

Valley East Ringette Association



Policy Manual

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Contents

Name.....	2
Aims and Objectives.....	2
Executive – Power and Duties	3
Job Descriptions	4
Membership Policy.....	7
Fee Structure/Family Discounts/Payment Deadlines/Refunds	8
Police Record Check (PRC)	9
Official Colors	9
Logo	9
Preventing Bullying, Harassment & Abuse Policy.....	10
Discipline, Complaint and Appeals Policy.....	11
1. Discipline:.....	11
2. Reporting a Complaint/Investigation Process	11
3. Appeal Procedure:.....	13
Dressing Room Policy.....	14
Bench Policy.....	15
Cell Phones, Cameras and Personal Digital Assistant (PDAs) Policy.....	15
Equipment Policy	16
Team Formation Policy.....	18
Player Movement Policy	19
Code of Conducts	20
Coach Recruitment and Selection Policy	21
Bingo Policy	23
Fundraising Policy	24
APPENDIX	26
Appendix 1: VERA Incident/Complaint Reporting Form	27
Appendix 2: VERA Decision Appeal Form.....	28
Appendix 3: Code of Conducts.....	29
Appendix 4: Example of Bench Staff Application Survey	34
Appendix 5: Example of Skills Evaluation Sheet	35
Appendix 6: Example of End of Year Coaching/Season Survey.....	36
Appendix 7: VERA Fundraising Application Form.....	37
Appendix 8: Team Budget Financial Tracker	38



Name

The Organization shall be known as Valley East Ringette Association, hereinafter to be referred to as the VERA

Aims and Objectives

- To promote, administer and develop the recreational sport of Ringette
- To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship
- To provide entertainment and fun for the participants
- To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests
- To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators
- To ensure that all members have the opportunity of presenting and having their views heard
- To provide support and opportunity to players, coaches, officials and administrators to improve their skills
- To recruit and develop a capable, competent team of officials, coaches, managers and other leaders as required
- To actively promote, adhere to and support the objectives and policies of the Northeast Region Ringette Association, **Ringette Ontario** and Ringette Canada
- To assist any area outside the boundaries of the VERA in the development of the sport of Ringette



Executive – Power and Duties

- The Executive shall hear and resolve all protests and appeals of any nature. All complaints regarding ice time allocation, playing time, conflicts with coaching staff or general complaints will be addressed promptly by the Executive providing the complaint is received in writing. The Executive will not address complaints received verbally. Responses to written complaints will also be in writing and will be addressed to the original complainant. [See Discipline, Complaint and Appeal Section of Policies.](#)
- Vacancies on the Executive: See VERA Bylaws
- The Executive shall resolve other problems as may arise in a manner, which is in the best interest of the VERA and its members.
- The Executive may suspend for such a time as it deems necessary, expel or discipline a team or any members thereof 1) for notorious or continued foul play, unsportsmanlike conduct or conduct unbecoming a person or team representing the VERA 2) or for refusing to accept or obey a ruling of the Executive. The Executive may reinstate any team or member there of which is under suspension on conditions, which it may determine.
- At the beginning of each season, the executive shall designate an executive board member as a representative for each division. The assigned representative shall have no association or conflict of interest with that division.
- Ice allocations shall be determined by the VERA Executive based upon the number of teams within the association. Every effort should be made to allot ice time equally. The Executive will ensure that a concerted effort must be made by each coach to ensure that each player on a team will be given equal ice time during games.
- Authorization for disbursements: See VERA Bylaws
- All purchases exceeding **\$100** must be authorized by a majority vote of the VERA Executive. Two authorized signing officers may approve purchases of less than \$100.00. Several small purchases shall not be made for the same reason or item to circumvent this \$100.00 requirement.
- All the VERA Executive, when representing the VERA or being a part of any Ringette program, event or discussion shall:
 - 1) Conduct themselves in a manner that reflects positively on the VERA
 - 2) Always act in the best interest of the VERA
 - 3) Always act in the best interest of all the players/coaches in the VERA
 - 4) Promote the sport of Ringette

*All Executive members must agree to this upon being named to the Executive and are subject to the removal from the Executive if they show an intended effort to undermine the wellbeing of the VERA.

For further detail regarding Executive Power and Duties, see the VERA Bylaws.



Job Descriptions

All Executive Members shall do the following:

- 1) Attend all executive meetings;
 - a. Prepare a verbal report for each executive meeting which will be recorded by the secretary;
 - b. If an executive member cannot attend meeting, a written report must be submitted to the secretary prior to the scheduled meeting.
- 2) Perform other duties as assigned
- 3) Prepare a written report to be verbally at the AGM

President:

- 1) Preside at all Executive and Executive Committee meetings
- 2) Prepare an agenda for all such meetings
- 3) Issue a notice of all meetings
- 4) Exercise the power and authority of the VERA Executive in cases of Emergency and in the best interests of the VERA. The decision will be subject to ratification by the entire Executive at the next meeting
- 5) Be the official spokesperson for the VERA at the Local, Regional and Provincial level
- 6) Be responsible for the general management and supervision of the affairs and operations of the VERA
- 7) Co-sign check signed by the Treasurer
- 8) Not vote except in the case of a tie where he/she shall cast the deciding vote
- 9) Ensure that all Officers and Directors perform their duties
- 10) Approve the authorized members permitted in the equipment lockup, at the beginning of every season.
- 11) Be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the VERA Executive

Vice-President:

- 1) Perform the duties of the President in his/her absence or at his/her request and he/she shall then have all the powers and rights of the President
- 2) Not have the right to vote when acting as President, except in the case of a tie
- 3) Assist the President in performing his/her duties and shall hold the position of Advisor to the Tournament Committee and any other Committee as determined by the President
- 4) Co-sign cheques by the treasurer, In the absence of the President

Treasurer:

- 1) Present a verbal and written balance and expense report at all regular scheduled executive meeting. This expense report will be embedded into the meeting minutes.
- 2) Draft up and propose a budget plan at the beginning of each season. Will present the proposed budget to the Board by September of each season.
- 3) Keep a detailed, accurate and updated spreadsheet of all the VERA transactions (income and expenditures). This spreadsheet will be maintained monthly and when asked will be shared with the board during executive meetings.



