

Rustico Ringette Association

Policy Manual



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1. PREVENTING RACISM, BULLYING, HARASSMENT AND ABUSE POLICY

Adapted from the Hockey Canada Policy on Preventing Bullying, Harassment & Abuse Policy

Bullying, Harassment & Abuse Policy

It is the policy of the Rustico Ringette Association that there shall be no abuse and neglect, whether physical, emotional, or sexual of any participant in any of its programs. The Rustico Ringette Association expects every parent, volunteer, and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

It is the policy of the Rustico Ringette Association that harassment and bullying in all its forms will not be tolerated during the course of any Rustico Ringette Association activity or program. Accordingly, all Rustico Ringette Association personnel (staff, volunteers, team, or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment, or bullying and following local, Branch or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

Discipline

Any incident requiring investigation that may lead to disciplinary action must be reported to the Rustico Ringette Association Director of Coaching, President, or if necessary, any other member of the executive. Rustico Ringette will adhere to any applicable policies currently in place or that may be adopted.

All Rustico Ringette Association Coaches must read the Rustico Ringette Association's Policy on Preventing Racism, Bullying, Harassment and Abuse and must acknowledge in writing that they have read and understood both of these documents as part of their coaching application form.

What does safety for children and youth mean?

We all want our young people to be safe - keeping them safe means putting the child's best interests first.

In sports this means ensuring that the young player is treated with respect and integrity - emotionally, socially, intellectually, physically, culturally, and spiritually.

What is the RRA's role in promoting safety for children?

Child abuse is a serious concern which has existed for centuries. It crosses all cultural, economic and community boundaries. The recent heightened awareness about abuse in sport has resulted from a number of courageous disclosures from athletes who have experienced emotional, physical and sexual

abuse. This has led to a new drive within the sport community to protect children, youth and adults to whom sport has become an important part of life.

Protecting participants from all forms of bullying, harassment and abuse, whether emotional, physical or sexual, is an important element of safety. The Rustico Ringette Association considers any form of bullying, harassment or abuse to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the Rustico Ringette Association will promote awareness of all forms of bullying, harassment and abuse by providing educational materials and programs for participants, parents, volunteers and staff members.

POWER

Power is “the ability to get things done, the capacity to act or the ability to choose what will happen” (Tomlinson & Strachan, 1996, p. 11).

Coaches, Trainers/Safety people, volunteers and other staff have a given form of power. Being aware of personal power is critical to understanding how it can be used and misused in interacting with players and others. Bullying, harassment and abuse are the result of the misuse of power. Power comes from a variety of sources (Arnold et al, 1990; Tomlinson & Strachan, 1996) and may be used positively or negatively.

Organizational Power: Coaches are given specific authority rights and privileges as determined by their job descriptions.

Position Power: The position of coach gives them the capacity to influence others’ lives.

Expert Power: Coaches are seen to have unique expertise, skills, and knowledge.

Information Power: Coaches have information not only about the game but also about the people playing ringette; they also have information about the ringette culture.

Resource power: The ability to access human, technical and educational resources.

Connection Power: The connections coaches have both within and outside ringette give them power.

Network Power: Membership in formal and informal networks give coaches the ability to move and use information.

Personality Power: The power one has based on gender, ethnic identity, age, physical appearance, and personal presence.

RACISM

Racism is when people are treated negatively because of their colour, racial or ethnic background. Examples include racist names, treating someone as inferior or second-rate, leaving someone out or blaming problems on them because of their religion, skin colour, or country of origin.

UNDERSTANDING BULLYING

Bullying is a unique phenomenon. Bullying involves a person expressing their power through the humiliation of another person. Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not linked to a prohibited ground of discrimination, and therefore, are not addressed under federal, provincial or territorial human rights laws.

Bullying is offensive, cruel, intimidating, insulting, or humiliating behaviour, combined with the misuse of power or position. It can be physical or verbal; direct or indirect. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying. The issue of bullying between youth under 12 years of age is not addressed by the law; however, bullying behaviour is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person.

Hurtful actions may include:

- Physical hitting, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property; used most often by boys
- Verbal name-calling, hurtful teasing, humiliating or threatening someone, degrading behaviours; may happen over the phone, through text messaging or chat rooms, in notes or in person
- Relational excluding peers, spreading gossip or rumours, making others look foolish; used most often by girls. This may happen in person, over the phone, through the computer.

