The bench staff will be sensitive to the developmental needs of their players.
5. Abusive or offensive language is not to be used on ice, bench area, dressing rooms, or the public halls or lobbies of the arenas.
6. Bench staff will abide by the decisions of the ice officials.(referee, timekeeper, scorekeeper, and shot clock operators)
7. Bench staff must abide by the rules set down by RPEI and Ringette Canada
8. Bench staff will respect the roles played by the other bench staff, volunteers, tournament officials, and deal with them in a courteous and friendly manner.
9. Bench staff are always in a position of authority, and must never abuse that position of trust.

Bench staff who do not abide by the Code of Conduct may be subjected to discipline by the board of RPEI. This body may impose sanctions up to and including suspension of the Bench Staff for a determined period of time.

I agree to abide by the Bench Staff Code of Conduct

Print

Name_____

Signature_____

Date_____

RPEI Policy as of 03-11-2005

APPENDIX B: COACH GUIDELINES

RESPONSIBILITIES:

Establishment of a Coaching staff: Assistant(s);
Manager; Trainer in accordance with Association policy

BOUNDARIES/ LIMITATIONS:

Never alone with player (Rule of Two)
Role model - no drugs/alcohol/smoking at
practices/games/tournaments or use of abusive or
profane language
Appropriately dressed
Zero tolerance policy as mandated by Association
Embrace Association values, principles, and policies as
per Association Constitution
Ability to set and maintain standards for players (i.e.
respect, discipline, fair play)

SKILLS/ QUALIFICATIONS/ EXPERIENCE:

As set by the Association and the League in which the
team plays
Knowledge of all aspects of the Game
Experience as a player with ability to instruct through
demonstration
Ability to relate to the 'age' of the player
Minimum age requirement – 18 (with coaches under 18
requiring written permission)

PERSONAL TRAITS/ QUALITIES:

Interest in the sport

Positive role model

Fair-minded, sportsmanlike approach

Ability to communicate with players, parents, and officials

Patience, understanding and a sense of humour

Ability to exercise good judgment and to discipline in accordance with Association General Policy and Rep Coaches' Code of Conduct

BENEFITS (VOLUNTEER):

Working with young people

Imparting the values of active participation, team work, and fair play

Overseeing the development of players to their potential

Assisting athletes in 'trying to be the best that they can be'

Community contribution

APPENDIX C: HOW TO REPORT GAME RESULTS ON THE WEBSITE

Once a game has been played, you'll need to record the game score. This can only be done on the RPEI website. If the game has been played against another team in the league, the game score needs to be reported by the home team. The score will automatically update the league standings.

Before you can report game scores, each club's ice scheduler will need to forward a list of users from the club to the Competitions Director who will create user names and passwords on the RPEI website. Once you receive your user name and password, you can login to the RPEI website. Once you are logged in, use the following instructions.

TO REPORT GAME RESULTS:

1. Log into the Ringette PEI Admin site- a login and password can be provided by contacting the Director of Competitions.
2. Find the game(s) you are looking to update under the League Games tab
3. Click the green game sheet button beside the game
4. Enter the home score and the away score (games with more than a 7 goal spread should only be recorded with the 7 goal spread)
5. Once it indicates that both scores have been entered, check off that the game is finished and click 'back to games'
6. Optional: Both teams can log on to verify the information entered. If not verified within 24 hours of the game being updated, RPEI will verify once the game sheet has been received.

APPENDIX D: DISCIPLINE POLICY

1.1 General Principles

1. Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Rules of Ringette as published by Ringette Canada, the Bylaws of RPEI, and the Policies & Procedures of RPEI.
2. Any violation of these rules, bylaws, policies, and procedures may be subject to sanctions pursuant to this policy.

1.2 Discipline Committee

3. The discipline committee will consist of the presidents of each member club and the RPEI president.
4. In the event that the matter involves one of the members, a family member or any team that they coach or manage, a designate with no conflict-of-interest from the same club or the RPEI board of directors will be chosen.

1.3 Game Incidents- Reporting

5. It is the responsibility of the official to report any game incidents.
6. The official must summarize the incident on the official game sheet, either when the incident occurs or immediately following the game. When completed, the official must sign and date the report.
7. A full report must be written and sent to the Director of Officials no later than 24 hours after the incident.
8. The Director of Officials will bring the report to the attention of the RPEI president and the RPEI Executive Director

9. The RPEI president, or designate, will inform those involved of automatic sanctions within 72 hours of the incident
10. The board of RPEI will be advised of any automatic suspensions. Others may also be advised as deemed necessary to ensure compliance.