- 4) Complete all accounts payable, using email transfers or a cheque. The maximum amount permissible in an e-transfer is up to and including \$500. The signature of the treasurer and one other approved authorizer must authorize all transactions. (See bylaws) For e-transfers, both authorizers will be recorded within the treasurers tracking file.
- 5) Work with the auditor to provide whatever documents are required to complete the audit.
- 6) Submit a financial statement of costs including league debits and credits at the AGM
- 7) Care for the laptop and external hard drive and return to the VERA once term completed.

Past-President:

- 1) Carry out all duties assigned by the President
- 2) Be a full voting member of the Executive

Secretary:

- 1) Maintain records of proceedings and meetings
- 2) Ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Executive. Have custody of all documents and records, except financial, pertaining to the affairs of the VERA

Referee Chief

- 1) Be responsible for scheduling and tracking monthly payroll of all officials in the VERA including the advancement of their skill levels
- 2) Provide monthly report to the treasurer in order to allow the treasurer to pay officials by the 10th of each following month.
- 3) Be responsible for the scheduling of officials
- 4) Perform other duties as assigned
- 5) Prepare a report for the AGM

Registrar:

- 1) Be responsible for making all necessary arrangements for Registration. Online Registration will start on July 1st of each playing season.
- 2) Shall be the sole keeper of waiting lists for each age group
- 3) Shall register all players with Ringette Ontario

Coaching Director:

- 1) Ensure all bench staff are qualified for their positions and provide proof of their qualifications to the registrar as required
- 2) Act on behalf of coaches' complaints in all Divisions
- 3) Be responsible for the advancement of skill of all coaches
- 4) Co-ordinate all clinics available from the Local, Provincial or National Association for skill advancement
- 5) Ensure all bench staff are qualified for their positions, maintain accurate records of all bench staff qualifications and provide proof of their qualifications to the registrar as required
- 6) Form a Coaching Selection Committee for selecting coaches as required. Coaching applicants may be invited to attend an interview if required. Refer to the [Coaching Recruitment and Selection Policy](#) for further detail.



- 7) Help organize and coordinate the annual Bench Staff Meeting at the beginning of each season. (End of September/First week of October)
- 8) At the beginning of each season, help coordinate any on ice team evaluations. The Coaching Director will help the coaches' layout a specific drill plan, in accordance with the age level being evaluated. The coaches will be asked to follow this plan during the evaluations.

Public Relations and Fund-Raising Director:

- 1) Assist in the advertising of the Come Try Ringette Events.
- 2) Keep Facebook, Twitter and other social media platforms updated
- 3) Responsible for keeping the website updated throughout the season
- 4) Act as a liaison to the Executive regarding individual team fund-raising
- 5) Be responsible for coordinating fund-raising events as determined by the Executive

Bingo Director:

- 1) Shall coordinate the coverage of scheduled bingo sessions, ensure vests and other applicable equipment are distributed to the volunteers and will keep an accurate list of the trained bingo volunteers.
- 2) Will be the liaison between the VERA and the Bingo Hall Coordinator.

Equipment Manager:

- 1) Be responsible for all equipment **owned** by the VERA
- 2) Supply jerseys, rings, first aid kits, goaltender equipment and game sheets as required, to all teams
- 3) Advise the Executive of additional equipment needs and purchase equipment as approved in the budget
- 4) Ensure the equipment is inventoried and returned to storage
- 5) At the beginning of each season, following approval from the President, will be responsible for providing an updated written list of volunteers that are permitted in the Raymond Plourde lock up. Should also educate new arena staff regarding the list and the VERA expectations.

Ice Convener:

- 1) Attend ice meetings with the City of Greater Sudbury
- 2) Attend coach's meetings to explain ice procedures for scheduling, cancellation etc.
- 3) Schedule pre-season ice times
- 4) Supply ice schedules to all teams (get anticipated tournament list from all teams before making out these schedules)
- 5) Cancel or reschedule any ice time conflicts as they arise
- 6) Complete and maintain a log of ice time given to each team for the whole season
- 7) Coordinate with other association ice conveners throughout the season
- 8) Schedule additional time slots for activities such as power skating, goalie training and other events as determined by the board.



Membership Policy

- Membership in the VERA shall be open to all players within the geographic boundaries of the VERA as defined by Ringette Ontario (RO).
- The Executive may designate other persons who reside outside the boundaries of the VERA to be eligible for membership, but residents within the VERA boundaries shall be given priority
- Registration priority is as follows:
 - 1) Old players within boundaries
 - 2) New players within boundaries
 - 3) Old players outside boundaries
 - 4) New players outside boundaries
- All parents or guardians of players and anyone registered with the VERA are members of the VERA
- A member of the VERA will be in good standing provided that the Member:
 - 1) Owes no outstanding Membership dues, participant fees or other debts to the VERA
 - 2) Has not ceased to be a Member
 - 3) Has not been suspended or expelled from Membership, or had other Membership restrictions or sanctions imposed
 - 4) Has complied with the Bylaws, Policies, Rules and Operating Procedures of the VERA and Ringette Ontario.
 - 5) Is not subject to a disciplinary investigation or action by the VERA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the VERA and Ringette Ontario.
- Members who cease to be in good standing (previous seasons or current season) will not be entitled to vote at meetings of the Members, will not be entitled to the benefits and privileges of the Membership and will not be permitted to be on the ice until the Executive is satisfied that the Member has met the definition of good standing as set out above.



