



RINGETTE PEI POLICY AND PROCEDURES MANUAL

UPDATED OCTOBER 2021

TABLE OF CONTENTS

A. ABUSE POLICY	3
B. ADMINISTRATION POLICY	9
C. ANNUAL, BOARD AND MEETING POLICY.....	10
D. APPEAL POLICY.....	11
E. ATHLETE PROTECTION GUIDELINES.....	15
F. CODE OF CONDUCT AND ETHICS.....	18
F.10. CODE OF CONDUCT FORM	25
FOR ATHLETES.....	25
F. 11. CODE OF CONDUCT FORM.....	26
FOR BENCH STAFF	26
G. CONCUSSION POLICY AND CONCUSSION CODE OF CONDUCT	27
H. CONFLICT OF INTEREST POLICY.....	32
I. DISCIPLINE AND COMPLAINTS POLICY	36
J. DUES AND FEES	43
K. HIGH PERFORMANCE PROGRAM	46
L. HOUSE LEAGUE PROGRAM.....	51
M. HOUSE LEAGUE SCHEDULE AND CANCELLATION POLICY	57
N. INVESTIGATIONS POLICY – DISCRIMINATION, HARASSMENT, AND ABUSE.....	60
O. LOGO POLICY	63
P. SAFE SPORT POLICY	64
Q. SANCTIONING AND TRAVEL POLICY.....	68
R. SCREENING POLICY.....	70
S. SOCIAL MEDIA GUIDELINES	79
T. SOCIAL MEDIA POLICY	82
U. TRANSGENDER-INCLUSION POLICY.....	84
V. VIDEO REVIEW POLICY	89

A. ABUSE POLICY

A. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Vulnerable Individuals”* – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
- c) *“Individuals”* – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization; and
- d) *“Abuse”* – Child/Youth Abuse or Vulnerable Adult Abuse as described in this Policy.

A. 2. Purpose

The Organization is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Individuals about abuse, outlining how the Organization will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by the Organization.

A. 3. Zero Tolerance Statement

The Organization has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the Organization to be immediately addressed under the terms of the applicable policy.

A. 4. Education – What is Abuse?

1. Vulnerable Individuals can be abused in different forms.
2. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical’s *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1]:

Child / Youth Abuse

3. “Child abuse” refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:
 - a) **Physical abuse** involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
 - b) **Sexual abuse** and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
 - c) **Neglect** is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development

and well-being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.

- d) **Emotional abuse** involves harming a child's sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health problems. For example, emotional abuse may include aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.
- 4. An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.
- 5. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
 - a) **Emotional Maltreatment** – A coach's failure to provide a developmentally-appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:
 - i. Refusal to recognize an athlete's worth or the legitimacy of an athlete's needs (including complaints of injury/pain, thirst or feeling unwell)
 - ii. Creating a culture of fear, or threatening, bullying or frightening an athlete
 - iii. Frequent name-calling or sarcasm that continually "beats down" an athlete's self-esteem
 - iv. Embarrassing or humiliating an athlete in front of peers
 - v. Excluding or isolating an athlete from the group
 - vi. Withholding attention
 - vii. Encouraging an athlete to engage in destructive and antisocial behaviour, reinforcing deviance, or impairing an athlete's ability to behave in socially appropriate ways
 - viii. Over-pressuring; whereby the coach imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete's capabilities
 - ix. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice
 - xi. Using conditioning as punishment
 - xii. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xiii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete's physique
 - b) **Neglect** - acts of omission (i.e., the coach should act to protect the health/well-being of an athlete but does not). Examples of neglect include:
 - i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
 - ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep
 - iii. Ignoring an injury
 - iv. Knowing about sexual abuse of an athlete but failing to report it

- c) **Physical Maltreatment** - involves contact or non-contact behaviour that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:
 - i. Punching, beating, biting, striking, choking or slapping an athlete
 - ii. Intentionally hitting an athlete with objects or sporting equipment
 - iii. Providing alcohol to an athlete under the legal drinking age
 - iv. Providing illegal drugs or non-prescribed medications to any athlete
 - v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
 - vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
 - vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
 - viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)
 - d) **Grooming** - a slow gradual and escalating process of building comfort and trust with an athlete and/or their parents/guardian that is often very difficult to recognize. The process allows for inappropriate conduct to become normalized. It is often preceded by building confidence and comfort that an individual can be trusted with the care of the athlete. Examples of grooming include:
 - i. Nudity or exposure of genitals in the presence of an athlete;
 - ii. Sexually oriented conversation or discussions about personal sexual activities;
 - iii. Excessive discussions about a coach's personal life outside of coaching (i.e., family, work, medical challenges)
 - iv. Spending time with an individual athlete and/or their family outside of team activities;
 - v. Excessive gift-giving to an individual athlete;
 - vi. Socially isolating an athlete;
 - vii. Restricting an athlete's privacy;
 - viii. Providing drugs, alcohol or tobacco to an athlete;
 - ix. Becoming overly-involved in an athlete's personal life;
 - x. Making sexual or discriminatory jokes or comments to an athlete;
 - xi. Displaying material of a sexual nature in the presence of an athlete;
 - xii. Mocking or threatening an athlete
 - xiii. Putting coach's needs above needs of athlete and/or going to athlete to have coach's needs met
6. Importantly, emotional and physical maltreatment does not include professionally-accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.
7. Potential warning signs of abuse of children or youth can include[2][3]:
- a) Recurrent unexplained injuries
 - b) Alert behaviour; child seems to always be expecting something bad to happen
 - c) Often wears clothing that covers up their skin, even in warm weather
 - d) Child startles easily, shies away from touch or shows other skittish behaviour

- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults
- g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source
- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

8. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual's situation, disability, or circumstance.
9. The following description of Vulnerable Adult Abuse has been modified and adapted from Ecclesiastical's *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1].
10. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time:
 - a) **Psychological abuse** includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example
 - i. Threatening to use violence
 - ii. Threatening to abandon them
 - iii. Intentionally frightening them
 - iv. Making them fear that they will not receive the food or care they need
 - v. Lying to them
 - vi. Failing to check allegations of abuse against them
 - b) **Financial abuse** encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult's money or property in a dishonest manner or failing to use a vulnerable adult's assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
 - i. Stealing their money, disability cheques, or other possessions
 - ii. Wrongfully using a Power of Attorney
 - iii. Failing to pay back borrowed money when asked
 - c) **Physical abuse** includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
 - i. Beating
 - ii. Burning or scalding
 - iii. Pushing or shoving

- iv. Hitting or slapping
 - v. Rough handling
 - vi. Tripping
 - vii. Spitting
 - d) All forms of sexual abuse are also applicable to vulnerable adults
11. Potential warning signs of abuse of vulnerable adults can include:
- a) Depression, fear, anxiety, passivity
 - b) Unexplained physical injuries
 - c) Dehydration, malnutrition, or lack of food
 - d) Poor hygiene, rashes, pressure sores
 - e) Over-sedation

A. 5. Preventing Abuse

12. The Organization will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

13. Individuals who coach, volunteer, officiate, deliver developmental programs, are affiliated with provincial teams, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with the Organization will be screened according to the organization's *Screening Policy*.
14. The Organization will use the *Screening Policy* to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
- a) Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization's policies and procedures (including this *Abuse Policy*))
 - b) Completing a Screening Declaration Form
 - c) Providing letters of reference
 - d) Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
 - e) Providing a driver's abstract (for Individuals who transport Vulnerable Individuals)
 - f) Other screening procedures, as required
15. An Individual's failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in the Individual's ineligibility for the position sought.

Orientation and Training

16. The Organization will deliver orientation and training to those Individuals who have access to, or interact with, Vulnerable Individuals. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.
17. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.
18. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

19. At the conclusion of the orientation and training, Individuals will be required to acknowledge, in written form, that they have received and completed the training.

Practice

20. When Individuals interact with Vulnerable Individuals, they are required to enact certain practical approaches to these interactions. These include, but are not limited to:
- a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - b) Ensuring that Vulnerable Individuals are always supervised by more than one adult
 - c) Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one Individual)
 - d) Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Individuals
 - e) Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to the Organization's *Code of Conduct and Ethics* and *Social Media Policy*.
 - f) When traveling with Vulnerable Individuals, the Individual will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

Monitoring

21. The Organization will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in the *Screening Policy*.
22. Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

A. 6. Reporting Abuse

23. Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the Organization or police. Individuals must respond to such reports in a non-judgmental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.
24. Complaints or reports that describe an element of **abuse** will be addressed by the process (es) described in the Organization's *Discipline and Complaints Policy* and the *Investigations Policy - Discrimination, Harassment and Abuse*.

[1] Retrieved from: https://www.ecclesiastical.ca/guidelines_developsafetyprotectionpolicy_children-youths-vulnerableadults_faith/

[2] Adapted from: <https://www.all4kids.org/2014/03/04/warning-signs-child-abuse-neglect/>

[3] Adapted from: https://www.parentsprotect.co.uk/warning_signs.htm

B. ADMINISTRATION POLICY

B. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Local Association”* – The community based clubs that operate the ringette program for their region of the province. These include Charlottetown, Montague, Rustico, Souris and Summerside.

B. 2. Purpose

This Policy describes the various administrative responsibilities and requirements of the Organization

B. 3. Registration

1. The local association is responsible for the registration of members and they must submit their completed registration list including players, coaches, team staff, board of directors and officials to the Organization by December 31 of the current year. For all players, the list must include first name, last name, address (including street, community and postal code) and date of birth.
2. Registration provides insurance coverage for all sanctioned events including all house league, PEI Wave and PEI Edge programs. This generally covers all players until the completion of their house league program, Eastern Canadian or Canadian Ringette Championships depending on which teams they play on. In some instances, such as the Canada Games training team, coverage lasts the entire year.

B. 4. Awards

The Organization will partner with Sport PEI and will implement the ADL Sport Achievement Awards program as per the criteria laid out in the partnership. The Organization will have a selection committee, guided by the Director of Marketing and Awards as per the Constitution and Bylaws.

B. 5. Meals and Mileage

The Organization will reimburse legitimate travel and meal expenses at the following rates:

- Mileage - .35 cents/km
- Breakfast - \$10, Lunch - \$15, Supper - \$20

B. 6. Purchases

All purchases made by the Organization require two of three signatures (Executive Director, President and Treasurer) and must be accounted for in the association's budget. Any purchases that are not part of the association budget require an approved motion by the board of directors.

C. ANNUAL, BOARD AND MEETING POLICY

C. 1. Definitions

The following terms have these meanings in this Policy:

- c) *“Organization”* – Ringette PEI
- d) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, conveners, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the Organization
- e) *“Local Association”* – The community based clubs that operate the ringette program for their region of the province. These include Charlottetown, Montague, Rustico, Souris and Summerside.

C. 2. Purpose

This Policy describes how the Organization manages meetings.

C. 3. Date of AGM

The Organization’s AGM is to be held on or before May 31st yearly, at a time and location as determined by the Board of Directors. A local association will be selected each year to host the AGM operating on a rotational basis using the order below:

- a. Rustico, Montague, Souris, Charlottetown, Summerside

C. 4. Board Meetings

The President, in partnership with the Executive Director, will set the meeting schedule for the season to carry out the objectives of the Organization. The objectives of the Organization shall be:

- a) To foster and make available the opportunity to participate in ringette at all levels of skill development;
- b) To recruit, train and develop high quality coaches;
- c) To assist in the nurturing of high quality athletes at all levels;
- d) To create an environment that fosters safe sport;
- e) To recruit, train and develop high quality officials;
- f) To provide an efficient infrastructure for ringette programming;
- g) To develop a financial resource base for provincial operations;
- h) To increase the profile and image of ringette in Prince Edward Island
- i) To act as an information gatherer and distributor
- j) To develop policy and procedures for the use of the members;
- k) To develop conflict resolution and discipline procedures and policies; and

C. 5. Board Membership, Operations and AGM Procedures

All Items related to membership, operations and procedures are clearly articulated in the Organization’s Constitution and Bylaws.