Types of Bullying:

- Physical Bullying hitting or kicking victims or taking/damaging property.
- Verbal Bullying using name-calling, insults, negative comments and constant teasing.
- Relational Bullying trying to cut off victims from social connection by convincing peers to exclude or reject a certain person; most common among girls.
- Reactive Bullying engaging in bullying, as well as provoking bullies into attacking them by taunting.

The ten leading tactics used by bullies to control their target are:

1. Unwarranted yelling and screaming directed at the target
2. Continually criticizing the target's abilities
3. Blaming the target of the bullying for mistakes
4. Making unreasonable demands relating to performance
5. Inconsistently applying the rules so that some individuals are adversely affected while others are not, thus further diminishing and alienating the target

6. Repeated insults or put-downs of the target
7. Repeated threats to remove or restrict opportunities or privileges
8. Denying or discounting the target's accomplishments
9. Excluding or ostracizing the target from group or team activities
10. Taking credit falsely for someone else's accomplishments (Namie, 2000)

BULLYING IS NOT

- Conflict between friends/disagreements
- An argument between people of equal power
- Accidental
- "Normal" relational development challenges
- A one-time event (usually)
- Friendly teasing
- Something people "grow out of"

BULLYING IS

- Hurting behaviours based on oppression and negative relationships
- Based on a power differential
- Intentionally harmful
- Characterized by intensity and duration
- Generally repeated over time
- Oppressive and isolates the victim
- The cause of various consequences and behaviour changes

Impact of Bullying

Bullying impacts the victim, the aggressor and the other bystanders in the environment. Impacts extend beyond the bullying experience to the investigation, during intervention and often for long periods afterwards. The following excerpts from newspaper articles depict the most harmful result of bullying behaviours.

UNDERSTANDING HARASSMENT

It is difficult, if not impossible, to define harassment in black and white terms. At its extreme, harassing behaviour is easy to discern, but there are always grey areas since not everyone perceives behaviour the

same way. Thus, any definition of harassment will contain a certain subjective or interpretive element. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions.

Any of the different forms of harassment must be based on a prohibited ground of discrimination in human rights legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Prohibited grounds vary by jurisdiction – check your applicable legislation for a complete list.

Harassment can take many forms whether physical, verbal, sexual or emotional, and most often involves a combination of these elements. Harassment may occur among anyone: between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee). It doesn't matter that a person did not mean their behaviour to be harassing or did not intend to abuse their position of power or trust. It is the effect of the behaviour that is most critical.

Types of behaviour which constitute harassment include, but are not limited to;

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, based on a ground of discrimination, which undermine self-esteem or diminish performance.
- Practical jokes based on a ground of discrimination which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under Child Protection Legislation).
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

Types of Harassment

Harassment occurs when someone attempts to negatively control, influence, discriminate or embarrass another person. Examples are displays of favouritism or dis-favouritism, subtle putdowns or ostracism, all based on a ground of discrimination.

Sexual Harassment

Sexual harassment is unwelcome behaviour of a sexual or gender nature that negatively affects the person or the environment. Examples are questions or comments about one's sex life, sexual staring, sexual comments, unwanted touching, insults about sexual orientation and sexual assault.

Criminal Harassment

Criminal Harassment occurs when the harassing behavior contravenes Canada's Criminal Code. Commonly, behaviors threaten the victim or members of the victim's family, and may include stalking, damage on the victim's property, threats of physical or sexual assault, or extortion.

UNDERSTANDING ABUSE

Definition of a child: Child/Youth – Across Canada, a person is considered a child up to the age of 16 to 19 years depending on provincial and territorial legislation.

Abuse: Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Emotional Abuse: Emotional abuse is a CHRONIC attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs. Emotional abuse can be categorized into seven different areas, including rejecting, degrading, isolating, terrorizing, corrupting, ignoring and exploiting.

Emotional Abuse is not simply:

- Being denied ice time
- Being released from a team
- Being benched for disciplinary reasons

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth.

Examples: Threatening to use unreasonable physical force as punishment; use of physical force, such as hitting, slapping, punching, pinching, kicking, hair pulling, hitting with an object, shaking, pushing, burning, biting, tying up, restraining, etc.; using excessive exercise as punishment; forcing an athlete to work out until they vomit or pass out from exhaustion; throwing equipment at an athlete, such as rings, helmets, balls, clipboards, etc.; pushing or throwing athletes against the walls, boards, nets; encouraging or allowing team members to physically assault another athlete.