Fee Structure/Family Discounts/Payment Deadlines/Refunds

Fee Structure:

Each player shall pay fees based on requirements as determined, on an annual basis, by the **VERA** Executive.

Family Discount:

When more than two family members are registered with the VERA, the following family discounts are available.

- 2nd family member: no discount
- 3rd family member: \$100 off their respective registration
- 4th Family member registered = \$125 off their respective registration
- 5th Family member registered = \$150 off their respective registration

***A new registration does not count towards this discount – already discounted**

*** The family discount only applies to registration from U10 and above.**

Adult Division Goalies:

- For the purpose of goalie recruitment and retention challenges, open goalies will only pay the RO insurance and VERA administration fee. The VERA board, at the beginning of every registration, will determine this fee.
-

Registration Deadlines - August 15th:

- All returning members must complete the online registration by August 15th of each playing season. Failure to complete the online registration by this date will result in a \$50 increase to their registration.

***No payment is required at this time. Only the registration is required.**

Payment Deadlines - October 1st:

- The full-payment deadline is now October 1st of each playing season.
- *Should a player require an accommodation, it is their responsibility to reach out to the President (president@valleyeastringette.com), prior to October 1st, to organize a payment plan. Once approved, the President will notify the treasurer.
- All players without an accommodation must pay by October 1st. If they pay after the October 1st deadline, the price increases by \$50 and the players will not be permitted on the ice until full payment has been received.

Season Refund: A full refund is available before October 24th of each season upon written request. After October 24th, but before October 30th of each season, a refund minus a \$50 administrative fee will be issued. No refunds after October 30th.



Police Record Check (PRC)

- All Bench Staff, Executive Board Members and Officials, who are over the age of 18, are required to have a valid PRC.
If working with anyone under the age of 18, a vulnerable sector check must be completed.
- The RO deadline to have a PRC completed and handed in to VERA Screening Committee is January 8th of each playing season.
A screening committee, comprised of the President, Coaching Director and Referee Chief, will be responsible for reviewing and keeping record of all PRCs.
- **Reimbursement:** THE VERA will reimburse all PRCs.
Confirmation of a completed and cleared PRC and copy of the receipt must be submitted to the VERA President in order to receive reimbursement.
- VERA follows the RINGETTE ONTARIO SCREENING POLICY.
Please refer to the [Ringette Ontario](#) for full details.

Official Colors

The official colors of the VERA shall be Green, White and Navy.

Logo

VERA reserves the right to use and grant permission to use the VERA logo in any way it deems appropriate. The VERA reserves the right to request that other parties cease usage of the logos in instances where it deems the usage inappropriate, misleading or in violation of this policy.

- The logo will not be reproduced or used without written permission from VERA.
- Requests to use the logos must be submitted in writing to the VERA President at least fifteen (15) days prior to the expected use or reproduction of the logos. Submissions must include a sample and/or explanation of the proposed use or reproduction and be sent via email to president@valleyeastringette.com
- VERA will provide written permission or denial within seven (7) business days of receipt of the request. This decision is not appealable.

Only the official logos may be used. Hand-drawn or altered versions are not permitted.



Preventing Bullying, Harassment & Abuse Policy

Adapted from the Ringette Canada Policy on Preventing Bullying, Harassment and Abuse and the Ringette Ontario Harassment and bullying policy.

Purpose:

The purpose of this policy is to ensure a safe and positive environment within VERA and Ringette Ontario programs, activities and events, by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of Ringette Ontario, at all times.

Ringette Ontario and the VERA are committed to providing an environment in which all individuals are treated with respect. Furthermore, we support equal opportunity and prohibit discriminatory practices.

Everyone has a duty to report infractions. In order to report an infraction, any VERA member can do so by following the complaint process. ([Refer to the Discipline, Complaint and Appeal Policy](#))

Any form of abuse and neglect, whether physical, emotional or sexual of any participant in any of VERAs programs, will not be tolerated.

The VERA 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 VERA that harassment and bullying in all its forms will not be tolerated during any Valley East Ringette Association activity or program.

Accordingly, all the VERA 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 behavior, 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 behavior and are encouraged to report incidents of harassment or bullying.

Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Ringette Ontario's policies related to discipline and complaints.

Please Refer to Ringette Ontario's Harassment and Bullying policy for further detail.

This policy can be found on the website: Ringetteontario.com



Discipline, Complaint and Appeals Policy

Objective: Membership and participation in the activities of Ringette Ontario offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the VERA and Ringette Ontario's Code of Conduct as well as with the VERA and Ringette Ontario's other policies and procedures.