D. APPEAL POLICY

D. 1. Definitions

The following terms have these meanings in this Policy:

- a) “*Organization*” – Ringette PEI
- b) “*Appellant*” – The Party appealing a decision
- c) “*Case Manager*” – An individual appointed by the Organization who may be any staff member, committee member, volunteer, Director, or an independent third party, to oversee this Appeal Policy. The Case Manager will have responsibilities that include, but are not limited to:
 - i. Ensuring procedural fairness;
 - ii. Respecting the applicable timelines; and
 - iii. Using decision making authority empowered by this Policy.
- d) “*Respondent*” – The body whose decision is being appealed
- e) “*Parties*” – The Appellant, Respondent, and any other Individuals affected by the appeal
- f) “*Days*” – Days including weekends and holidays
- g) “*Individuals*” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors and Officers of the Organization, spectators at events, and parents/guardians of athletes

D. 2. Purpose

The Organization is committed to providing an environment in which all Individuals involved with the Organization are treated with respect and fairness. The Organization provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the Organization. Further, some decisions made by the process outlined in the Organization’s *Discipline and Complaints Policy* may be appealed under this Policy.

D. 3. Scope and Application of this Policy

- 1. This Policy applies to all Individuals. Any Individual who is directly affected by a decision by the Organization shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
- 2. This Policy **will apply** to decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
- 3. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
 - e) Substance, content and establishment of team selection criteria
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g) Budgeting and budget implementation

- h) The Organization's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)
- j) Commercial matters for which another appeals process exists under a contract or applicable law
- k) Decisions made under this Policy

D. 4. Timing of Appeal

1. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, 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 one hundred dollars (\$100), which will be refunded if the appeal is upheld
2. An Individual who wishes to initiate an appeal beyond the seven (7) 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 seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

D. 5. Grounds for Appeal

1. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds 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) Failed to consider relevant information or took into account irrelevant information in making the decision
 - e) Made a decision that was patently unreasonable
2. 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 and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

D.6. Screening of Appeal

1. The Organization will appoint an independent Case Manager (who must not be in a conflict of interest) who has the following responsibilities:
 - 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
- 2. If the appeal is denied on the basis of insufficient grounds, 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.
- 3. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of three persons who are members in good standing with the Organization and have no relationship, involvement or appearance of being in conflict with the situation being appealed. The Case Manager will assign the person to chair the Appeals Panel.

D.7. Procedure for Appeal Hearing

- 1. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
- 2. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
- 3. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone 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 Case Manager
 - 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 Panel 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 Panel may request that any other individual participate and give evidence at the hearing
 - f) The Panel 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 Panel members
- 4. In fulfilling its duties, the Panel may obtain independent advice.

D. 8. Appeal Decision

- 1. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel 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
- 2. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Panel 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 Panel.

D. 9. Timelines

If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

D. 10. Confidentiality

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

D. 11. Final and Binding

No action or legal proceeding will be commenced against the Organization or Individuals in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

E. ATHLETE PROTECTION GUIDELINES

E.1. Definitions

The following terms have these meanings in these Guidelines:

- a) *“Organization”* – Ringette PEI
- b) *“Person in Authority”* – An Individual who holds a position of authority within the Organization including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

E.2. Purpose

These athlete protection guidelines describe how Persons in Authority can maintain a safe sport environment for athletes.

E.3. Rule of Two

1. The Organization will strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with athletes. The Coaching Association of Canada defines the ‘Rule of Two’ as:
 - a) The ‘Rule of Two’ means that the coach is never alone or out of sight with a minor athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of the second coach except for medical emergencies. One of the coaches must also be of the same gender identity as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited to act as a substitute.
2. To ensure adherence to the ‘Rule of Two’, the Organization will ensure:
 - a) Teams or groups of athletes will always have at least two Persons in Authority with them
 - b) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
 - c) For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction and for teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identify should be available to participate or attend every interaction
 - d) These guidelines are reviewed with parents and guardians to help them identify situations, and acknowledge instances, when the club or team is not following the Rule of Two

E.4. Communications

The Organization will strongly recommend the following communication guidelines for all coaches and other adults in a position of authority who interact with athletes:

- a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and athletes
- b) Persons in Authority may only send personal texts, direct messages on social media or emails to individual athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information)
- c) Parents and guardians have the right to request that their child not be contacted by Persons in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic

- communications
- d) The content of all electronic communication between Persons in Authority and athletes must be professional in tone and for the purpose of communicating information related to team issues or activities
 - e) All communication between Persons in Authority and athletes must be between the hours of 5:00 am and midnight unless extenuating circumstances exist
 - f) No communication concerning drugs or alcohol use (unless regarding its prohibition) is permitted
 - g) No sexually explicit language or imagery or sexually oriented conversation is permitted
 - h) Persons in Authority are not permitted to ask athletes to keep a secret for them
 - i) A Person in Authority should not become overly-involved in an athlete's personal life

E. 5. Travel

The Organization will strongly recommend the following travel guidelines for all coaches and other adults in a position of authority who travel with athletes:

- a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent or guardian
- b) A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian
- c) Room or bed checks during overnight stays must be done by two Persons in Authority
- d) For overnight travel when athletes share a hotel room, roommates will be age-appropriate (e.g., within 3 years of age) and of the same gender identity

E.6. Locker Room / Changing Area / Meeting Room

The Organization will strongly recommend the following guidelines for the locker room, changing area, and meeting rooms:

- a) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room
- b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required

E. 7. Photography / Video

The Organization will strongly recommend the following photography / video guidelines:

- a) Parents/guardians should sign a photo release form (i.e., as part of the registration process) that describes how an athlete's image may be used by the Organization
- b) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the athlete.
- c) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
- d) Examples of photos that should be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images
- e) Without parent or legal guardian's consent, in the case of a Minor athlete, or an adult athlete's consent (a) athletes may not be photographed or filmed; and (b) no images of

athletes may be posted publicly or privately. If consent is given, it may be revoked at any time

E. 8. Physical Contact

The Organization understands that some physical contact between Persons in Authority and athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. The Organization will strongly recommend the following touch guidelines:

- a) Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an athlete where and why any touch will occur. The Person in Authority must make clear that he or she is *requesting* to touch the athlete and not *requiring* the physical contact
- b) Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the athlete during a training session, is permitted
- c) Making amends, such as an apology or explanation, is encouraged to further help educate athletes on the difference between appropriate and inappropriate contact
- d) Hugging, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. The Organization is aware that some younger athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as crying after a poor performance) but this physical contact should always be limited.

E. 9. Sport-Specific Guidelines

The Organization strongly recommend the following sport-specific guidelines:

- a) A Person in Authority should never be alone with an athlete prior to or following a competition or practice, unless the Person in Authority is the athlete's parent or guardian. If the athlete is the first athlete to arrive, the athlete's parent should remain until another athlete or Person in Authority arrives. Similarly, if an athlete would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another athlete) to stay until all the athletes have been picked up. If an adult is not available then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete
- b) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority
- c) Male coaches always require at least one female coach present anytime they are entering a change room for a pre-game/practice or post game/practice discussion.

F. CODE OF CONDUCT AND ETHICS

F.1. Definitions

The following terms have these meanings in this Code:

- a) *“Organization”* – Ringette PEI
- b) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the Organization
- c) *“Workplace”* - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
- d) *“Abuse”* – As defined in the Organization’s *Abuse Policy*
- e) *“Discrimination”* – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- f) *“Harassment”* – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - 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 endanger a person’s safety, or may negatively affect performance;
 - vii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate? This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and

- xiii. Retaliation or threats of retaliation against a person who reports harassment to the Organization.
- g) *“Workplace Harassment”* – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training 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 include, but are not limited to:
 - i. Bullying;
 - ii. Workplace pranks, vandalism, bullying or hazing;
 - iii. Repeated offensive or intimidating phone calls or emails;
 - iv. Inappropriate sexual touching, advances, suggestions or requests;
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - vi. Psychological abuse;
 - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - viii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - ix. Sabotaging someone else’s work or performance;
 - x. Gossiping or spreading malicious rumours;
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- h) *“Sexual Harassment”* – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
 - i. Sexist jokes;
 - ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - iii. Offering a benefit in exchange for a sexual favour;
 - iv. Demanding hugs;
 - v. Bragging about sexual ability;
 - vi. Leering (persistent sexual staring);
 - vii. Sexual assault;
 - viii. Display of sexually offensive material;
 - ix. Distributing sexually explicit messages or attachments such as pictures or video files;
 - x. Sexually degrading words used to describe an Individual;
 - xi. Unwelcome inquiries into or comments about an Individual’s gender identity or physical appearance;
 - xii. Inquiries or comments about an Individual’s sex life;
 - xiii. Persistent, unwanted attention after a consensual relationship ends;
 - xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and

- xv. Persistent unwanted contact.
- i) *“Workplace Violence”* – the use of or threat 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. Types of behaviour that constitute Workplace Violence include, but are not limited to:
 - i. Verbal or written threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - iv. Wielding a weapon in a Workplace;
 - v. Hitting, pinching or unwanted touching which is not accidental;
 - vi. Dangerous or threatening horseplay;
 - vii. Physical restraint or confinement;
 - viii. Blatant or intentional disregard for the safety or wellbeing of others;
 - ix. Blocking normal movement or physical interference, with or without the use of equipment;
 - x. Sexual violence; and
 - xi. Any attempt to engage in the type of conduct outlined above.

F. 2. Purpose

The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

F. 3. Application of this Code

1. This Code applies to Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.
2. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
3. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any event of the Organization, will be subject to appropriate disciplinary action subject to the terms of the Organization’s policies for human resources as well as the employee’s Employment Agreement (if applicable).
4. This Code also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

F. 4. Responsibilities

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Organization's members and other individuals by:
 - i. Treating each other with the highest standards of respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
 - 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; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
- b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Abuse, or Discrimination
- c) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. the Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- d) 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)
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- f) Refrain from consuming tobacco products, or recreational drugs while participating in the Organization's programs, activities, competitions, or events
- g) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the Organization's events (subject to any requirements for accommodation), not consume alcohol during competitions and 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 Organization's events
- i) Respect the property of others and not wilfully cause damage
- j) Promote the sport in the most constructive and positive manner possible
- k) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
- l) Adhere to all federal, provincial, municipal and host country laws
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition

- n) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- o) Report any ongoing criminal investigation, conviction, or existing bail conditions involving an Individual to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

F. 5. Directors, Committee Members, and Staff

In addition to section F. 4. (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a Director or Committee Member or Staff Member of the Organization; not as a member of any other member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
- c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the Organization
- e) Be independent, 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 Organization's activities, the sport community, and general trends in the sectors in which it operates
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization 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 the Organization's governing documents
- m) Conform to the bylaws and policies approved by the Organization

F. 6. Coaches

In addition to section F. 4. (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) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs

- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- 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 Organization's *Screening Policy*, if applicable
- i) Report to the Organization 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, cannabis, 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 the age of majority;
- m) Disclose any sexual or intimate relationship with an athlete over the age of majority to the Organization and immediately discontinue any coaching involvement with that athlete;
- n) 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
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed

F. 7. Athletes

In addition to section F. 4. (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;
- b) Participate and appear on-time 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 Organization'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 to represent the sport and themselves well and with professionalism
- g) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

F. 8. Officials

In addition to section F. 4. (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 Organization 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 association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- 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 association at the earliest possible time
- k) When writing reports, set out the actual facts
- l) Dress in proper attire for officiating

F. 9. Parents/Guardians and Spectators

In addition to section F. 4. (above), parents/guardians and spectators at events will:

- b) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- c) Condemn the use of violence in any form
- d) Never ridicule a participant for making a mistake during a performance or practice
- e) Provide positive comments that motivate and encourage participants' continued effort
- f) Respect the decisions and judgments of officials, and encourage athletes to do the same
- g) Never question an official's or staff member's judgment or honesty
- h) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- i) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- j) Not harass competitors, coaches, officials, parents/guardians, or other spectators

F.10. CODE OF CONDUCT FORM FOR ATHLETES

The Ringette PEI High Performance program is committed to providing a safe, positive and supportive environment to allow all participants including athletes, coaches and parents to have a positive ringette season. All participants must read and understand the Organizations Code of Conduct.