Neglect

Neglect is CHRONIC inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Some examples of neglect occurring in a sport environment are:

- Inadequate Shelter/Unsafe Environments: Lack of maintaining equipment or facility; forcing athletes to participate without proper protective equipment
- Inadequate Clothing: Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game
- Inadequate Supervision: Leaving young athletes unsupervised in a facility or on a team trip
- Lack of Medical/Dental Care: Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted
- Inadequate Education: Encouraging athletes to not do homework, to not attend school or to drop out
- Inadequate Rest: Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time
- Inadequate Moral Guidance & Discipline: Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornographic movies to young athletes

Sexual Abuse

Sexual abuse is when a young or less powerful person is used by an older or more powerful child, adolescent or adult for sexual gratification. There are two categories: contact and non-contact.

Examples of sexual abuse in a sport environment are:

Contact: Kissing or holding a young athlete in a sexual manner; touching a young athlete's sexual body parts or forcing a young athlete to touch another person's sexual parts; penetrating a young athlete anally or vaginally with objects or fingers; having vaginal, anal, or oral intercourse with a young athlete

Non-Contact: Flashing or exposing one's sexual body parts to a young athlete; watching intrusively as a young athlete changes or showers; speaking or communicating sexually/seductively with a young athlete; showing pornographic films, magazines, or photographs to young athletes; having young athletes participate in the creation of pornographic materials; forcing a young athlete to watch a sexual act performed by others; objectifying or ridiculing a young athlete's sexual body parts.

Rustico Ringette has a strict "NO TOUCH" policy.

"REMEMBER – ABUSE IS A PROTECTION ISSUE"

NOTE: Protection refers to provincial, territorial, or Aboriginal band-appointed child protective services. A child, (the age defined by provincial or territorial legislation), is in need of protection from harm if abuse or neglect is suspected. Information regarding an individual's legal duty to report and circumstances under which reporting must occur is according to provincial and territorial child protection legislation. Guidance is available from the Rustico Ringette Association or the Child and Family Services Directorate of the Provincial Department of Social Services and Seniors.

2. DISCIPLINARY POLICY

The Rustico Ringette Association fully adheres to the Disciplinary Policy laid out by Ringette PEI.

Full explanations of infractions, the reporting process, and the appeal process are located in the Ringette PEI League Handbook.

3. FINANCE POLICIES

3.1. Each player shall pay fees based on requirements as determined on an annual basis by the Board of Directors.

3.2. Families who have three or more children playing in the RRA at the U10 level and above are eligible for a \$50 discount off their registration for each the third, fourth etc. child.

3.3. Any player, in an age group of U10 up to U19 (inclusive), that plays at least 50% of the season's scheduled games in the position of goalie, will receive a 50% refund of their cost of registration back, at the end of the season.

3.4 Tournament fees must be received by the team manager at least five (5) days prior to the registration deadline for the tournament. If the fee is not paid on time, then the non-paying-player can not play in the tournament. Further, the RRA will follow up with a letter, distributed through the team manager, that the child will not be able to play because of nonpayment.

3.5 Provincial player subsidy: \$5 from each RRA registrant is to be set aside in a fund to be distributed evenly among association players who made the provincial "Wave" or "Edge" teams.

3.6 Each year \$1,000 is to be set aside for future sponsorship/advertising opportunities.

4. HELMET POLICY

All coaches, assistant coaches, officials, and volunteers are required to wear personal protective equipment (Helmet), while engaged in practices on the ice. This is in order to prevent injury to themselves or others, and to decrease liability of both the local association and provincial association. No waivers will be granted from this policy and this policy implementation will be immediate. This policy change is to increase safety and to limit the possibility of legal action resulting from injury while on the ice engaged in activity sponsored by the local associations and/or provincial body.

5. DRESSING ROOM POLICY

Players are not permitted to use picture/video recording technology in the dressing rooms for either games or practices. Any players found to be in violation of this policy will be subjected to a one game suspension to be served at the discretion of the Rustico Ringette board of directors.

In the dressing room, all players must adhere to a minimum dress code of a sports bra or tank top and shorts, at all times.

It is recommended, when possible, no adult shall be alone in the dressing room with the players. Only designated, criminally checked, team staff are permitted in the dressing room; one of which must include a criminally record checked female. Should a U12 aged or older player require skates to be tied, she is to exit the dressing room. Exception: Parents/guardians of played including the U10 level and below are permitted in the dressing room.

There will be no male players permitted in dressing rooms from the U12 age and up. Male players may enter with team staff just before ice times. Male coaches must be accompanied by an adult female when entering the dressing room.