1. Discipline:

Penalties: (All from G&T manual)

Refer to Games and Tournaments Manual (Ringetteontario.com)

Excessive Penalties (All from G&T Manual)

Refer to Games and Tournaments Manual (Ringetteontario.com)

Misconduct and Match Penalties →

Refer to Games and Tournaments Manual (Ringetteontario.com)

2. Reporting a Complaint/Investigation Process

- If it is a minor complaint/concern, the VERA encourages their membership to first reach out to their division representative. If both the division representative and/or the complainant feel the issue should be escalated, the complaint should then be escalated to the President. If the complaint cannot be resolved at that level, the President shall be notified.
- If the complaint involves the President, the complaint shall be escalated to the Vice President.
- Complaints must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident using the VERA [Incident/Complaint Form](#).
- Upon receiving a complaint, the President, or delegate, will determine whether the complaint is frivolous or vexatious within ten (10) days of receiving it. If the President, or designate, determines the complaint is frivolous or vexatious, the complaint shall be dismissed immediately. (RO)
- A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or deny, the notice of complaint outside the fourteen (14) day period will be at the VERA Board's discretion. This decision may not be appealed. (RO)

Initial Investigation:

- The President, or designate, may appoint an independent individual to conduct an investigation to determine the validity of a complaint. The Investigator will carry out the investigation (both sides of story) in a timely manner and at the conclusion of the investigation will submit a written report to the president, or designate, concluding whether or not there is validity related to the complaint and if referral to the disciplinary committee is required.



Discipline Panel:

- Within fourteen (14) days of notifying the respondent of a complaint of a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the President, or designate, will appoint three (3) individuals to serve as a Discipline Panel (“Panel”).
- The members of the Panel will select from themselves a Chairperson. Members of the Panel will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.
- The Discipline Committee shall investigate the complaint by taking any steps that it considers necessary including summoning before it the Executive Member, member, volunteer, or athlete whose conduct is the subject of the complaint and any witnesses that were present.
- On completion of its investigation, the Discipline Committee shall make a written report to the President recommending that:
 - Action be taken against the Executive Member, member, volunteer, or athlete complained against; or
 - No further action be taken with respect to the matter under investigation
- The VERA president shall notify the complainant and the individual complained against, of the above result. The notice shall be accompanied by the action that the Committee considers necessary to be taken.
- Once the final decision has been made by the disciplinary panel, both the complainant and/or individual complained against may request that the complaint be first referred to the Northeast Region Ringette Association and subsequently to the Ringette Ontario Association for further review. That request is to be made within thirty days of the date on which both the complainant and individual complained against are notified of the Discipline Committee’s conclusion.

SANCTIONS:

The Panel may apply the following disciplinary sanctions singly or in combination, for minor and/or major infractions:

- Written reprimand;
- Written apology;
- Removal of certain privileges of membership
- Suspension from certain events;
- Suspension from certain Ringette Ontario activities;
- Suspension of Ringette Ontario funding;
- Payment of a financial fine in an amount to be determined by the Panel;
- Suspension from all Ringette Ontario activities for a designated period of time;
- Expulsion from membership;
- Other sanctions as may be considered appropriate for the offense.

Unless the Panel decides otherwise, any disciplinary sanction will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in the VERA and Ringette Ontario until such time as compliance occurs.

The VERA will maintain a written record of the incident, investigation and decisions made for two consecutive seasons.



3. Appeal Procedure:

The decision of the Panel may be appealed, with the exception of match penalties.

Individuals who wish to appeal a decision have 7 days from the date on which they received notice of the decision. They are asked to complete the [VERA Appeal Form](#) and submit the completed form to VERA President.

Appeal Decision:

The appeal shall be heard at the next Executive Meeting, unless compelling reasons can be shown for it to be heard sooner. Should the appeal be heard sooner, the members of the discipline panel and 2 additional executive members will meet and make a final decision.

The final decision will be communicated to the appellant following the above meeting.



Dressing Room Policy

Objective:

VERA firmly believes in accommodating everyone in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of all our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. The safety of our members is paramount. This policy provides details regarding the supervision and safety of our minor players, while in our change rooms and during off ice events.

This policy applies to:

- a) All change room use arising from Ringette Ontario and VERA sanctioned event;
- b) Off-ice events that are part of any VERA activities or events, including tryouts.

- Ringette Ontario has implemented the ***RULE OF TWO** to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult are present. There may be exceptions in emergency situations.
- VERA stresses the importance of coaches in ensuring all players have equal access to pre and post team sessions and to all team related activities.
- VERA recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to everyone.
- VERA allows co-ed dressing room situations to exist at the BUNNY Program and U8 levels, 5-8 years of age, provided that the participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

At U9 (9 years old) level and above the following conditions will apply in all team environments:

- For Divisions U9 and above, no male coaches or parents are permitted in female dressing rooms while players are dressing or undressing, and no male players are permitted in the female dressing rooms. Male coaches and players may enter the dressing room for pre-game or post-game routines after being given the all clear by the female coach, team manager or screened volunteer, all of which have to be female. The same rules apply to male dressing rooms where only male coaches/parents are permitted in male dressing rooms.
- If the team has parents that provide supervision in the dressing rooms on a regular or semi-regular basis these parents must complete and submit a Police Information Check.
- Females and males will change in separate rooms. If other individuals request a private room or accommodation, the VERA will work with the coaching staff and arena officials to help accommodate the request.
- Everyone shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.



- The smaller group shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- The larger group shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the smaller group.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the larger group dressing and showering first. Once the room with shower facilities has been fully vacated the smaller group may use the shower facilities.

*It is the responsibility of the Head Coach and Team Manager to ensure that these guidelines are followed.

***RULE OF TWO (Ringette Ontario 2020)**

Any one-on-one interaction between a coach and an athlete, both on and off of the field of play, must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete

Bench Policy

A First aid kit must be located on the bench and accessible to the bench staff, during practices and games.

All bench staff must have an up to date criminal record check completed in order to be on the bench.

A female must always be present on the bench.

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

All bench staff stepping onto the ice to tend to an injured player must wear a CSA approved helmet at all times.

VERA has a strict "NO TOUCH" policy.