Athletes

Please review section F. 4. which speaks to the general responsibilities of all Individuals in the program and section F. 7. which is specific to the players.

Parents

Please review section F. 4. which speaks to the general responsibilities of all Individuals in the program and section F. 9. which are specific to parents, guardians and spectators.

Player Name _____
(Print neatly)

Signature _____

Parent Name _____
(If player is under 18 years of age)

Signature _____

Date _____

F. 11. CODE OF CONDUCT FORM FOR BENCH STAFF

The Ringette PEI High Performance program is committed to providing a safe, positive and supportive environment to allow all participants including athletes, coaches and parents to have a positive ringette season. All participants must read and understand the Organizations Code of Conduct.

Bench Staff

Please review section F. 4. which speaks to the general responsibilities of all Individuals in the program and section F. 6. which is specific to the coaches.

Coach Name _____
(Print neatly)

Signature _____

Date _____

G. CONCUSSION POLICY AND CONCUSSION CODE OF CONDUCT

G. 1. Preamble

1. This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
2. The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
3. A concussion is a clinical diagnosis that can only be made by a physician.

G.2. Definitions

The following terms have these meanings in this Policy:

- a) *"Organization"* - Ringette PEI
- b) *"Participant"* - Coaches, athletes, volunteers, officials and other Registered Individuals
- c) *"Registered Individuals"* - All individuals employed by, or engaged in activities with the Organization, including but not limited to, employees, volunteers, administrators, committee members and Directors and Officers.
- d) *"Suspected Concussion"* - means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
- e) *"Sport-Related Concussion ("SRC")* - A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
 - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent
 - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

G. 3. Purpose

1. The Organization is committed to ensuring the safety of Participants in its activities. The Organization recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Participants.
2. This Policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion, and a Return to Sport protocol should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.

3. This Policy applies to all activities and events for which the Organization is the governing or sanctioning body including, but not limited to, competitions, practices, tryouts and training camps.

G.4. Recognizing Concussions

1. If a Participant demonstrates or reports any of the following **red flags**, an on-site licensed healthcare professional shall be summoned and, if deemed necessary, an ambulance should be called. When an on-site healthcare professional is not available, an ambulance should be called.
 - a) Neck pain or tenderness
 - b) Double vision
 - c) Weakness or tingling / burning in arms or legs
 - d) Severe or increasing headache
 - e) Seizure or convulsion
 - f) Loss of consciousness
 - g) Deteriorating conscious state
 - h) Vomiting more than once
 - i) Increasingly restless, agitated, or combative
 - j) Increased confusion
2. The following **observable signs** may indicate a possible concussion:
 - a) Lying motionless on the playing surface
 - b) Slow to get up after a direct or indirect hit to the head
 - c) Disorientation or confusion / inability to respond appropriately to questions
 - d) Blank or vacant look
 - e) Balance or gait difficulties, absence of regular motor coordination, stumbling, slow laboured movements
 - f) Facial injury after head trauma
3. A concussion may result in the following **symptoms**:
 - a) Headache or “pressure in head”
 - b) Balance problems or dizziness
 - c) Nausea or vomiting
 - d) Drowsiness, fatigue, or low energy
 - e) Blurred vision
 - f) Sensitivity to light or noise
 - g) More emotional or irritable
 - h) “Don’t feel right”
 - i) Sadness, nervousness, or anxiousness
 - j) Neck pain
 - k) Difficulty remembering or concentrating
 - l) Feeling slowed down or “in a fog”
4. Failure to correctly answer any of these **memory questions** may suggest a concussion:
 - a) What venue are we at today?
 - b) Where was your last major competition?
 - c) What day is it?
 - d) What event are you participating in?

G. 5. Removal from Sport Protocol

1. In the event of a Suspected Concussion where there are **observable signs** of a concussion, **symptoms** of a concussion, or a failure to correctly answer **memory questions**, the Participant

should be immediately removed from participation who is either an on-site staff member and/or the coach or captain of the team

2. After removal from participation, the following actions should be taken:
 - a) The designated person who removed the Participant should consider calling 9-1-1;
 - b) The Organization must make and keep a record of the removal;
 - c) The designated person must inform the Participant's parent or guardian if the Participant is younger than 18 years old, and the designated person must inform the parent or guardian that the Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Participant will be permitted to return to participation; and
 - d) The designated person will remind the Participant, and the Participant's parent or guardian as applicable, of the Organization's Return-to-Sport protocol as described in this Policy.
3. Participants who have a Suspected Concussion and who are removed from participation should:
 - a) Be isolated in a dark room or area and stimulus should be reduced
 - b) Be monitored
 - c) Have any cognitive, emotional, or physical changes documented
 - d) Not be left alone (at least for the first 1-2 hours)
 - e) Not drink alcohol
 - f) Not use recreational/prescription drugs
 - g) Not be sent home by themselves
 - h) Not drive a motor vehicle until cleared to do so by a medical professional
4. A Participant who has been removed from participation due to a suspected concussion should not return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the [Sport Concussion Assessment Tool – 5th Edition \(SCAT5\)](#) (for Participants over the age of 12) or the [Child SCAT5](#) (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

G. 6. Re-Evaluate

A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant's clinical status and the potential need for neuroimaging scans.

G. 7. Rest and Rehabilitation

1. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant's symptoms. Participants should avoid vigorous exertion.
2. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

G. 8. Refer

Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

G. 9. Recovery and Return to Sport

1. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Participants, these cognitive defects, balance and symptoms improve rapidly

during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant's initial symptoms following the first few days after the injury.

2. The table below represents a graduated return to sport for most Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 1 – Return to Sport Strategy

3. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
4. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
5. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
6. If symptoms persist, the Participant should return to see a physician.
7. The Participant's Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process.
8. The Participant must provide the Organization with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.

G. 10. Reconsider

1. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
2. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.
3. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not	Typical activities of the child during the day as long as they do not	Gradual return to typical activities

	give the child symptoms	increase symptoms (e.g., reading, texting, screen time). Start with 5–15 min at a time and gradually build up	
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

Table 2 – Return to School Strategy

G. 11. Residual Effects

Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that *“a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or sub concussive impacts cause CTE remains unknown.”*

G. 12. Risk Reduction and Prevention

The Organization recognizes that knowing a Participant’s SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. The Organization encourages Participants to make coaches and other stakeholders aware of their individual histories.

G. 13. Non-Compliance

Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with the *Discipline and Complaints Policy*.

G. 14. Liability

The Organization shall not be liable for any Participant or other individual’s use or interpretation of this Policy. Further, none of The Organization’s members, directors, officers, employees, agents, representatives and other individuals involved in any way in the administration of this Policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this Policy.

H. CONFLICT OF INTEREST POLICY

H. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”*- Ringette PEI
- b) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
- c) *“Pecuniary Interest”* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
- d) *“Non-Pecuniary Interest”* – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
- e) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, conveners, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

H. 2. Background

Individuals who act on behalf of a not-for-profit organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. Representatives must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests. That would be a conflict of interest situation.

H. 3. Purpose

- 1. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.
- 2. This Policy applies to all Representatives.

H. 4. Obligations

- 1. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.
- 2. Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
 - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise

- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
- f) Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
- g) Place themselves in positions where they could, by virtue of being a Representative of the Organization, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the Organization

H. 5. Disclosure of Conflict of Interest

1. On an annual basis, all the Organization's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Organization.
2. Immediately upon becoming aware that a conflict of interest may exist, all Representatives must disclose any real or perceived conflict of interest as follows:
 - a) Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
 - b) Employees must disclose real and perceived conflicts of interest to the senior staff person or, in the absence of a senior staff person position, to the Board
 - c) Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)
3. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

H. 6. Minimizing Conflicts of Interest in Decision-Making

1. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of the Organization will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For Board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of the Organization

2. For potential conflicts of interest involving employees, the Organization's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a conflict of interest.

H. 7. Conflict of Interest Complaints

1. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board who will decide appropriate measures to eliminate the potential or existing conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from the Organization
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
2. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the *Discipline and Complaints Policy*.
3. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization until compliance occurs.
4. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

H. 8. Enforcement

Failure to adhere to this Policy may permit discipline in accordance with the *Discipline and Complaints Policy*.

H.9. Conflict of Interest – Declaration Form

I have read the *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflict of interest:

Name

Signature

Date

I. DISCIPLINE AND COMPLAINTS POLICY

I. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Case Manager”* – An individual appointed by the Discipline Chair to administer certain complaints under this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the Organization
- c) *“Complainant”* – The Party making a complaint
- d) *“Days”* – Days including weekends and holidays
- e) *“Discipline Chair”* – An individual or individuals appointed to be the first point-of-contact for all discipline and complaint matters reported to the Organization.
- f) *“Individuals”* – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors and Officers of the Organization, spectators, and parents/guardians of athletes
- g) *“Respondent”* – The Party responding to the complaint

I. 2. Purpose

Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization’s policies, Bylaws, rules and regulations, and the *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

I. 3. Discipline Chair & Committee

- 1. The Discipline Chair will be the President of the Board of Directors and the committee will consist of the Presidents of each member club or their designate. All decisions of the Discipline Committee will be by majority vote.
- 2. The Discipline Chair appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation.

I. 4. Application of this Policy

- 1. This Policy applies to all Individuals.
- 2. This Policy applies to matters that may arise during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, and any meetings.
- 3. This Policy also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment), is detrimental to the image and reputation of the Organization, or upon the acceptance of the Organization. Applicability will be determined by the Organization at its sole discretion.
- 4. 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.

5. An employee of the Organization who is a Respondent will be subject to appropriate disciplinary action per the Organization's policies for human resources, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

I. 5. Adult Representative

1. Complaints may be brought for or against an Individual who is a minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
2. Communication from the Discipline Chair or Case Manager, as applicable, must be directed to the minor's representative.
3. A minor is not required to attend an oral hearing, if held.

I. 6. Reporting a Complaint

1. Any Individual may report an incident or complaint in writing, within seven (7) days of the alleged incident, although this timeline can be waived or extended at the Organization's discretion.
2. At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.
3. The Board will appoint a Discipline Chair, as described in this Policy.

I.7. Third-Party Management and Investigation – Abuse and Harassment Complaints

1. The Discipline Chair may determine that the alleged incident may contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse. In this case, the Discipline Chair may appoint an Investigator in accordance with the Organization's *Investigations Policy - Discrimination, Harassment, and Abuse* and the Organization, and the Investigator, will have additional responsibilities as described in that Policy.
2. Upon receipt of a complaint, the Discipline Chair will bring the incident to the Executive of the Board of Directors for consideration and to determine if the complaint will be forwarded to the discipline committee:
 - a) Process #1 - the Complaint alleges the following incidents:
 - i. Disrespectful, abusive, racist, or sexist comments or behaviour
 - ii. Disrespectful conduct
 - iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
 - iv. Conduct contrary to the values of the Organization
 - v. Non-compliance with the Organization's policies, procedures, rules, or regulations
 - vi. Minor violations of the Organization's *Code of Conduct and Ethics*
 - b) Process #2 - the Complaint alleges the following incidents:
 - i. Repeated minor incidents
 - ii. Any incident of hazing
 - iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - iv. Major incidents of violence (e.g., fighting, attacking, sucker punching)
 - v. Pranks, jokes, or other activities that endanger the safety of others
 - vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - vii. Conduct that intentionally damages the Organization's image, credibility, or reputation

- viii. Consistent disregard for the Organization's bylaws, policies, rules, and regulations
- ix. Major or repeated violations of the Organization's *Code of Conduct and Ethics*
- x. Intentionally damaging the Organization's property or improperly handling the Organization's monies
- xi. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- xii. A conviction for any *Criminal Code* offense
- xiii. Any possession or use of banned performance enhancing drugs or methods

I. 7. 1 Process #1: Handled by President and Executive and can be forwarded to Discipline Committee
Sanctions

1. Following the determination that the complaint or incident should be handled under Process #1, the Discipline Chair will review the submissions related to the complaint or incident and determine one or more of the following sanctions:
 - a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to the Organization
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities
 - f) Suspension from all the Organization's activities for a designated period
 - g) Any other sanction considered appropriate for the offense
2. The Discipline Chair will inform the Respondent of the sanction, which will take effect immediately.
3. Records of all sanctions will be maintained by the Organization.