6. BENCH POLICY

A first aid kit, including a sealed envelope containing the medical information of each player, must be accessible by bench staff during practices and games.

A criminally record checked, certified coach must be on the bench during every game or the game will be forfeited.

A criminally record checked female must be present on the bench at all times.

If a team's first aid person is not a female, the bench female must accompany the first aider while assessing the player.

Coaches will take the shortest route on the ice while exiting the bench.

7. WEBSITE POLICY

No personal information is to be displayed on the website.

No pictures to be uploaded without parents' permission.

No offensive materials.

Home team is responsible to update team's website including scores, rescheduling etc.

8. EQUIPMENT POLICY

Team jerseys are distributed at the beginning of the season to a team official.

All namebars and C or A's attached to any jersey must be sewn on by hand (not by machine or ironed), and are expected to be removed at the end of the season.

At the U10 level and above, team jerseys (both colored and white) are to be worn for games only. All players in the U10 division and above are expected to have their own practice jersey.

Teams and/or players are not permitted to alter numbers unless approved by the Rustico Ringette Association.

First aid kits are distributed to each team prior to the season. Please provide a list of items used to the equipment manager or designate prior to returning the kit. If items are used during the season and need replacing, please contact the equipment manager or designate.

Rings are distributed to each team prior to the season. If a team needs rings during the season please contact the equipment manager or designate.

Goaltender Equipment (pads, blocker, and stick) is distributed to each team (U14 and below) prior to the start of the season. In order to ensure the safety of goaltenders, the association will provide chest protectors for all divisions where there is a need.

9. TRAINING POLICY

The costs of the CSI level coaching course, as well as Ringette Canada's Manager's Certification program will be covered by the RRA. The costs of these courses will be billed directly to the association.

The costs of referee clinics will be covered by the RRA. Individual referees are responsible for paying for their clinic on the day of and will be reimbursed by the association upon completion of five games in Rustico.

In order to support the association's goalies, \$200 per goal per financial year (May 1st – April 30th) will be set aside for those who wish to partake in additional training. This training includes the National Ringette School camp, the Charlottetown Power Rings program, the Proactif program, or any similar program approved by the board. Parents/guardians are expected to pay for the program and submit an expense claim with the receipt attached. Once the goalie has completed the full season in goal, the cost of the program(s) will be reimbursed, up to \$200.

10. TEAM SELECTION POLICY

Team selection is critical to having a well-balanced league and is in the best interest of players, coaches, officials, parents, and the Rustico Ringette Association. Team selection is an exciting time for all participants and should not be stressful to those involved.

Team Selection Format

Prior to the selection of teams for the upcoming season, a team selection committee of three people, made up from members of the RRA Board of Directors will be formed. One of the three members must be the Director of Coaching who will act as chair of the committee, and none of the members can be head coaches for the upcoming season. The Director of Coaching will set the date for the "Controlled Draft" where all head coaches will draft their teams.

A draft procedure will be used to select teams with the head coaches making the selections. Prior to the draft, players will be rated on a scale of 1-5, with "5" being the higher skill level. Ratings will be determined by way of a combination of on-ice measurable assessment drills, and game play ratings by

coaches. Differences in opinion of player skill rating will be mediated by the team selection committee who may consult with other ringette coaches familiar with the player of a questionable rating. The goal will be to have the skill assessment as close as possible between teams.

All players' names will be deposited into one of 5 boxes. All players rated the same will be entered into a box for their skill level. The draft will always begin with the highest or best players being drafted first (box 5), then working down the ranking to the lowest rated players (box 1). For U12 and above, players will be divided into positions (centre, forward, defense, and goalie) prior to the start of the draft, and then each team will be drafted following the team selection policy.

Before the draft begins it will be noted that if a coach has a child in that Division, that child will be the coach's last pick from whatever box they were placed. In the case of siblings, when the highest rated sibling is selected, the remaining siblings will be considered that coach's last pick(s) from whatever box they were placed.

Trades are to be kept to a minimum however, if required, any player trades that are needed to be made after the "Draft" can only be made between players with the same rating and must be approved by the team selection committee.

Trades will be permitted for a maximum of one week after the draft. The trade deadline will be set at the draft meeting; no later than October 31st of the current season.

The trade week is intended to facilitate player movement requests, team staffing, and any other reason that may arise. Player trade decisions are based on the best interests of both the player and the Rustico Ringette Association. Talent/ability, maturity, size (safety), number of registered players and enhancement of the sport will all be taken into consideration.

All coaches are expected to be respectful during the team selection process and must have the best interests of the players and the RRA as their first priority.