Cell Phones, Cameras and Personal Digital Assistant (PDAs) Policy

Cell phones and personal digital accessories possess cameras that allow users to the opportunity to secretly photograph objects in front of them while appearing to dial a number or text. This is a significant concern to the VERA.

The potential exists for inappropriate behavior of camera phone users photographing others undressing and showering in the dressing rooms. The City of Greater Sudbury has a policy in place prohibiting the use of cellular telephones in the dressing rooms of recreational facilities.

The VERA will not tolerate the potential danger of violating an individual's privacy; and therefore, the following policy in support of the City's policy will take effect immediately:

"The use of any form of camera, video camera, camera phone, or any other personal digital accessory capable of photographs is prohibited in any recreational facility change rooms during any VERA sanctioned event."



Equipment Policy

Jerseys:

Team jerseys are distributed at the beginning of each season, to an identified member of the bench staff. Teams and/or players are not permitted to alter numbers or attach nameplates unless approved by the VERA.

First Aid Kits:

First aid kits are distributed to each team prior to the season. If items are used during the season and need replacing, please contact the equipment manager.

Rings:

Rings are distributed to each team prior to the season. If a team requires additional rings during the season, please contact the VERA Equipment Manager.

Goaltender Equipment:

To ensure the safety of goaltenders, VERA provides used goalie sticks, goalie pads and chest protectors, to all levels.

Should a player decide that goal tending is their preferred position, VERA encourages parents/players to purchase their own equipment, as our equipment is limited.

Equipment Return:

All jerseys, rings, first aid kits and goaltender equipment must be returned to the equipment manager at season's end or no later than the AGM.

Game Sheets:

Game sheets are distributed at the beginning of each season. If a team requires additional game sheets during the season, please contact the VERA Equipment Manager.

Player Helmets:

All players must wear CSA approved helmets.
Helmets must be sized at the time of purchase and fit properly.
The chinstrap must always be fastened.
If a coach or referee identifies a poorly fitted helmet, the player will be asked to step off the ice until the issue is rectified.
Refer to Ringette Canada's Website for details. (Ringette.ca)

Facial protector (i.e. face mask)

All players must wear CSA approved Type 5 or Type 6 facial masks. There are specific combinations of CSA certified helmets and facial protectors that are permissible in Ringette.
All players must ensure they have the correct combination.
See Ringette Canada's Website for details. (Ringette.ca)



Player Equipment:

- CSA approved helmet and Ringette face shield
- BNQ approved neck protector
- elbow pads
- protective gloves
- shoulder pads (mandatory at U19 and below)
- hip/tailbone/genital protection (girdle & 'Jill')
- shin guards with hard knee protection
- hockey/ringette skates (no picks)
- uniform jersey (jersey for games supplied by VERA)
- ringette/hockey pants (provincial players must wear ringette pants)
- ringette stick
- mouth guard (optional)

Goalie Equipment:

- goal pads (supplied by VERA)
- chest protector
- goal stick
- blocker
- gel glove, ringette blocker or trapper (gel glove supplied by VERA)

Goalie Equipment Optional:

- goal skates
- arm pads
- CSA approved goalie mask (Ringette.ca)
- plastic throat protector

Bench Staff and Referee Helmet:

All bench staff and referees involved in on ice practices/games must wear a CSA approved helmet with a proper chinstrap in place.



Team Formation Policy

Objective:

When a division consists of enough players to create two or more teams, a team formation process must be followed. The following team formation process aims to create a well-balanced league and is in the best interest of players, coaches, officials, parents and the Valley East Ringette Association (VERA). Players will be evaluated by VERA and will be entered into a “controlled draft”.

Procedure:

1. VERA will choose 4 non-biased evaluators to avoid any conflict of interest. The evaluators will work in teams of 2 during the evaluations. [Skills evaluation sheet in Appendix](#)
2. The Coaching Director will help layout a specific drill plan, in accordance with the age level being evaluated. The coaches will be asked to follow this plan during the evaluations.
3. Players will be ranked on a 1-4 scale (beginner, intermediate, advanced, Elite)
4. Following evaluations, the coaches, Coaching Director, President and/or Vice President will meet to review and discuss the draft process.
5. Prior to starting the draft, the Coaching Director and the head coaches must conduct a general review of the ratings to ensure that all players were properly rated. If an improper rating is identified, the Coaching Director and the head coaches should discuss the rating and attempt to agree to a rating that is as accurate as possible. If agreement cannot be reached, then the Coaching Director must establish a reasonable rating based on the available information.
6. Coaches will draft teams under the supervision of the Coaching Director and the VERA President and/or Vice President.
7. All players will be divided on separate sheets into their assigned category based on their rank (1-4). The draft will be started by a coin flip. The winner will get to make the first player selection. Subsequently, the first choice will be rotated among the coaches for each category.
8. Prior to starting the draft, each head coach is entitled to select their child (or children) to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.
9. Prior to starting the draft, each head coach may name one assistant coach and is then entitled to select the child (or children) of the assistant coach to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.
10. The draft will always begin with the highest ranked players being drafted first then working down the rankings to the lowest ranked players.
11. Goalies (if applicable) can be selected at any point during the draft. However, the remainder of the goalies must be drafted immediately after the first goalie has been selected.

Trading players post draft:

- The Coaching director at his/her discretion has the authority to permit players to be traded from one team to another. The players being traded should be made between players from the same ranking. Exceptions may be permitted as long as the trade maintains the competitive balance of the teams.
- 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.
- A trade request must be submitted via email to the coaching director and both coaches must be cc'd.
- Once approved by the Coaching Director, prior to the movement of any player, the Coaching Director must contact the relevant coaches and parents of the players to communicate the need for this action.