Request for Reconsideration

1. The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within four (4) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:
 - a) Why the sanction is inappropriate;
 - b) All evidence to support the Respondent's position; and
 - c) What penalty or sanction (if any) would be appropriate
2. Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.
3. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.
4. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this policy.

I. 7. 2 Process #2: Handled by Discipline Committee or can solicit the support of a Case Manager
Discipline Committee

1. Following the determination that the complaint or incident should be handled under Process #2, the Organization will convene the discipline committee to oversee management and administration of the complaint or incident. The Discipline Committee members should not be in a conflict of interest. If the nature of the incident is beyond the scope or ability of the discipline committee a case manager with training in dispute resolution can be appointed. Such appointment is not appealable.
2. The Discipline Committee or Case Manager has a responsibility to:
 - a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
 - b) Propose the use of the Organization's *Dispute Resolution Policy*

- c) Appoint the Discipline Panel, if necessary
- d) Coordinate all administrative aspects and set timelines
- e) Provide administrative assistance and logistical support to the Discipline Panel as required
- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

1. If the Discipline Committee or Case Manager determines the complaint is:
 - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
 - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps
2. The Discipline Committee or Case Manager's decision to accept or dismiss the complaint may not be appealed.
3. The Discipline Committee or Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
4. After notifying the Parties that the complaint has been accepted, the Discipline Committee or Case Manager may propose using the Organization's *Dispute Resolution Policy* with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the *Dispute Resolution Policy*, the Discipline Committee or Case Manager hear the complaint.
5. The Discipline Committee or Case Manager will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, 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 Discipline Committee or Case Manager deem appropriate in the circumstances, provided that:
6. 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 or an oral hearing by telephone or other communication medium
7. Copies of any written documents which the parties wish to have considered will be provided to all Parties in advance of the hearing
8. The Parties may engage a representative, advisor, or legal counsel at their own expense
9. The Discipline Committee may request that any other individual participate and give evidence at the hearing
10. The Discipline Committee 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
11. The decision will be by a majority vote of the Discipline Committee
12. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Committee will determine the appropriate sanction. The Discipline Committee may still hold a hearing for the purpose of determining an appropriate sanction.
13. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
14. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
15. In fulfilling its duties, the Discipline Committee may obtain independent advice.

Decision

After hearing and/or reviewing the matter, the Discipline Committee will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within seven (7) days of the hearing's conclusion, the Discipline Committee's written decision, with reasons, will be distributed to all Parties and the Organization. In extraordinary circumstances, the Discipline Committee 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 seven (7) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

1. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to the Organization
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities
 - f) Suspension from all the Organization's activities for a designated period
 - g) Payment of the cost of repairs for property damage
 - h) Suspension of funding from the Organization or from other sources
 - i) Expulsion from the Organization
 - j) Any other sanction considered appropriate for the offense
2. Unless the Discipline Committee 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 an automatic suspension until such time as compliance occurs.
3. Records of all decisions will be maintained by the Organization.

I. 8. Game Incidents

Should an on-ice incident take place, it is the responsibility of the official to report the incident in as much detail as possible on the game sheet and then advise the Director of Officials of the incident. The Director of Officials will bring the incident to the attention of the Organization's President and Executive Director. The Organization will inform those involved within three (3) days of any automatic sanctions and the Board of Directors will be informed.

I. 9. Automatic Suspensions

The following chart details automatic suspensions based on the conduct of a coach, bench staff or player and the discipline committee has the right to impose further sanctions based on the severity of the incident. All offences are based on the current season of play and automatic suspensions accumulate based on occurrence and not on the specific nature of each offence. All incidents are kept on file for twenty-four (24) months and are in place for all sanctioned Organization events including league play, tournaments and exhibition games.

Infraction	First Offence	Second Offence	Third Offence
Spitting	3 games	6 games	Rest of the Season
Hair Pulling	3 games	6 games	Rest of Season
Head Butting	3 games	6 games	Rest of Season
Spearing	4 games	8 games	Rest of Season
Butt Ending	4 games	8 games	Rest of Season
Stick Swinging	4 games	8 games	Rest of Season

Kicking	3 games	6 games	Rest of Season
Attempt to injure	4 games	8 games	Rest of Season
Fighting – Instigator	3 games	6 games	Rest of Season
Fighting – Participator	2 games	4 games	Rest of Season
Verbal Abuse of Official, Misconduct	1 game	2 games	Rest of Season
Verbal Abuse of Official, Match	3 games	Rest of Season	Rest of Season
Physical Abuse of Official, Minimal	2 games	Rest of Season	Rest of Season
Physical Abuse of Official, Moderate	3 games	Rest of Season	Rest of Season
Physical Abuse of Official, Excessive	7 games	Rest of Season	Rest of Season

I. 10. Serving Suspensions

1. Any coach, team staff or player serving a game suspension must be recorded on the game sheet with the word suspended next to the participant's name. Suspensions must be served at the next scheduled game after notification has been given based on the following criteria:
 - a) House league player only – must serve regularly scheduled league or tournament games, exhibition games do not count.
 - b) High Performance player only – must serve during high performance exhibition or tournament games.
 - c) Double carded player (house league and high performance) – must serve the games at the same level where the infraction happened using the criteria described in 42 (a) and (b).
2. Anyone serving a suspension is not allowed to participate in the game in any capacity until the suspension has been fully served. The suspended person is able to practice and participate in other off-ice activities. If the suspension requirement cannot be fulfilled within the existing season, the suspension will carry over to the next season. A suspended player or coach may make a request to the Board of Directors of the organization for permission to try-out for a particular team at the start of the following season but none of those exhibition or tournament games shall count as games suspended.

I. 11. Appeals

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

I. 12. Suspension Pending a Hearing

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

I. 13. Criminal Convictions

An Individual's conviction for a *Criminal Code* offense, as determined by the Organization, will be deemed an infraction under this Policy and will result in expulsion from the Organization. *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

I. 14 Confidentiality

The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Committee, and any independent advisors to the Discipline Committee. 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.

I. 15. 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 Committee may direct that these timelines be revised.

I. 16. Records and Distribution of Decisions

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

J. DUES AND FEES

Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Athlete”* – Refers to any registered member in good standing who plays in a sanctioned event either at the house league or provincial level.
- c) *“Bench Staff”* – Refers to a person who holds the position of coach, assistant coach, manager or trainer and may be on a bench during a house league or provincial level game. All bench staff must meet the required certification for their position.
- d) *“Officials”* – Refers to trained individuals who have reached the necessary certification to officiate a Ringette competition.
- e) *“Board Member”* – Refers to a volunteer who serves in a specific role at a local or provincial Board of Directors

J. 2. Purpose

This Policy describes the various dues and fees collected or paid by the Organization

J. 3. Registration and Membership Fees

The registration fee provides insurance coverage to registered athletes, bench staff and officials for all the Organizations sanctioned events using the seasonal calendar below:

- a) High Performance Teams (Wave and Edge Program) begin with the start of try-outs until the completion of the Canadian Ringette Championships or the Eastern Canadian Ringette Championships, depending on which event the team is participating in.
- b) House League Program begins once the local associations begin their ice times until the completion of championship day.
- c) Canada Games is year round for those identified on a training team or a final roster for the next set of Games.

The Registration Fees are as follows per season:

Player	\$58
Bench Staff (Coach, Asst Coach, Manager, Trainer)	\$25
Officials	\$44
Board Members	\$25
Team Fees	\$110

Please note in cases where participants may be involved in multiple roles, the participant will only pay one fee and it shall be the one at the highest rate.

J. 4. Executive Director Fee

The Board of Directors has the authority to employ an Executive Director and negotiate a salary commensurate with the skills of the applicant and the working arrangement required.

J. 5. Officials and Mileage

Referees will be paid based on the chart below with the mileage being reimbursed at a rate of \$0.38/km for all kilometers traveled less the first 30 km's traveled. (Example – 120 km's round trip less first 30 km's = 90 km's x .38 = \$34.20). If more than one official is traveling to a game from the same region, carpooling is encouraged. Any changes to these rates must be brought forward by the Director of Officials to the Board of Directors prior to the start of the season.

If an official is officiating a game by themselves, they are to be paid their individual rate as well as the rate of the missing official.

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

In the instance that a lower division team plays a higher division team, the official will be paid the fee indicated for the higher division.

J. 6. Insurance

Ringette Canada will be the official insurance provider for the Organization.

J. 7. Coaching Certification

1. All coaching courses must be delivered by a certified learning facilitator as recognized by Ringette Canada and the National Coaching Certification Program. Coaching courses are delivered annually on an as needed basis at a time that is convenient to the learning facilitator and the coaches requiring certification.
2. The costs for registering for a coaching course are listed below. The payment for coaches requiring Community Sport Initiation (CSI) training is based on their local association coaching policies. The payment for coaches requiring Competition Introduction (CI) is based on their local association policies for those coaches who are actively coaching in house league programs and for those that are only involved at the provincial level the payment is to be cost shared by the team they are coaching and the Organization.

Course	Cost
Community Sport Initiation	\$85
Competition Introduction	\$120

J. 8. Officials

All officials are required to maintain their certification through ongoing annual training. The Director of Officials will set the training schedule each year while following Ringette Canada's policy of having a mandatory recertification course every second year. The course costs include:

Course	Cost
Level 1	\$65
Level 2	TBD
Refresher Course	TBD
Level 3 to 5	TBD

J. 9. High Performance Program

The fee to try-out for the Organization's high performance program will be set annually by the Board of Directors and will be listed within the High Performance Program Policy.

Registration for the participation in the Canadian Ringette Championships or the Eastern Canadian Ringette Championships will be submitted by the Organization but payment will be made by the respective teams attending the event.

K. HIGH PERFORMANCE PROGRAM

K. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Bench Staff”* – Refers to coaches, assistant coaches, team trainer and team managers who are eligible to be on a bench during a game.
- c) *“Local Association ”* – The community based clubs that operate the ringette program for their region of the province. These include Charlottetown, Montague, Rustico, Souris and Summerside.
- d) *“PEI Wave”* – Represents players who have been selected for the high performance team during the first set of tryouts.
- e) *“PEI Edge”* – Represents players who have been selected for the high performance team during the second set of tryouts. These tryouts do not include members selected for the PEI Wave team.
- f) *“Skaters”* – Represents players who play the positions of center, forward, defense or acting goalkeeper and do not wear specialized goaltender equipment.

K. 2. Preamble

The Organization is responsible for developing the procedures for the execution of the high performance program. Only members in good standing of the Organization are permitted to participate in the high performance program.

K.3. Purpose

The purpose of the high performance program is to allow athletes to follow an excellence pathway in their development through trying out for a provincial based team (from all local associations). If numbers allow, Ringette PEI will field two teams at each age division with the first team being called the PEI Wave and the second team being called the PEI Edge.

K. 4. Teams

The Organization shall field teams at the following age levels. The number of registrants for try-outs will determine if the Organization will field one or two teams at each age level. At least seventeen (17) skaters and two (2) goalies are required for one team and at least Thirty-two (32) skaters and three (3) goalies are required for two teams.

- a) U14 Wave and Edge
- b) U16 Wave and Edge
- c) U19 Wave and Edge
- d) 18+ Wave and Edge
- e) Canada Games (U20), every four years

K. 5. Selection of the Head Coach and Team Staff

5. Scoring Matrix

A scoring matrix based on a percentage value of your score will be the following:

a. Application – 10% (Evaluated by RPEI Executive Director)

- Application must include:
 - Cover letter outlining coach philosophy, coach’s core values, and relevant coaching experience.

- Coaching Resume
- Program Plan (outlined below)
- **Two letters of recommendation** are required. These letters need to provide emphasis on working in a team setting, leadership and guidance skills and how they successfully relate to managing players. They can come from the following sources:
 - Local Ringette Association
 - Another sport governing body that you are affiliated with
 - Another coach you have worked with in the past
 - An athlete or parent from a team you have previously coached
- Reference contacts with all outlined information (outlined below)

b. Program Plan – 50%

- Applicants will need to provide a Program Plan to RPEI that will be blindly evaluated by a NCCP Coach Evaluator or higher.