1.4 Automatic Suspensions for Game Incidents

1. The following game suspensions will be applied automatically for any player or coach or other bench staff for game play misconduct as reported by the officials in 3.:

	1 st Offence (minimum)	2 nd Offence (within a season of play, minimum)	3 rd Offence (within a season of play)
Spitting	3	6	remainder of season
Hair Pulling	3	6	remainder of season
Head Butting	3	6	remainder of season
Spearing	4	8	remainder of season
Butt Ending	4	8	remainder of season
Stick Swinging	4	8	remainder of season
Kicking	3	6	remainder of season

Attempt to Injure	4	8	remainder of season
Fighting- instigator	3	6	remainder of season
Fighting- participator	2	4	remainder of season
Abuse of official- verbal	1	2	remainder of season
Abuse of official- physical (minimal- ex. Touch or brush)	3	remainder of season	remainder of season
Abuse of official- physical (moderate- ex. Push)	5	remainder of season	remainder of season
Abuse of official- physical (excessive- ex. Punch, attempt to punch)	7	remainder of season	remainder of season

2. Automatic suspensions are placed as a minimum. Increased suspension time or additional sanctions may be imposed by the disciplinary committee.
3. Incidents resulting in automatic suspensions accumulate within a season of play and accumulate based on occurrence, not on the specific nature of each offence.
4. All incidents subject to an automatic suspension are kept on file for a rolling 24 month period and will be considered in cases of disciplinary hearing.

5. These suspensions apply to all game incidents taking place during RPEI sanctioned events including league play, tournaments, and exhibition games.
6. If a person incurs a 3rd offence within a season of play, he/she will be subject to a disciplinary committee meeting and RPEI reserves the right to extend the suspension indefinitely.

1.5 Appeals of Automatic Suspensions

1. Automatic suspensions may be appealed on sufficient grounds if filed in writing to the RPEI president between 24-48 hours after notice is sent. Sufficient grounds are limited to:
 - a. Mistake on the part of the official (ex. the official did not give the penalty he/she intended)
 - b. Procedural errors
2. Appeals of automatic suspensions will be subject to a \$100 filing fee. This fee will be returned in the event that the appeal moves forward.
3. Appeals of automatic suspensions will be handled following the procedures outlined in 1.7 & 1.8.
4. The decision of the Disciplinary Committee will be final; no further appeals can be filed regarding the incident in which the original complaint was filed.

1.6 Other Incidents- Reporting

1. Complaints of other incidents must be sent in writing, via letter or e-mail, to the RPEI president for consideration.
2. Complaints must be signed.
3. Complaints must be submitted within 7 days of an incident.
4. The RPEI president may bring any incident, including game incidents, to the attention of the executive for consideration of whether or not further sanctions

may be required and to determine if the discipline committee should review the incident

1.7 Handling of Complaints

1. Within 7 days of the incident, the executive of RPEI must decide whether or not a complaint will be forwarded to the discipline committee. Three out of 4 executives must agree to either forward the complaint or dismiss the complaint as frivolous.
2. The RPEI president will inform those involved of the complaint if it is being considered by the discipline committee.
3. If a complaint is not being forwarded to the discipline committee, a record of the complaint will be kept on file and no further action will be taken.

1.8 Discipline Committee Procedures

1. Once forwarded to the discipline committee, they will consider the evidence and make a decision within 7 days.
2. The discipline committee may seek information from those involved and those who witnessed the incident.
3. All parties have a right to be heard by the discipline committee if a hearing takes place however the hearing will proceed if they decide not to be present.
4. Once a decision has been reached, the RPEI president, or designate, will inform those involved of any sanctions within 24 hours
5. The following sanctions may be applied:
 - a) Written reprimand may be placed in the individual's file
 - b) Request for a written apology
 - c) Removal of certain privileges of membership
 - d) Suspension from team, events, and/or activities

- e) Payment of a financial fine in an amount to be determined by the discipline committee
 - f) Suspension from all RPEI activities for a designated period of time
 - g) Suspension of RPEI funding
 - h) Expulsion of membership
 - i) Publication of the Disciplinary Committee's decision
 - j) Other sanctions as may be considered appropriate for the offense
6. Decisions of the discipline committee will be kept on file at the RPEI office
 7. The board of RPEI will be advised of any decisions made by the discipline committee. Others may also be advised as deemed necessary to ensure compliance.
 8. Decisions of the discipline committee may be appealed using the Appeal Policy, (give section details). For appeals of decisions by the discipline committee, the appeals committee should consist of the RPEI Vice-President, or designate, and 2 independent members of the board or the organization.

1.9 Serving Game Suspensions

1. Any coach, player or bench staff serving a game suspension must be recorded on the official game sheet with "suspended" written next to his/her name.
2. It is the responsibility of the head coach and team staff to ensure that suspensions are fully served.
3. Game sheets should be kept on file by the local club and a copy forwarded to the RPEI office within 24 hours to record compliance.

4. Suspensions must be served at the next scheduled game(s) immediately following notice of the suspension, based on the following guidelines:
 - a. The person only belongs to a house league team- no exhibition games will count. Suspensions must be served during regularly scheduled house league or tournament games.
 - b. The person only belongs to a high performance team- exhibition games will count including those scheduled following notice of the suspension. RPEI reserves the right to determine what qualifies as an exhibition game. Suspensions must be served during high performance team games.
 - c. The person belongs to both a house league team and a high performance team- the suspension must be served during games at the same level in which the incident occurred (ex. if the incident occurred in a house league game, the suspension will be served in house league games.) according to the guidelines in a. and b.
5. Anyone serving a suspension is not allowed to participate in any game in any capacity (athlete, coach, official) until the suspension is fully served (ex. if a person belongs to both a house league team and a high performance team and is serving a suspension in house league, they are not allowed to participate in high performance games either until the suspension is served). Anyone serving a suspension is allowed to participate in practices and other off-ice team activities.