Player Movement Policy

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

Recommendation Guidelines

When Player Movement arises at the beginning of a season, the VERA President will appoint a three-member panel.

Request for Movement Format

- A request for player movement must be submitted to the President of the VERA, from the player's parent/guardian. This letter must include the child's playing history accompanied by the argument for movement.
- If required, players will attend a minimum of 1 practice before team rosters are decided. They can participate in a maximum of 3 practices if the player assessment committee agrees the additional ice is required. During these practices the appointed panel will evaluate the player.
- The Player Assessment Committee will consider the evaluation and all pertinent information gathered. The decision of this board will be forwarded to the executive where a final decision will be made.
- Players should not move up unless they are found to be ranked within the top 30% of the players of the team they are moving up to.

The Valley East Ringette Association Executive will make all final decisions

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—HOWEVER MAY BE 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:

Children who have previously been approved of movement DOWN must reapply each movement year. This request is generally honored to help first time players into the sport.



Code of Conducts

The VERA strives to provide a safe, healthy and positive environment for our players. The conduct of all members of the organization and their fans goes to the very heart of this mission.

As an organization, we will hold our executive members, coaching staff, players, parents and fans accountable for their conduct always. Any behavior that brings the VERA into disrepute or is outside the VERA or Ringette Ontario Code of Conduct, or conflicts with the mission and established goals of the VERA will not be tolerated.

Each Executive Member, player, parent and member of a Coaching staff will sign a Code of Conduct Agreement annually. Parents acknowledge the agreements to follow the VERA Code of Conducts when they complete their child's online registration.

The Executive Members will sign a paper copy and will submit it to the VERA Secretary.

The bench staff will sign a paper copy of their code of conducts and the manager will submit them to the Coaching Director.

The VERA membership will review and sign their code of conducts during their online registration. If a paper registration is received, a paper form of all the code of conducts must be signed and returned to the team manager who will then pass them onto the VERA Registrar.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the VERA [Discipline, Complaint and Appeal Policy](#).

The VERA Code of Conducts can be found [in Appendix 3](#) of this document.

Concussion Code of Conduct: Refer to the Ringette Ontario Website as we follow their full Concussion Policy. ringetteontario.com



Coach Recruitment and Selection Policy

The VERA's Coach Selection Committee shall consist of the following VERA positions:

- President or designate
- Director of Coaching
- An experienced Ringette Coach, or community member with Ringette experience as selected by the Director of Coaching

The Director of Coaching shall chair the Coach Selection Committee. In their absence, the President (or designate) shall act as chair. If there is one or more members of the Coach Selection Committee are unable to attend a Coach Selection Committee meeting, the Director of Coaching shall request the attendance of another Executive Committee member or Director to fill the vacant seat(s). The vacant Coach Selection Committee seat(s) shall first be offered to any remaining Vice President, then Director of Officiating, and finally Secretary.

Head Coach Selection:

Persons interested in Head Coaching shall apply in writing to the Director of Coaching by completing the Coaching Application form.

All coaching applicants who meet the VERA's minimum requirements shall be considered for the upcoming season.

Coaching applications shall be due by August 31st for the upcoming playing season. Provided sufficient suitable applications have been received by the closing date, the Director of Coaching shall schedule interviews on behalf of the Coach Selection Committee. The Coach Selection Committee will consider any recommendations made as a result the interview process.

For the purposes of the interview, a series of questions shall be drafted by the committee and asked of all applicants. If sufficient suitable applications have not been obtained, the Director of Coaching shall extend the closing date and solicit further applications.

The VERA, upon the recommendation of the Coach Selection Committee, shall select Head Coaches for all Valley East Ringette teams.

The Director of Coaching shall notify all Applicants in writing as to the disposition of their application.

Coaching selection decisions shall be final. Grievance of coaching selection will be restricted to procedural violations only. The Coach Selection Committee will hear grievances. No other appeals will be considered.

Head Coach Eligibility and Selection Criteria:

- 1) **Eligibility:** All Head Coaches applying to coach within the VERA shall meet the following minimum criteria to have their applications considered:
 - a) Be a current member in good standing of the VERA, and
 - b) Hold NCCP Certification, or can complete same by November 31st of the current playing season, at the level required by Ringette Ontario for the age Division applied to head coach, and
 - c) Provide a clean current year, Criminal Records Check



- 2) **Selection Criteria:** The Coach Selection Committee shall be responsible for administering the selection process and the development of a criteria scope for each division of coaching. The selection criteria shall include but not be limited to the following:
- a) Must meet the VERA, **Ringette Ontario** and Ringette Canada's minimum certification requirements for the age division applied for;
 - b) Previous coaching and playing experience in Ringette **or hockey and any other sports**
 - c) Parent/player feedback from prior seasons;
 - d) Ringette Officials' (referee) feedback from prior seasons;
 - e) History of adherence to the VERA policies and a willingness to work within the system;
 - f) Ability to maintain a positive team environment;
 - g) Ability and willingness to teach;
 - h) Ability to provide positive reinforcement to players both in practice and game situation;
 - i) Demonstrated commitment to the objectives of the VERA (Creation of an environment conducive to improving player development);
 - j) Personal conduct both on and off the ice;
 - k) Communication skills;
 - l) Written application; and
 - m) Interview.

If there is more than one coach has applied and passed the requirements stated above, with all merits being equal, the guideline will be, female to tie break, if there are two females, with all merits being equal, the guideline will be, Years & Level of Experience in Ringette to tie break.