WAVE and EDGE

- The Program Plan must include a program outline from the start of the High-Performance season September/October and ending March/April.
- A Periodized Training Plan for the full season leading up to the Canadian Ringette Championships (U16 WAVE and U19 WAVE) or the Eastern Canadian Championships (U14 WAVE & EDGE, U16 and U19 EDGE)

Canada Winter Games

- The program plan must include a program outline from June 2025 - February 2027.
- A periodized training plan for the “year” leading up to the Canada Winter Games, January 2026 through – February 2027.

c. Interview Score – 30%

- **Canada Winter Games** - interview panel will consist of the RPEI Coaching Director, RPEI High-Performance Director, Independent Member (from inside ringette), High Performance Specialist (from outside ringette) at a minimum.
- **EDGE and WAVE** - interview panels will consist of the RPEI Coaching Director, RPEI High-Performance Director, Independent Member (from inside ringette), Independent Provincial Sports Organization (from outside ringette within PEI)
- All interview panels must be approved by the RPEI President in writing prior to interviews being conducted.
- All interview panels will be subject to change depending on applications to remove conflict which will be decided by RPEI President. The RPEI President can appoint or replace any interview panel member at anytime prior to the interviews being conducted.
- All interviews will have 10 questions that will be scored on a scale of one (1) through three (3) where 1 being the lowest and 3 being the highest. All scores will be collected from each panel member and averaged to form a final score which will then determine the score out of 30%.

- Interviews are to be held in person, however at the discretion of the RPEI Coaching Director a virtual meeting can be held via Zoom or MS Teams.

d. Reference Check – 10% (Evaluated by RPEI Executive Director)

- Two (2) references must be provided.
- Full Name, Professional Title, Relationship to the Candidate, email and phone number with preferred time to contact.
- References cannot be the same people who submitted letters of recommendation

K. 6. Coach Certification and Safe Sport

1. All bench staff must be fully certified in Competition Introduction by December 31 of that competition season. CWG staff must be Competition Development certified. All Ringette Canada coaching policies must be adhered to in order to attend the Canadian Ringette Championships and all Eastern Canadian Ringette Committee coaching policies must be followed to participate in that event. All Canada Games policies must be adhered to in order to attend the Canada Winter Games.
2. The Organization supports the responsible coach movement to increase the understanding of coaches around the role they play in ensuring a safe sport environment for all participants. All coaches who are coaching within the Organization must adhere to the responsible coaching movement standards (<https://www.coach.ca/responsible-coaching-movement-p160721&language=en>) which include:
 - a. An up-to-date criminal record and vulnerable sector check on file within their local ringette association
 - b. Follow the rule of two and never be alone or out of sight of others with an athlete.
 - c. Have ethics in sport training (included within the Community Sport Initiation course)
3. The following criteria must be met in order for an athlete to participate on a provincial team:

- a. The player must be a member in good standing with their local association and the Organization
- b. The player must be involved in their house league program and attend a minimum of 80% of their practices and games. It is up to the house league coach to report any concerns to the high performance coach
- c. The player along with a parent/guardian must read, understand and sign the Organization's code of conduct form
- d. When conflicts between the house league program and the provincial program schedule occur, the player shall give priority to the provincial program so long as they are meeting the house league attendance requirement
- e. Any player wishing to try out at a specific age division must attend the Wave tryouts even if the player only wishes to play on the Edge team.
- f. The player must be the following ages for the various divisions:
 - i. U19 – 16, 17 or 18 years as of December 31
 - ii. U16 – 14 or 15 years as of December 31
 - iii. U14 – 12 or 13 years as of December 31
- g. Any exception to the eligible requirements as presented above must be approved by the Ringette PEI board of directors prior to the start of tryouts.
- h. If an eligibility exception is approved then that player is required to compete in that division at house league.

K. 7. Selection Procedure

1. Any player in good standing should have the opportunity to try-out for the provincial team associated with their age. The head coach of the Provincial Wave teams are responsible for coordinating the first round of try-outs while the head coach of the Provincial Edge teams are responsible for coordinating the second round of try-outs. All try-outs will take place under the supervision of the Organization.
2. Head coaches will:
 - a. Promote tryout dates, times and locations to the broader ringette community by asking each association to send out an email to their local members and by having the Organization post tryout information on their website and social media pages in a timely manner. There is also a responsibility for the players who wish to try-out for one of these teams to begin looking for this information by late August.
 - b. Collect the required try-out registration fee and submit those fees to the Organization.
 - c. Develop an assessment criteria they will use for the selection of the team and this process must be communicated with the players/parents.
 - d. Deliver a minimum of four on-ice sessions to assess skills and oversee game play in the process of selecting their team.
 - e. Select their team based on the assessment criteria and the positional need requirements and clearly communicate the selections to the players and be available to respond to any questions related to selection.
3. Players will:
 - a. Complete the necessary registration paperwork to be added to the tryout list within the allocated time as detailed in the tryout promotions.

- b. Pay the try-out fee as set by the board of directors of the Organization.
- c. Participate in a minimum of 66% of the advertised tryouts unless prior approval from the Board of Directors of Ringette PEI has been given. Any player not meeting these criteria will be disqualified from try-outs.

K. 8. Try-Outs

1. Head Coaches (and their selection team) of both the Wave and Edge teams are encouraged to work together to assess the players trying out. The degree of cooperation is up to the Wave coaches but at the very least, they must provide a full list of players who are trying out and a distinguishing feature such as jersey color/number etc. to the Edge coach. Wave coaches can include the Edge coaches in all aspects of the tryout and are encouraged to share any assessment details to assist with the selection of the Edge team. Edge coaches should attend all Wave try-outs.
2. The Organization will pay for the cost of renting ice and referees based on the charts below.

Wave Tryouts

# of Players	Ice times	Officials	Notes
34	4	Up to 2 games worth	
35 to 40	6	Up to 2 or 3 games worth	
41 to 50	7	Up to 3 games worth	
51 or more	8	Up to 4 games worth	

Edge Tryouts

# of Players	Ice times	Officials	Notes
17 or less	0	No officials needed	Team is selected based on Wave selections
18 to 23	2	Up to 1 game worth	
24 to 33	3	Up to 1 or 2 games worth	
34 or more	4	Up to 2 games worth	

K. 9. Appeals

Should anyone wish to appeal any decision regarding the high performance program must do so according to the Organization's Appeal Policy.

K. 10. Team Requirements

1. The Organization provides the responsibility for administration to the team under the following conditions:
 - a. The head coach is responsible for all team staff
 - b. The team staff must present a seasonal budget to the parents at the start of the season.
 - c. Each team must use the bank account provided by the Organization and share all relevant passwords with the treasurer for the Organization.
 - d. The team treasurer must maintain accurate records for revenues and expenses for the team and provide financial updates to the team at agreed upon intervals.

- e. The team must provide a monthly report to the RPEI High Performance Director.
 - f. Teams must submit a year-end report for the RPEI AGM which includes a financial report
- 2. Each teams competition calendar is their responsibility however the following criteria must be followed:
 - a. The U16 and U19 Wave will participate in the Canadian Ringette Championships
 - b. The U14 Wave and Edge, U16 and U19 Edge and 18+ teams will participate in the Eastern Canadian Ringette Championships. The U14 Wave will be known as Team PEI.
 - c. All other competitions are at the discretion of the team staff though it is strongly recommended that the PEI teams participate in the Miramichi High Performance tournament.
- 3. The Organization will provide the teams with two sets (light and dark) of jerseys. It is the team's responsibility to care for the jerseys and return them at the end of the season. Any missing or damaged jersey will be charged back to the team at the cost for replacing the jersey.
- 4. The Organization will provide the teams with the Wave or Edge branding logo and these are to be used for all branding materials.
- 5. Provincial teams can purchase a reasonable amount of team branded clothing. This clothing must satisfy any ceremonial requirements for events the team plans to attend. Teams should use the official logo when branding clothing.

K. 11. Financial Requirements

- 1. Participation in a provincial ringette program is a costly endeavor and all efforts by the team staff should be made to ensure the program is as affordable as possible for all the players. Teams can use a combination of fundraising, sponsorship and player fees to raise funds for their team expenses.
- 2. All costs related to the operation of a provincial team are to come from the participants themselves. The Organization will not provide any direct funding to teams except for the Canada Games. Costs that can be included within the budget are:
 - a. Tournament registration fees
 - b. Ice rental costs for practices and games, including officials costs
 - c. Travel , food and accommodations
 - d. Team clothing
 - e. Sport science
 - f. Team social functions
 - g. All other costs associated with the operation of the team

L. HOUSE LEAGUE PROGRAM

L. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Bench Staff”* – Refers to coaches, assistant coaches and team managers who are eligible to be on a bench during a game.
- c) *“Local Association”* – The community based clubs that operate the ringette program for their region of the province. These include Charlottetown, Montague, Rustico, Souris and Summerside.
- d) *“Skaters”* – Represents players who play the positions of center, forward, defense or acting goal keeper and do not wear specialized goaltender equipment.

L. 2. Preamble

The Organization is responsible for developing the procedures for the execution of a provincial house league program for the benefit of the members to play games during the season. Only members in good standing of the Organization are permitted to participate in the house league program.

L. 3. Divisions

The Organization sets the division and generally tries to align them with Ringette Canada and other provincial associations. The divisions are based on the member's age as of December 31 from the start of the current season they are in:

- a) U8 – All players seven (7) years old and younger
- b) U10 – Eight (8) and nine (9) years old
- c) U12 – Ten (10) and eleven (11) years old
- d) U14 – Twelve (12) and thirteen (13) years old
- e) U16 – Fourteen (14) and fifteen (15) years old
- f) U19 – Sixteen (16), seventeen (17) and eighteen (18) years old
- g) 18+ - All players eighteen (18) years and older

L. 4. Competition

The Organization is responsible for the development of age and skill appropriate competition for the long term athlete development (LTAD) of its members and therefore proposes the following criteria for establishing the house league program. This criteria should be reviewed each year to use the most up to date research and information to make the best decisions on the criteria

Division	No. of Games*	Game Length	Scorekeeping	Posting Results
U8	Each association to host a jamboree and provide each team 2 games	24 minutes (follow u8 jamboree plan)	No scores kept	No results posted
U10	16 games	2 x 15 min halves	Yes	No results posted

U12	18 games	2 x 17 min halves	Yes	Yes
U14	20 games	2 x 17 min halves	Yes	Yes
U16/U19	20 games	2 x 17 min halves	Yes	Yes
Open	20 games	2 x 17 min halves	Yes	Yes

* Please note, the Director of Competitions does have the ability to slightly adjust the number of games for ease of scheduling

1. At the U8 level, a modified half ice set up will be used whereby two games are being played at once. Each season the Organization will publish the modified rules to which the U8 will follow for game play during their jamborees.
2. All games at the U10 level and up will follow the regulations as laid out in the rulebook published by Ringette Canada. There will be no overtime played during the season should a game end in a tie and never should the score be posted with a greater than seven goal spread.
3. No standings shall be kept for the U8 and U10 divisions.
4. Shot clocks will be used for all games at the U12 level and above.
5. The Director of Competitions along with the Board of Directors do have the right to tier divisions at the mid-season point to ensure meaningful competition is taking place with the house league program.
6. The Organization will only sanction exhibition games at the house league level 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.
7. Teams wishing to pursue any off-Island tournaments are required to complete a travel sanction form at least 30 days prior to traveling. All U8 and U10 teams will be granted one off Island permit while the U12 teams and above will be granted two off Island permits. Any additional requests require board approval.
8. The House League regular season will begin after October 20 and aim to be completed by the last weekend in February. The Director of Competition has the ability to adjust these dates based on scheduling needs, weather and any unforeseen circumstances.