6. Unserved suspensions at the end of the season will be carried over to the following season. In the case of suspensions which are carried over from the previous season, a player may apply to the President of RPEI for permission to play in exhibition or tournament games for the purpose of trying out for a team. If granted permission, such games do not count towards serving of the suspension.
7. For the purposes of this policy, tournament games are considered exhibition games.

1.10 Suspension

1. Notwithstanding the existing disciplinary policies already in place within Ringette Canada and Ringette PEI policies and procedures, this policy will allow the disciplinary committee and president to deal with any issues outside this scope.
2. The president, with supervision by the provincial board, augmented by the disciplinary committee if necessary, shall have the power to fine, suspend and/or discipline any member, coach, team official, player, spectator, and on an off-ice officials for any conduct that breaches the Rules of Ringette as published by Ringette Canada, the Bylaws of RPEI, or the Policies & Procedures of RPEI, or any action that may be considered detrimental to the sport of Ringette. This includes both conduct on and off the ice, comments made in public (including online social media) about any member of the coaching staff, players, on and off ice officials or volunteers, as well as any conduct at any Ringette Canada sanctioned event (including events outside the province of PEI).
3. The affected person does have the right to appeal within the specified time frames as outlined in the Appeal Policy, section H of the RPEI Policy and Procedures Manual.

4. Any conduct that avails itself to be in contract to the Criminal Code of Canada, or the laws of the Province of Prince Edward Island must be reported to outside authorities for further action.

1.11 Procedural Time Frames

RPEI and the discipline committee reserve the right to shorten or increase the timelines of the procedures if circumstances warrant

Appendix E: Social Media Policy

T. 2. Preamble

The Organization is aware that Individual interaction and communication occurs frequently on social media. The Organization cautions Individuals that any conduct falling short of the standard of behaviour required by the Organization's Code of Conduct and Ethics will be subject to the disciplinary sanctions identified within the Organization's Discipline and Complaints Policy.

T. 3. Application of this Policy

This Policy applies to all Individuals.

T. 4. Conduct and Behaviour

1. Per the Organization's Discipline and Complaints Policy and Code of Conduct and Ethics, the following social media conduct may be considered minor or major infractions at the discretion of the Discipline Chair or Case Manager:

- a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the Organization, or at other individuals connected with the Organization
- b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is

directed at an Individual, at the Organization, or at other individuals connected with the Organization

- c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization, its stakeholders, or its reputation
- d) Inappropriate personal or sexual relationships between Individuals who have a power imbalance in their interactions, such as between athletes and coaches, Directors and staff, officials and athletes, etc.
- e) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

2. All conduct and behaviour occurring on social media may be subject to the Organization's Discipline and Complaints Policy at the discretion of the Discipline Chair or Case Manager.

T. 5. Individuals Responsibilities

1. Individuals acknowledge that their social media activity may be viewed by anyone; including the Organization.
2. If the Organization unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Organization to cease this engagement.
3. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Organization.
4. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the Organization's Discipline and Complaints Policy.

An individual who believes that an Individual's social media activity is inappropriate or may violate the Organization's policies and procedures should report the matter to the Organization in the manner outlined by the Organization's Discipline and Complaints Policy.

Appendix F: AED Locations

Arena	Location
CARI	1 – Hallway by Subway 2 – Ice level by Zamboni/maintenance office 3 – Pool office
Simmons Sports Centre	Lobby area upon entering the building
Cody Banks Arena	Lobby area upon entering the building
Cavendish Farms Wellness Centre	Wall to the right of the canteen
Credit Union Place	1 – Hallway dressing room area 2 – 1 st floor admin office 3 – 2 nd floor fitness centre hallway
Eastern Kings Sportsplex	Canteen
Gateway Arena	Upon entering the building attached to the glass
North Star Arena	Canteen
Northumberland Arena	Beside the office
Pownal Sports Centre	Main office
Plex at Slemon Park	None available

Appendix G: Concussion Recognition Tool

To help identify concussion in children, youth, and adults

Recognize & Remove

Concussion should be suspected if one or more of the following visible clues, signs, symptoms, or errors in memory questions are present.

1. Visible clues

- Loss of consciousness or responsiveness
- Lying motionless on ground/slow to get up
- Unsteady on feet/balance problems or falling over/incoordination
- Grabbing/clutching of head
- Dazed, blank or vacant look
- Confused/not aware of plays or events

2. Signs and symptoms

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious

- “Don’t feel right”
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- “Pressure in head”
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like “in a fog”
- Neck pain
- Sensitivity to noise
- Difficulty concentrating

3. Memory function

Failure to answer any of these questions correctly:

- “At what venue are we at today?”
- “Which period is it now?”
- “Who scored last in this game?”
- “What team did you play last week/game?”
- “Did your team win the last game?”

From McCrory et. Al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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