Coaching applications will be sent out, for the upcoming season, to the entire membership by June 1st. The application is an electronic survey easily completed on both mobile and PC devices.

The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Committee deem the applicant (or all applicants) unsuitable, they shall then solicit additional applications for consideration.

Coaching Evaluation:

The Coaching Director shall be responsible for the distribution and collection of the Coach Evaluation survey to be performed at the end of each season (March 1 to 31). The coaching evaluation forms are electronically distributed via an automatic survey and all responses are anonymous.

All information shall be considered confidential to the Coach Selection Committee.
Summaries of all returned evaluations shall be shared with the coaches, at their request.

Examples of the [Bench Staff Application Survey](#) and the [Coaching/Season Evaluation](#) survey can be found in the appendix of this document.



Bingo Policy

OBJECTIVE

To raise additional funds for VERA with the help of our bonafide membership only.

POLICY

Bingo Fundraising is mandatory for the entire Association. The schedule runs from January of one season through to December of the following season. The Bingo and Fundraising Coordinator is to reach out to trained bingo volunteers by e-mail through out the season (typically in August and December) with the pre assigned scheduled dates for shifts to be assigned on a first reply basis.

Attendance confirmation will be carried out. The bingo and fundraising coordinator will touch base with the volunteer 2 weeks prior to the scheduled date and then again 2 days prior to scheduled date.

The Association will have a “short notice” list of trained volunteers (minimum of five) willing to attend a bingo on short notice should someone have to cancel at the last minute. All volunteers scheduled for a bingo will be given a contact number for the Bingo and Fundraising Coordinator should an emergency arise. This will allow for new coverage to be arranged in quick manner.

The Bingo and Fundraising Coordinator will keep a list of ALL members of the Valley East Ringette Association that have been trained.



Fundraising Policy

Objective:

- Valley East Ringette Association (VERA) recognizes that involvement in sports can present significant (and sometimes unforeseen) costs in the form of player fees, tournament registration costs, and travel expenses. VERA endeavours to assist our members in meeting those financial obligations through fundraising activities.
- Ensure that VERA players, team managers, coaches, and parents understand the associations fundraising policies and authorized activities. VERA is recognized as a non-profit organization, and it is vital for the association to protect this non-profit status. Any unauthorized fundraising activities could put the association's non-profit status in jeopardy.

Fundraising Procedures:

When raising funds, members are representing Valley East Ringette Association (VERA) and must project a positive image of VERA. The following process must be followed for all Team Fundraising Activities:

- 1) Team manager will complete the **VERA Fundraising Application Form**
- 2) Team manager will submit the Fundraising application to the fundraising coordinator (PR@valleyeastringette.com).
- 3) Once approved, the Team will engage in the Team Fundraising Activity;
- 4) The Team Manager will log all funds raised and funds disbursed on a provided **Team Financial report** that must be turned in to the Fundraising Coordinator at the end of the season.

Usage of Funds Raised:

- Proceeds of fundraising activities must be used to pay ringette related expenses such as tournament costs and team building activities (pizza parties or team outings...) In no event should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the team. All proceeds of Team Fundraising Activities must be utilized for the benefit all members of the team. The association is not responsible to manage the collection and disbursement of funds raised.

Exclusivity of Fundraising Activities:

- A VERA team may not claim "exclusivity" to any particular fundraising activity. For example, if one team is selling travel coffee mugs, a different VERA team is not prohibited from also selling the mugs

Fundraising Guidelines & Limitations:

- Sales of products or any other team specific fundraising activity may not occur at VERA sanctioned events to avoid any partiality toward a specific team unless a designated 'team fundraising area' has been established. If a 'team fundraising area' is established at a VERA sanctioned event, all teams will be offered the opportunity to schedule times to utilize the area. Those that wish to take advantage will be awarded equal time. Products sold must not duplicate items that may be offered.
- Raffle tickets of any sort require approval from the Fundraising Coordinator due to licensing requirements and require significant notice. This may or may not be approved.



- Alcoholic beverages are not permitted as prizes.
- The sale of home-made food items is prohibited
- Any calendar or like-product featuring photographs of VERA players, coaches, or members is prohibited
- Breweries, wineries, distilleries or tobacco companies shall not sponsor any team.
- Sales of VERA Apparel or Gear for Fundraising Activities are strictly prohibited.
- Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance
- Teams are not allowed to carry funds over to the next seasons.

Reviews

- All fundraising activities are subject to review by the VERA Board.

No Assumption of Liability for Fundraising Activities:

- VERA will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.

Fundraising Buyout option:

- VERA offers a fundraiser buyout option, for members who do not want to participate in Association fundraisers. (Team fundraisers are excluded from this buyout)
- The purpose of this buyout is to reduce any pressure a player or guardian may feel regarding participating in our VERA fundraisers.
- The buyout cost is \$100.00 per player.
- The player needs to notify both their manager and the fundraiser coordinator via email.
- The amount can be paid via email transfer or cheque.
- There will be a \$25 fee for a bounced cheque.
- Please note: you will still receive all the fundraising notifications; however do NOT feel obligated to participate in them.

Point of Contact for Questions:

- For any questions regarding fundraising activities, please contact pr@valleyeastringette.com



APPENDIX



Appendix 1: VERA Incident/Complaint Reporting Form

Date on which incident took place:	
Time of Incident (approx.):	
Role in Association (player, parent...):	
Location of Incident:	
Individuals involved in the incident:	
Objective description of the incident (please be concise, accurate and non judgmental):	
Name of individuals who witnessed the incident:	
Was any disciplinary action taken at the time? (If applicable):	
Name of Writer:	
Contact Information of Writer	<u>Phone Number:</u> <u>Email Address:</u>

Signature of writer: _____ **Date:** _____



Appendix 2: VERA Decision Appeal Form

Individuals who wish to appeal a decision made by the VERA discipline committee have fourteen (14) days, from the date on which they received notice of the decision, to submit the following form in writing to the VERA President.