L. 5. Rosters

1. Each local association is responsible for the creation of their team roster(s) at each age division ensuring that they have enough players to legally field a team and not so many that they are contravening the rules related to roster size. All local associations must advise the Director of Competitions the number of teams they will be fielding in each division by October 10 of that season.
2. All rosters must be submitted to the Organization by January 15 and those rosters will be what can be used during playoffs. Any roster changes after January 15 require Board of Director approval.
3. Players must compete in at least 50% of the regular season games to be eligible for playoffs unless as a result of an injury.

L. 6. Player Movement Requests (Seasonal)

If there are reasons for a player to either play up a division or down a division this request must be made to the Director of Competitions by the October board meeting of the upcoming season.

Acceptable reasons for these requests include players ability (A very high or very low level of skill and/or skating for the division they are supposed to be in), new to the sport or requirement for an

association to field enough players for a team, etc. The request must include what division they wish to be moved from and to, their age and years of experience playing. All player movement requests must be ratified by the local association Board of Directors prior to being brought forward to the Organization. All approved player movement requests by the Organization will be circulated to the local association presidents for sharing with their teams.

L.7. Player Call Up

1. There are provisions to allow a team to call up skaters from a lower division within their own association so they can field a team of 10 skaters and a goalie. If a team is able to field 10 players and a goalie without calling up players they are to do so. There are also provisions to allow a team to have a goalie play for their team who plays in the same division but for a different association. Any request for a skater or goaltender to play with a team should go through the teams head coach and abide by the following criteria:
2. 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. If they have more than eight games, those games above will result in a forfeited score for the offending team.
 - 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.
3. 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. If they have more than five games, those games above will result in a forfeited score for the offending team.
 - 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.

L. 8. Coaching

1. All coaches (head and assistant coaches) at the association level, are required to be trained as a community sport initiation (CSI) to be on the bench during a game. Coaches need to be certified by December 31 of the current season to be deemed eligible to be on the bench.
2. Each team is required to have at least one CSI trained female above the age of 18 on the bench for all games.

3. The Organization supports the responsible coach movement to increase the understanding of coaches around the role they play in ensuring a safe sport environment for all participants. All coaches who are coaching within the Organization must adhere to the responsible coaching movement standards (<https://www.coach.ca/responsible-coaching-movement-p160721&language=en>) which include:
 - a) An up-to-date police record and vulnerable sector check on file within their local ringette association
 - b) Follow the rule of two and never be alone or out of sight of others with an athlete.
 - c) Have ethics in sport training (included within the Community Sport Initiation course)
4. Furthermore, all bench staff should read, understand and sign the Organizations coaching code of conduct and have that on file with their local association.

L. 9. Officials

1. Only certified officials are eligible to referee a house league game and there is a requirement to have two officials on hand to play a game. A game can be played with just one official but it requires the approval of both coaches and the referee to play. If one of the three parties disagree, the game is to be rescheduled.
2. Any person who turns 14 by December 31 of the current year is eligible to take the level 1 officials course and officiate games in that current season. No official is eligible to referee a game in which the participants are the same age or older as the official (except for the Open division) unless they receive special permission from the Director of Officials. In essence this means that a U16 aged official is not eligible to officiate U16 games, just U14 and lower.

L. 10. Game Reporting and Rankings

1. All game scores must be reported on the Organization's website and game sheets sent to the Director of Competitions within one week of when the game was played.
2. Throughout the season, teams shall be awarded two points for a win, one point for a tie and zero points for a loss. For determining the final regular season rankings, the following process will be used:
 - a) The team with the most points gains the higher position.
 - b) If two teams are tied, the following format is used (from top to bottom) to break ties:
 - The team who had the most wins in the head to head series among the two teams
 - The largest goal differential (+/-) between the two teams
 - Most wins overall
 - The largest goal differential (+/-) from all the games
 - Coin toss
 - c) If three or more teams are tied, the following format is used (from top to bottom) to break ties
 - The team who had the most wins in the games between the tied teams
 - The team who had the most wins overall
 - The largest goal differential (+/-) in games between all the teams
 - The largest goal differential (+/-) from all the games

Note: In the tie breaking procedure with three or more teams, once a team is eliminated the process

stops regardless of what step you are on and it reverts back to the start of the list and it begins again with the remaining teams. Once it gets down to two teams, it reverts to the procedure laid out above for when two teams are tied.

L. 11. Playoffs

Following the house league season, the U12, U14, U16/U19 and 18+ divisions shall have playoffs to declare a provincial champion. All teams make the playoffs and the same process will be used to get down to 8 teams in each division.

Division with more than eight teams

If there are more than 8 teams, each of the teams ranked above eighth will play a one game play-in game against the corresponding ranked team based on the chart below.

Ranking	Opponent
9 th place team	8 th place team
10 th place team	7 th place team
11 th place team	6 th place team
12 th place team	5 th place team
Continue following the pattern	

Once the play-in games are completed, the teams will be re-ranked one through 8 based on their house league finish to determine the next step in the playoffs.

Divisions with five to eight teams (or after the play-in games to get you to 8 teams)

The teams will play a best two of three quarter-final series to determine which teams make it to the semi-finals. The process is the highest ranked team will host the first game, the lower ranked team will host the second game and then if a third game is required it will be hosted by the higher seed. If there are no teams in the 6th, 7th or 8th seed position, the team that was supposed to play them will receive a bye to the Semi-finals.

Ranking	Opponent
8 th place team	1 st place team
7 th place team	2 nd place team
6 th place team	3 rd place team
5 th place team	4 th place team

Once the quarter final series are completed, the teams will be re-ranked one through four based on their house league record to determine next steps in the playoffs.

Divisions with three or four teams (or after the quarter-finals)

There are two options for play and these options will be decided by the director of competition in partnership with the board of directors prior to Jan 31 and based on ice availability.

Option A – Follow quarterfinal process with a single championship game

The teams will play a best two of three semi-final series to determine which teams make it to the finals.

The process is the highest ranked team will host the first game, the lower ranked team will host the second game and then if a third game is required it will be hosted by the higher seed. If there are no teams in the 4th seed position, the first seed will receive a bye to the finals.

The final game will be a one-game championship at a location determined by the Organization.

Ranking	Opponent
4 th place team	1 st place team
3rd place team	2 nd place team

Option B – Round Robin with a Championship Game

The four final teams shall play a round robin. Once the games are completed, the teams are re-ranked and the top two in a championship game.

Playoff Notes

- For all playoff games except the finals, should the game end in a tie a shootout shall occur.
 - Each team will identify five shooters in order and the team with the most goals after five shooters shall win, if it is still tied, there will be a sudden-winner shootout with each team putting out another shooter. All players on the team (except for the goalies) must shoot before someone can shoot a second time.
- In the championship games, if the game is tied, the teams will play a sudden-winner overtime period following the same rules as each half. A coin toss will determine who gets first ring.
- For all playoff games, the home team is responsible for the cost of ice and officials
- If Option B is used, all round robin games cost will be shared equally among the four teams
- Ringette PEI will cover the cost for all championship games including the ice and the officials

L.12. Jamborees

An end of year jamboree will be developed for U10 players while the final local association jamboree will serve as the “special” U8 jamboree with the Organization providing a few extra’s at this one.

M. HOUSE LEAGUE SCHEDULE AND CANCELLATION POLICY

M. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Bench Staff”* – Refers to coaches, assistant coaches and team managers who are eligible to be on a bench during a game.
- c) *“Director of Competitions”* – The director on the Ringette PEI board responsible for creating the house league schedule.
- d) *“Local Association”* – The community based clubs that operate the ringette program for their region of the province. These include Charlottetown, Montague, Rustico, Souris and Summerside.

M.2. Preamble

The Director of Competitions is responsible for the creation of the Organization’s House League schedule including working with the board of directors to determine both league and playoff scheduling formats at the various age levels. Factored into these decisions are the rules and regulations passed down from Ringette Canada to the Organization.

The creation of the schedule requires an incredible amount of effort and coordination from a number of people including the director of competitions, the local association presidents and ice schedulers. This involves close working relationships with the more than a dozen facilities where ringette is played across PEI.

M.3. Schedule Changes and Game Cancellations

Once the schedule is set and games are entered into the system, another layer of planning takes place around practice times, scheduling of officials, high performance team plans and parents ability to plan their family schedule. For these reasons, schedule changes should be kept at a minimum and only those schedule changes that are deemed necessary should be brought forward. Reasons for approval of schedule changes are generally on a continuum.

M.4. Reasons for Game Cancellations or Cancellation Requests

High Levels of Approval

Weather

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.

Facility Issue (Conflict in schedule time, another event, breakdown)

The home ice scheduler must communicate the game cancellation and the reason for it to both teams coaching staffs, the officials, and the director of competitions. The more notice given, the better.

Medium Levels of Approval

Community Event / Challenge

Sometimes during the year, events, activities and new circumstances impact a schedule. Generally, The Organization attempts to take these situations into account when producing the original schedule by having blackout dates when these events take place. Inevitably, there will be things that come up through the year and when they do, if there is a need to request a schedule change it should be done as soon as possible. Examples of these types of requests include school dances, Christmas parades, etc.

These requests must initially be approved by your ice scheduler before being sent to the Director of Competitions for a decision. Individual teams cannot submit a community event / challenge request directly to be rescheduled, it must initially be approved by their ice scheduler. If the Director of Competitions receives a request for a schedule change, they will review the information and make a decision and then communicate the wish for a schedule change to both teams or will respond to the local association and indicate the decision has been denied.

Low Levels of Approval

Team Member Missing

Most teams playing house league have more than one member of the coaching staff and have the ability to call up players from lower divisions so missing a few players shouldn't impact a team's ability to play a game. Vacations, school commitments, illness, etc. could be reasons for a team considering a request to reschedule a game.

These requests must initially be approved by your local ringette association before being sent to the Director of Competitions for a decision. Individual teams cannot submit a request directly to be rescheduled, it must initially be approved by their association board.

If the Director of Competitions receives a request for a schedule change, they will review the information and make a final decision and then communicate the wish for a schedule change to both teams or will respond to the local association and indicate the decision has been denied.

Under no circumstances, will a schedule change be approved due to a conflict with high performance players attending another event.

M.5. Schedule Change Process Line of Communication

Weather

If games are cancelled due to weather. The home team advises the visiting team and let's their ice scheduler, association officials coordinator, game officials and the Director of Competitions know.

Facility Issue

Home associations ice scheduler will likely be advised by the arena staff. The ice scheduler advises the home and visiting team coaches as well as the Director of Competitions and officials.

Community Event

The home team, as soon as possible, makes the request to their association ice scheduler and they make a request to the Director of Competitions for a schedule change. The Director of Competitions will review the request and then communicate with the necessary parties if approved.

Participant missing

Same process as community events. Same communication as community events.

M.6. Rescheduling Procedure

Any game that has been cancelled due to weather or facility issue, the local ice scheduler will allocate a new time to the Director of Competitions and the game will be rescheduled.

Any rescheduled game request (community event, participants missing) that has gone to the local ice scheduler and then forwarded on to the Director of Competitions and approved will use the following process for scheduling the new time.

- The home team ice scheduler will work to provide two alternate times to play the game that doesn't conflict with an existing game for the visiting team. Ideally, at least three days' notice should be provided to allow for the proper coordination of schedules.
- There may be some circumstances (end of season or availability of ice) that require the rescheduling of games within the three days' notice time frame. In these situations both teams should accommodate that need as best they can.
- Once the new ice time has been secured, the ice scheduler will provide the game date, time and location to the Director of Competitions who will then send that out to the two teams and update the Organization's schedule online.
- Should a visiting team not be pleased with either proposed time they can request another potential ice time? The home team is not required to suggest any but can do so if they have other times available.

M.7. Arbitration Committee

If the team who requested a schedule change which was denied by the Director of Competitions or if a team feels the new scheduled game time is not suitable and the home team isn't willing to change, they can request a review by a three person arbitration committee that is made up from three associations not involved in the game. This group will come together to review the information and make a final decision. The decision of the committee is binding.