11. COACHES AND MANAGERS SELECTION POLICY

The RRA insists on a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials, and in the image projected to participants and parents of the RRA. The coaching staff is an integral part of the association, and is expected to support the decisions of the Executive and abide by the association's Policies, By-Laws, and Constitution

Around the time of registration, a call will be put out to all registered players' families and the public, seeking names of candidates who are interested in coaching, assisting, training, or managing a team.

All candidates are expected to submit an application no later than two weeks following the final registration date.

Head coaches must be certified with a minimum CSI level course. A CSI course is also required for assistant coaches, as is a Manager's course for managers. All bench staff (coaches, assistant coaches,

trainers, and managers) are required to complete a Criminal Record Check every three years, no later than December 1st of the calendar year.

Coaches will be selected by the association's director of coaching based on the following: certification, experience coaching ringette and other sports, ability to work with and develop our athletes, and an ability to adhere to fair play philosophies.

12. COMPLAINT POLICY

RULES OF CONDUCT

1. The RRA may from time to time pass rules of conduct prescribing the standards of competency, fitness, moral character and conduct of its Board Members, members, volunteers, or athletes. Any such rule or any amendment thereto shall not take effect until it has been approved at a general meeting of the Association or at a special general meeting of the Association called to consider such rule or amendment. Such rules are not an exhaustive codification of the standards expected of Board Members, members, volunteers, or athletes.
2. Board Members, members, volunteers, or athletes shall comply with the by-laws, rules of conduct and policies of the Association.

COMPLAINTS

1. All complaints from parent to coach are subject to a 24-hour cooldown period.
2. If a complaint is received by the Association that a Board Member, member, volunteer, or athlete has engaged in misconduct or violated the by-laws, rules of conduct or policies of the Association, the complaint shall be referred to the President.
3. A complaint shall be in writing and signed by the complainant.
4. The President shall give the Board Member, member, volunteer, or athlete complained against written notice of the complaint.
5. The President shall form a Discipline Committee and conduct an initial review of the complaint and may require the complainant to answer any inquiries or to provide any records or other information relevant to the complaint.
6. On completing the initial review of the complaint the President must refer the complaint and the results of the review to the Discipline Committee. Depending on the nature of the complaint the President and/or the Discipline Committee has the authority to immediately and indefinitely suspend the Board Member, member, volunteer, or athlete complained against pending the outcome of the investigation.
7. The Discipline Committee shall investigate the complaint by taking any steps that it considers necessary including summoning before it the Board Member, member, volunteer, or athlete whose conduct is the subject of the complaint.
8. A Board Member, member, volunteer, or athlete complained against shall provide all information requested by the Discipline Committee for the purpose of its investigation and shall otherwise cooperate fully with the Discipline Committee in the conduct of the investigation.

9. On completion of its investigation, the Discipline Committee shall make a written report to the President recommending that:
 - a) action be taken against the Board Member, member, volunteer, or athlete complained against; or
 - b) no further action be taken with respect to the matter under investigation.
10. If the Discipline Committee concludes that there is sufficient evidence to support a finding of misconduct or violation of the by-laws, rules of conduct or policies of the Association they shall notify the complainant and the Board Member, member, volunteer, or athlete complained against of this result. The notice shall be accompanied by the action that the Committee considers necessary or advisable to be taken to fairly reflect the evidence that the Committee has concluded supports such a finding. The actions that may be taken by the committee range from a written reprimand up to and including a life time suspension as a the Board Member, member, volunteer, or athlete with the Association. The Association shall immediately take the recommended action.

The Board Member, member, volunteer, or athlete complained against may, notwithstanding the Discipline Committee's conclusion, request that the complaint be referred to Ringette PEI for further review. That request is to be made within thirty days of the date on which the complainant is notified of the Discipline Committee's conclusion.

11. If the Discipline Committee concludes that there is not sufficient evidence that such a finding might be made, it shall report that conclusion to the complainant and the Board Member, member, volunteer, or athlete complained against. The complainant may, notwithstanding the Discipline Committee's conclusion, may request that the complaint be referred to Ringette PEI for further review. That request is to be made within thirty days of the date on which the complainant is notified of the Discipline Committee's conclusion.

13. PLAYER MOVEMENT POLICY

Player movement decisions are based on the best interests of both the player and the Rustico Ringette Association. Talent/ability, maturity, size (safety), number of registered players and enhancement of the sport will all be taken into consideration.