M.8. Game Forfeit

It is the Organization's desire that all teams make every effort to play every game on their schedule. In cases where a team:

- Does not show up to play a scheduled game;
- Cancels a game that isn't related to weather/facility and hasn't been approved by the Director of Competitions;
- Shows up with less than seven players (as per Ringette Canada Rules)

That team's association will be issued a fine of \$225 to cover the cost of the ice and officials for the game that has been forfeited. The team that does not forfeit will win the game by a score of 7-0.

N. INVESTIGATIONS POLICY – DISCRIMINATION, HARASSMENT, AND ABUSE

N. 1. Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Organization*” – Ringette PEI
 - b) “*Discipline Chair*” – An individual or individuals appointed to be the first point-of-contact for all discipline and complaint matters reported to the Organization, per the *Discipline and Complaints Policy*
 - c) “*Individuals*” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization
2. The following terms have the meanings as defined in the Organization’s *Code of Conduct and Ethics*:
 - a) Harassment
 - b) Discrimination
 - c) Workplace Harassment
 - d) Sexual Harassment
 - e) Workplace Violence
3. The following terms have the meanings as defined in the Organization’s *Abuse Policy*:
 - a) Abuse

N. 2. Purpose

The Organization is committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse within its operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse and how the Organization will investigate those reports.

N. 3. Determination and Disclosure

1. When a complaint is submitted per the Organization’s *Discipline and Complaints Policy*, the Discipline Chair will determine if such complaint is related to an instance of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Abuse.
2. The Organization will adhere to all disclosure and reporting responsibilities required by any government entity, local police service, or child protection agency.

N. 4. Investigation

1. Complaints that are determined to contain an element of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse will continue to be addressed by the process (es) described in the *Discipline and Complaints Policy*. However, the Discipline Chair may also appoint an Investigator to investigate the allegations.
2. The Investigator may be a representative of the Organization or a Director or may be an independent third-party skilled in investigating claims of harassment. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
3. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation and/or consult independent experts to determine whether legislation applies to the complaint.

4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
 - a) Complainant interviewed;
 - b) Witnesses interviewed;
 - c) Statement of facts (complainant's perspective) prepared by Investigator and acknowledged by Complainant;
 - d) Statement delivered to Respondent;
 - e) Respondent interviewed;
 - f) Witnesses interviewed; and
 - g) Statement of facts (respondent's perspective) prepared by Investigator and acknowledged by Respondent.

N. 5. Investigator's Report

1. Per timelines determined by the Discipline Chair, who may modify the timelines as described in the *Discipline and Complaints Policy*, the Investigator will prepare and submit a Report.
2. The Investigator's Report should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether or not, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Abuse, or a breach of the Organization's governing documents.
3. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant to refer the matter to police. The Investigator will further inform the Organization that the matter should be directed to the police.
4. The Investigator must also inform the Organization of any findings of criminal activity. The Organization may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of doping drugs or materials, any sexual crime involving minors, fraud against the Organization, or other offences where the lack of reporting would bring the Organization into disrepute.

N. 6. Reprisal and Retaliation

An individual who submits a complaint to the Organization, or who gives evidence in an investigation, may not be subject to reprisal or retaliation from any individual or group. Should anyone who participates in the process face reprisal or retaliation, that individual will have cause to submit a complaint.

N. 7. False Allegations

An individual who submits allegations that the Investigator determines to be false or without merit may be subject to a complaint under the terms of the Organization's *Discipline and Complaints Policy* with the Organization, or the individual against whom the false allegations were submitted, acting as the Complainant.

N. 8. Confidentiality

1. The information obtained about an incident or complaint (including identifying information about any individuals involved) will remain confidential, unless disclosure is necessary for the purpose of investigating or taking corrective action or is otherwise required by law.

2. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, the Organization recognizes that maintaining anonymity of any party may be difficult for the Investigator during the investigation.

O. LOGO POLICY

O.1 Logo

The approved logo of Ringette PEI is:



O.2: Logo Use

1. Ringette PEI reserves the right, in its sole discretion, to terminate or modify permission to display its logos at any time.
2. Ringette PEI logos may not be used in any manner that expresses or implies Ringette PEI media affiliation, sponsorship, endorsement, certification or approval of any product or service without written permission.
3. Ringette PEI logos may be used only as provided by Ringette PEI - except as provided in these guidelines. Logos may not be altered in any manner, including proportions, colors or elements; nor made animate, morph or otherwise distort its perspective or appearance.
4. Ringette PEI logos may be resized to accommodate a specific use, but the text must remain legible. Ringette PEI reserves the right to require that an instance of its logo be re-sized if, in the Board's opinion, the name is difficult or impossible to read.
5. Ringette PEI logos may not be altered to incorporate any other object, including (but not limited to) other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, audio files or video files.
6. Any use of Ringette PEI logos outside these guidelines requires written permission (e-mail or hard copy) from Ringette PEI. Ringette PEI may withhold approval at its sole discretion.
7. Ringette PEI logos must be used only for the purpose requested; additional altered uses require separate permissions.
8. Requests for an altered use of a Ringette PEI logo may be made to the Executive Director.

P. SAFE SPORT POLICY

P.1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the Organization
- c) *“Person in Authority”* – An Individual who holds a position of authority within the Organization including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

P.2. Purpose

This Policy describes how the Organization aims to provide a safe sport environment.

P. 3. Commitment to True Sport Principles

The Organization commits to the True Sport Principles which are:

- a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
- b) **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
- c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
- d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.
- e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
- f) **Include Everyone** – Share sport with others. Ensure everyone has a place to play.
- g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

P. 4. Pledge

The stakeholders, members, and leaders of the Organization are expected to live the True Sport Principles and the Organization pledges to embed the True Sport Principles in its governance and operations in the following ways:

- a) **Conduct Standards** – the Organization will adopt comprehensive conduct standards that are expected to be followed by Individuals
- b) **Athlete Protection** – the Organization will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
- c) **Dispute Resolution and Investigations** – the Organization will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violations of the conduct standards
- d) **Strategy** – the Organization will have strategic plans that reflects the organization’s mission, vision, and values
- e) **Governance** – the Organization will have a diverse blend of sport leaders and will adhere to principles of good governance
- f) **Risk Management** – the Organization will intentionally manage risks to its operations and

events through the use of risk management plans and/or risk registries

P. 5. Conduct Standards

1. The Organization will adopt a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The *Code of Conduct and Ethics* will have specific sections, including but not limited, to:
 - a) Athletes
 - b) Coaches
 - c) Officials
 - d) Directors and Committee Members
 - e) Parents and Spectators
2. The *Code of Conduct and Ethics* will contain detailed definitions of key terms, including:
 - a) Harassment
 - b) Sexual Harassment
 - c) Workplace Harassment
 - d) Workplace Violence
 - e) Discrimination
 - f) Hazing
3. The *Code of Conduct and Ethics* will include the following definition of Hazing:
 - a) Hazing is a form of conduct that exhibits a potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability
4. The Organization will adopt an *Abuse Policy* that will define "vulnerable individuals" and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.

Anti-Doping

1. The *Code of Conduct and Ethics* will indicate that the Organization adopts and adheres to the Canadian Anti-Doping Program.

Social Media

2. The Organization will adopt a *Social Media Policy* that describes standards of conduct that are expected on social media by Individuals. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.
3. The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.

P.6. Athlete Protection

Screening

1. The Organization will adopt a comprehensive *Screening Policy* that requires some Individuals to pass a screening process before being permitted to interact with athletes. The *Screening Policy* will:
 - a) Categorize positions in the organization as 'Low Risk', 'Medium Risk', and 'High Risk' and

- require progressive screening measures for individuals serving in each category of risk
 - b) Describe how frequently some Individuals must obtain a police records check and which type of check(s) they must obtain
 - c) Describe how frequently some Individuals must submit Screening Disclosure Forms and Screening Renewal Forms
 - d) Empower a Screening Committee to prohibit Individuals who do not pass screening from participating in certain positions
 - e) Empower a Screening Committee to attach conditions to an Individual's participation in certain positions
2. The Organization will develop general and sport-specific *Athlete Protection Guidelines* that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization may provide training on the guidelines and take steps to ensure the guidelines are being implemented. The Organization will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.

Resources

3. The Organization will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities can include:
- a) [NCCP modules](#)
 - b) [Respect in Sport](#)
 - c) [Commit to Kids](#)
 - d) [Red Cross – Respect Education Courses](#)

Athlete Engagement

4. The Organization will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
- a) Anonymous athlete surveys
 - b) Athlete involvement in organizational decision-making
 - c) Independently-led athlete outreach consultations

P. 7. Dispute Resolution

1. The Organization will have a comprehensive suite of dispute resolution policies that may include:
- a) *Discipline and Complaints Policy*
 - b) *Appeal Policy*
 - c) *Dispute Resolution Policy*
 - d) *Investigations Policy*
 - e) *Event Discipline Procedure*
 - f) *Whistleblower Policy*
2. Taken together, the suite of dispute resolution policies may include the following features:
- a) An independent individual to whom complaints can be submitted
 - b) Sanctions for violations of conduct standards
 - c) Mechanism for suspension of individuals pending the conclusion of the process
 - d) Non-biased and experienced case managers, decision-makers and/or investigators
 - e) Protection from reprisal for submitting complaints
 - f) Anonymity for the complainant in cases of whistleblowers
 - g) Independency of appeal procedures (when appeals are permitted)
 - h) Opportunity for alternate dispute resolution
 - i) Investigations of certain complaints (e.g., when required by law and/or when the complaint

- involves harassment, abuse, or discrimination)
- j) In-event discipline procedures (when an event does not have its own disciplinary procedures)

Obligations – Reporting and Third-Party Case Management

3. The policies of the Organization will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.
4. The policies of the Organization will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by an independent third party that has no affiliation with the Organization.

Records

5. The Organization will retain records of decisions that have been made pursuant to the organization's policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and government entities.

P. 8. Governance and Operations

1. The Organization will have a comprehensive Strategic Plan in which athlete protection and safe sport are top priorities for the organization.
2. The Organization will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
3. The Organization will continually monitor and evaluate its policies, practices, and procedures.

Q. SANCTIONING AND TRAVEL POLICY

Q. 1. Definitions

- a. “Organization” – Ringette PEI
- b. “Members” – Individuals engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

Q. 2. Purpose

Ensure Ringette events and activities in Prince Edward Island are organized to common standards for competition and safety and adhere to both Ringette Canada and Ringette PEI policies, for the benefit of participants.

Q. 3. Applicability

- a. This policy applies to all events and activities organized in PEI for registered participants, members, and teams with the Organization.
- b. All events or activities conducted by the Organization’s members must be sanctioned.
- c. The Organization will sanction only events or activities conducted by the Organization, or by members and teams registered with the Organization

Q. 4. Automatically Sanctioned Events and activities

Sanctioning can automatically be given to the following events or activities provided they comply with all applicable policies and take place under the auspices of the Organization or a member or a team registered with the Organization:

- a. Programs delivered directly by the Organization;
- b. League play, including league playoffs and final team weekend play downs and Championship Day, where the League is administered by a member of or a body representing members of the Organization;
- c. Team training (on ice or dryland);
- d. Tournaments hosted on Prince Edward Island by associations recognized by the Organization
- e. Specialized athlete development programs (e.g. skating development, goalie training);
- f. Athlete evaluations;
- g. Come Try Ringette events where the participants are pre-registered through the Come Try Ringette website;
- h. Association/Team end of season banquets or gatherings;
- i. Team fundraisers and fundraiser events conducted by teams registered with the Organization

Q. 4. Events and activities that require Application

Sanctioning of events and activities not listed in Section Q. 3., including those listed below, will be provided at the discretion of the Organization. Only members of the Organization may apply for sanctioning of an event or activity.

- a. Tournaments held off Island:
 - i. To obtain sanctioning, teams must submit a request to obtain a travel permit to be eligible to travel to tournaments off Island. Requests must be submitted via the Ringette PEI website at least 30 days prior to travel.
 - ii. House league teams U10 and up are permitted to apply to attend two (2) off Island tournaments within a season, U8 teams can apply to attend one (1)
- b. League Play between April 1st and August 31st;
- c. Team training of a type that is not Automatically Sanctioned;
- d. Ringette Camps/Schools;
- e. Other team events or activities not already listed previously in this policy.

Q.6. Application Timelines:

The Sanctioned Event Application must be submitted to the Organization office at least thirty (30) days prior to the event.

Q.7. Compliance and Consequences

- a. As per the Ringette PEI Bylaws, all Members have agreed to abide by Ringette PEI's bylaws, policies, procedures, rules and regulations. Therefore, Members who do not obtain sanctioning from Ringette PEI in advance of their event or activity may face consequences up to and including having their membership revoked or lose the right to certain membership privileges such as hosting future events.
- b. Any events held outside of the Organization's sanctioned events, must carry liability insurance at a sufficient amount to cover all participants (including all coaches, players, on and off-ice officials).
- c. There will be no sanctioning granted if the Sanctioned Event Application is submitted after the deadline and one (1) day or less prior to the event.

R. SCREENING POLICY

R. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Criminal Record Check (CRC)”* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- c) *“Local Police Information (LPI)”* – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
- d) *“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
- e) *“Vulnerable Individuals”* – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

R. 2. Preamble

The Organization 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.

R. 3. Application of this Policy

1. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
2. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents 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 (the Organization may vary the guidelines at its discretion):

Level 1 – Low Risk – Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or 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 finances, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) 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 finances, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Head coaches

- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

R. 4. Screening Committee

1. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately use screening documents and render decisions under this Policy.
2. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
3. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. 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.

R. 5. Screening Requirements

It is the Organization's policy that when an individual is first engaged by the Organization:

- a) Level 1 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Participate in training, orientation, and monitoring as determined by the Organization
- b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide CRC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide A CRC and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested
- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform the Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If the Organization learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's *Discipline and Complaints Policy*.

R. 6. Young People

1. The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
 - a) Not require the young person to obtain a CRC or VSC; and
 - b) In lieu of obtaining a CRC or VSC, require the young person to submit up to two (2) additional letters of reference.
2. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or CRC if the Organization suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization understands that it may not request to see a young person's youth record.

R. 7. Renewal

1. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an CRC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An CRC every three years
 - b) A Screening Disclosure Form every three years
 - c) A Screening Renewal Form every year
 - d) A Vulnerable Sector Check once
2. The Screening Committee may request that an individual provide any of the above documents at any time. Such a request will be in writing and reasons will be provided for the request.

R. 8. Orientation, Training, and Monitoring

1. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the Organization's discretion.
2. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
3. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
4. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
5. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

R. 9. How to Obtain a CRC or VSC

1. Individuals may only obtain a CRC or VSC by visiting an RCMP office or local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
2. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
3. The Organization understands that it may be required to assist an individual with obtaining a VSC. The Organization may need to submit a Request for VSC or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

R. 10. Procedure

1. Screening documents must be submitted to the individual's home association or to the Executive Director of the Organization if the individual is only volunteering with the Organization.
2. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
3. The Organization understands that there may be delays in receiving the results of a CRC or a VSC. At its discretion, the Organization may permit the individual to participate in the role during the delay. The Organization may withdraw this permission at any time and for any reason.
4. The Organization recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, a CRC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
5. Following the review of the screening documents, the Screening Committee will decide:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
6. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
7. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
 - b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
 - c) If imposed at any time:
 - i. An individual's conviction for any of the following *Criminal Code* offenses:
 - 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

R. 11. Conditions and Monitoring

Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

R. 12. Records

1. 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.
2. The records kept by the Organization as part of the screening process include but are not limited to:
 - a) An individual's Vulnerable Sector Check
 - b) An individual's CRC (for a period of three years)
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) An individual's Screening Renewal Form (for a period of one year)
 - e) Records of any conditions attached to an individual's registration by the Screening Committee
 - f) Records of any discipline applied to any individual by the Organization or by another sport organization

R.13. Application Form

Note: Individuals who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, a new Application Form must be submitted.

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the Organization's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. The Organization's policies are located at www.ringettepei.ca

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

R.14.- Screening Disclosure Form

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER IDENTITY: _____
Month/Day/Year

CLUB (if applicable): _____ EMAIL: _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? If so, please complete the following information for *each* conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Criminal Record Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the Organization's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

R. 15. – Screening Renewal Form

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER IDENTITY: _____
Month/Day/Year

EMAIL: _____ PHONE: _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted a Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Organization. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to the Organization. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Organization's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ DATE: _____

SIGNATURE: _____

S. SOCIAL MEDIA GUIDELINES

S. 1. Definitions

The following term has this meaning in these Guidelines:

- a) “*Organization*” – Ringette PEI
- b) “*Social media*” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, Tiktok, and Twitter

S. 2. Purpose

- 1. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches 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 Organization’s *Code of Conduct and Ethics* and *Social Media Policy*.
- 2. Given the nature of social media as a continually developing communication sphere, the Organization trusts its coaches 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 recommendations that will inform coaches’ and athletes’ best judgment.

S. 3. Social Media Guidelines for Coaches

The following tips should be used by coaches 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, or tweets on Twitter
- c) Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with the Organization’s *Code of Conduct and Ethics* and *Social Media Policy*
- d) Coaches may not demand access to an athlete’s private posts on Twitter, Instagram, or Facebook
- e) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
- f) If you accept some “friend” requests, or follow one athlete on Twitter or Instagram, 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 Twitter 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, Instagram, or 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, or join a Facebook page about your team or organization
- l) If you create a page on Facebook or Instagram 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
- 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, Instagram accounts, or Twitter feeds 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

S. 4. 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 or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone
- 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 Organization
- e) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account
- 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 Organization. As a representative of the Organization, you have agreed to the Organization’s *Code of Conduct and Ethics* 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 account, or Twitter feed may be monitored by your club, coach, or by the Organization and content or behaviour demonstrated in social media may be subject to sanction under the Organization’s *Discipline and Complaints Policy*

S. 5. Club Responsibilities

1. Clubs 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 Organization's *Code of Conduct and Ethics*, to navigate social media using their best judgment.

2. Clubs 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 Organization's *Code of Conduct and Ethics* and *Social Media Policy*.
3. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the Organization's *Discipline and Complaints Policy*.

T. SOCIAL MEDIA POLICY

T. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, Tiktok, and Twitter.
- c) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, medical and paramedical personnel, and Directors and Officers of the Organization
- d) *“Discipline Chair or Case Manager”* – The person or organization appointed by the Organization to oversee management and administration of complaints, as applicable.

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*.

U. TRANSGENDER-INCLUSION POLICY

U. 1. Preamble

Ringette PEI is committed to being a transgender-inclusion leader in sport and promoting substantive equality. Ringette PEI 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.

U. 2. Ringette Canada and Ringette PEI Guiding Principles

Ringette Canada and Ringette PEI 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 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.

- 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.

U. 3. Definitions

The following terms are applicable to this document:

1. *“Association”* – Ringette Canada and Ringette PEI
2. *“Bona fide”* – Acting in good faith, without deception or fraud;
3. *“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);
4. *“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;
5. *“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;
6. *“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;
7. *“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;
8. *“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.

9. *“Participant”* – Includes all individuals employed by or engaged in Ringette Canada activities and programs;
10. *“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;
11. *“Substantive Equality”* – means understanding and meeting the needs of disadvantaged persons or groups using historical, legal and social contexts.
12. *“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;
13. *“Transgender Girl/Woman”* – Someone who was assigned the male sex at birth, and identifies as a woman;
14. *“Transgender Boy/Man”* – Someone who was assigned female sex at birth, and who identifies as man; and
15. *“TUE”* - Therapeutic Use Exemption.

U. 4. Purpose

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.

U. 5. Actions for Inclusion

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).

U. 6. Eligibility Guidelines – Exceptions

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.

U. 7. Eligibility Guidelines

1. 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:
 - a. *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).*
2. 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.
3. 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.
4. 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.).
5. 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.

U. 8. Confidentiality

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

U. 9. Ongoing Monitoring

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.

U. 10. Resolving Gender Identity and Expression Issues

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 PEI *Discipline and Complaints Policy*.

U. 11. Appeal

Any decision rendered by Ringette PEI in accordance with this *Policy* may be appealed in accordance with the Ringette PEI *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>

V. VIDEO REVIEW POLICY

V. 1. Definitions

The following terms have these meanings in this Policy:

- a) *“Organization”* – Ringette PEI
- b) *“Complainant”* – The Party making a complaint
- c) *“Days”* – Days including weekends and holidays
- d) *“Discipline Chair”* – An individual or individuals appointed to be the first point-of-contact for all discipline and complaint matters reported to the Organization.
- e) *“Individuals”* – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, conveners, officials, volunteers, managers, administrators, committee members, Directors and Officers of the Organization, spectators, and parents/guardians of athletes

V. 2. Purpose

- 1. The use of video footage in ringette is becoming a common occurrence. Many teams use video as a development or teaching tool. As well, spectators may use video to record games for personal use or to share with those who are unable to attend in person.
- 2. In the interest of supporting the Organization when it comes to incident reports, protests, appeals, and other matters, this policy outlines how and when the Organization can use video footage to aid in determining proper disciplinary action.
- 3. The Organization must acknowledge other sources of information including but not limited to written incident reports, personal interviews/statements from parties directly involved in or witnesses to the event/incident, as well as guidance from the executive and disciplinary committees. The Organization acknowledges that video evidence may possibly support the decision makers, and as such, may consider it in the decision-making process, where appropriate.
- 4. This policy must be used in conjunction with the Organization’s Discipline and Complaints Policy and Appeal Policy.

V. 3. On-Ice Official Judgment

The Organization strives to provide a community that is supportive and inclusive of all officials. Officials have full authority to call games as they see them. It is important to note that a protest on an official’s decision will not be considered unless it is outlined in this policy.

V. 4. Video That May Not Be Reviewed

- 1. The Organization will generally not accept the following:
 - a) Videos for the purpose of reviewing goals or disallowed goals.
 - b) Videos for the purpose of reviewing the conduct or actions of any Individuals unless otherwise outlined in this policy.
 - c) Videos for the purpose of reviewing on-ice officials’ calls or non-calls, nor for the purpose of reviewing the on-ice officials’ penalty selection unless otherwise outlined in this policy

2. The rationale behind these guidelines is that all on-ice officials have the appropriate rules at their disposal to penalize in these situations.

V. 5. Video That May Be Reviewed

1. The Organization may review the following:
 - a) Videos for the purpose of identifying the correct player in situations where an incorrect player may have been identified by the on-ice official(s) and issued a penalty resulting in suspension (this does not apply to incorrectly identified players who have been issued a penalty without a suspension).
 - b) Videos for the purpose of reviewing the conduct of Individuals (coaches, staff, officials) during altercations, specifically when an intent to injure is concerned.
 - c) Videos for the purpose of reviewing a game situation that has or may have resulted in a serious injury to any player whether a penalty was assessed or not. The Organization may use this video when determining the appropriate length of suspension to any player or players who may have been directly involved in such incident.
 - d) Videos for the purpose of reviewing a penalty that carries an indefinite suspension.
 - e) Videos for the purpose of reviewing the conduct of spectators or parents.
2. Only videos submitted or endorsed by an Association or Team staff will be reviewed.
3. Video, if available, may be requested by the Organization at any time to aid in the decision making around on- or off-ice conduct.

V. 6. Submission Process

1. A review will be considered by the Organization's Executive Committee, Discipline Committee, Director of Officials, and/or Executive Director as appropriate when the following has been submitted by the respective Association or Team Staff to the Executive Director or President of Ringette PEI:
 - a. A copy of the video in its entirety.
 - b. A detailed statement of what is being reported or appealed as outlined in the Organization's Discipline and Complaints Policy and Appeal Policy.
2. The maximum allowable requests from any single team within a member association shall be three (3) per season.

V. 7. Review Procedure

1. During intake, the video review may include but is not limited to:
 - a. Referral of the matter to the Ringette PEI Discipline Committee for resolution. This may result in the assessment of supplementary discipline for any infraction committed during such activity by any player(s) or team official(s) whether or not such infraction has been previously penalized by the referee.
 - b. Consultation with any other individuals as deemed appropriate (i.e. players involved, team officials, on-ice officials, etc.)