Recommendation Guidelines

Each year prior to fall registration the RRA President will appoint a three-member panel, with a fourth alternate, to the 'Player Assessment Committee'.

Request for Movement Format

- A request for player movement must be received in writing by the President of the RRA from the player's parent/guardian NO later than seven days past the final scheduled date of registration. This letter must include the child's playing history accompanied by the argument for movement.
- If required, players will attend a minimum of three practices provided before team rosters are decided. During these practices coaches and the Player Assessment Committee will assess the

player. These three practices are to be a combination of the two divisions between which movement is being considered.

- Coaches will forward their evaluation to the Player Assessment Committee.
- The Player Assessment Committee will examine this evaluation and all pertinent information gathered. The decision of this board will be forwarded to the executive where a final decision will be made.

The Rustico Ringette Association Executive will make all final decisions and pass their requests for movement along to the board of Ringette PEI for final approval.

The board of the RRA reserves the right to request for individual players to move up or down a division, where it is deemed necessary, either for the benefit of the individual players or for the association. If agreed upon by the parents/guardians and the individual player, the parents/guardians will be asked to submit a request for player movement, and the process for movement will be the same as described above. In this case where the board has requested and approved the movement, the final decision whether or not to move rests with the parent/guardian and the individual player.

In the case of players in the U8 division, the decision to play on the Learn to Play (LTP) team (generally ages 4-6) or the U8 team (generally ages 6-7) rests with the parents/guardians and the players. No formal application process is required, but parents/guardians are expected to state at registration which team they would like their child to play on.

Factors to consider when deciding where to register a U8 aged child include, but are not limited to, age, size, skating ability (striding versus shuffling), emotional maturity (how the child reacts to being separated from parents, or being placed in a lightly competitive situation), and ability to focus and follow short directions.

Previous Player Movement UP

Children who have previously been approved for movement UP and have completed two years in that division may proceed to the next division and are not required to repeat the Request for Movement format. Players wanting to remain in their division for a third year after being voted up in a previous year may remain with their age level and are not required to complete the Request for Movement format.

Previous Player Movement DOWN

This request is generally honoured to help first time players into the sport. Children who have previously been approved of movement DOWN must reapply each movement year. There will be NO player movement after team rosters have been compiled.

13. COACHES CODE OF CONDUCT

The Rustico Ringette Association has adopted the Coaching Association of Canada's Coaching Code of Ethics and the Rustico Ringette Association's Preventing Racism, Bullying, Harassment and Abuse Policy as the basis of its Coaches Code of Conduct.

All Rustico Ringette Association Coaches must read both the Coaching Association of Canada's Coaching Code of Ethics and the Rustico Ringette Association's Preventing Racism, Bullying, Harassment and Abuse Policy and must acknowledge in writing that they have read and understood both of these documents as part of their coaching application form.

All coaching staff, be it the head coach or an assistant, must be informed of their duties and responsibilities. All coaches must follow the National Coaching Certification Program (NCCP) Ethical Standards and the Coaching Association of Canada's (CAC's) Code of Conduct. Note: All coaches and staff members of the team will be representatives of the RRA and will be approved and appointed by the executive.

Coach duties and responsibilities include:

1. Training includes teaching and improving ringette skills and promoting teamwork and sportsmanship of its players.
2. The coach must ensure that each player is properly protected and that parents are informed of the need for properly fitted and approved equipment. Players must wear their helmets, properly fastened at all times, from the moment they leave the locker room, during the warm-up, when they are on the bench or on the penalty bench. (The only exception is for medal presentation and team photos) .
3. At the completion of the game a mutual show of respect and sportsmanship will be displayed.
4. The coaching staff must have a respectful attitude towards the referees. A lack of self-control will not be tolerated by the executive of RRA who will conduct an investigation that could lead to disciplinary action. The use of foul language by a staff member of the team is unacceptable and will not be tolerated by the Association.
5. The coach is responsible for appointing one or more competent coach-assistants and a manager. All volunteers must complete the necessary Criminal Record Check and may be required to complete a vulnerable sector check as well.
6. You are advised to have reasonable control over your players and parents at all times: on and off the ice (eg. in locker rooms, at tournaments, in hotels, and all RRA events, etc.)
7. RRA supports and encourages its coaches to continue to improve their skills and certification through continuing education. Some of the courses required to become a coach will be paid for by the Association. All coaches must complete CSI Level 1 (Introduction to Community Sport), including ethics training. The Association will cover the full cost of all mandatory clinics. Other courses must be pre-approved by the board for reimbursement.