Date notice of the intention to appeal submitted:	
Contact information and status of the appellant:	
Name of the respondent and any affected parties, when known to the Appellant	
Date the appellant was advised of the decision being appealed	
A copy of the decision being appealed, or description of decision if written document is not available	
Grounds for the appeal	
Detailed reasons for the appeal	
All evidence that supports these grounds	
Requested remedy or remedies	
Name of Writer	
Contact Information	<u>Phone Number:</u> <u>Email address:</u>

Signature of writer: _____

Date: _____



Appendix 3: Code of Conducts



EXECUTIVE MEMBER CODE OF CONDUCT

1. Being a member of the VERA Executive, you have an obligation to ensure decisions are made with all players in mind, and not for your personal benefit. The needs of the many outweigh the needs of the few.
2. Being a member, you must always consider financial factors when making decisions. Fiscal responsibility is the penultimate factor in non-profit organizations.
3. Being a member, you must work with On-Ice Officials, Coaches, Parents and other Executive Members to provide a positive and safe experience for all participants.
4. Being a member, you must perform your duties impartially, in furtherance of the aims of the VERA. Do not use your position or influence to further purely personal objectives.
5. Being a member, you must support programs that train and educate Players, Coaches, Parents, Officials and Volunteers.
6. Being a member, you must communicate with Parents by being available to answer questions and address problems throughout the season.
7. Being a member, you must treat all Players, Coaches and other Volunteers with fairness, to promote fair play and sportsmanship.
8. Being a member, you must help recruit Volunteers, including Coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
9. Being a member, you must always declare a conflict of interest when topics directly affect you.
10. To the best of your ability, you are required to complete all job responsibilities on time and under budget. Remember, your actions must be justified to the membership.
11. When a decision is made, you are expected to fully support it, whether you voted for it or not. It is **UNACCEPTABLE** for you publicly state that you did not agree with the decision.
12. You are expected to only discuss decisions publicly when the recorded minutes have been circulated.
13. You are expected to publicly support your fellow Board Members, whether you agree with how they are doing their job or not.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the VERA. The actions that may be taken by the committee range from a written reprimand up to and including a life time suspension as a member of the Association.

Name (Printed)

Name (Signature)

Date



**PLAYER CODE OF CONDUCT
(UNDER 12 YEARS OF AGE)**

Player Code of Conduct (to be read by, or to, players):

The VERA tries to make Ringette safe and fun for all players, their families and everyone involved. To make Ringette safe and fun for you, you should have the right attitude and follow some rules on how to behave. These rules are called a “Code of Conduct” and are listed below. Please read the Code of Conduct carefully and sign on the line to show that you have read them. At least one of your parents must sign the form too. This means you will follow these rules whenever you are playing or practicing Ringette, or doing activities with your team.

As a Player, I will:

1. Play because I want to, not just to please my parents or my coaches.
2. Play by the rules.
3. Respect the officials, their judgment and decisions. Let my captain or my coach ask any necessary questions.
4. Control my temper – no “mouthing off”, throwing equipment, or breaking sticks.
5. Work hard for myself and for my team; I know that my performance, and my team’s performance, will benefit.
6. Be a good sport. Recognize all good plays even those made by the opposing team.
7. Treat all players as I like to be treated. I will not bully or take unfair advantage of another player.
8. Remember the goals of the game are to have fun, improve my skills, and feel good.
9. Co-operate with my coaches, teammates, and opponents; without them, there is no game.

_____ Name (Printed)	_____ Name (Signature)	_____ Date
-------------------------	---------------------------	---------------

____ My player cannot read so I have read these to them.

_____ Name (Printed)	_____ Name (Signature)	_____ Date
-------------------------	---------------------------	---------------



**PLAYER CODE OF CONDUCT
(OVER 13 YEARS OF AGE)**

The overall experience for athletes participating in Ringette should promote the development of healthy and positive values towards themselves, fellow athletes, officials and coaches. As a player registered with the VERA, I understand that I am representing my family, my team, my association and my community. I will therefore conduct myself always, both on and off the ice in a respectful and sportsmanlike manner. While playing/practicing Ringette or attending any Ringette related activity or function, I will follow all guidelines and established principles of Valley East Ringette Association and the Ontario Ringette Association.

Athletes have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favorable image of their sport and of playing.
 - a) Refrain from public criticism of fellow athletes, coaches and officials;
 - b) Abstain from the use of tobacco products and discourage their use by fellow athletes and coaches;
 - c) Abstain from drinking alcoholic beverages while participating in athletic events;
 - d) Refrain from the use of profane, insulting, harassing or otherwise offensive language;
 - e) Refrain from vandalism and personal misconduct; to abstain from any malicious damage to property or persons; and
 - f) Abstain from personal misconduct causing harassment to participants, officials, coaches or spectators.
3. Treat opponents and officials with due respect, both in victory and defeat.
4. Uphold the rules of Ringette and the spirit of those rules.

Athletes must:

1. Respect the dignity of coaches, officials and fellow athletes; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attaches).
2. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
3. Never provide underage athletes with alcohol.

I understand that failure to comply with this Player Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the VERA. Such action may result in my losing the privileges which comes with membership in the VERA, including the opportunity to participate in VERA activities and events, both present and future.

Name (Printed)

Name (Signature)

Date



PARENT CODE OF CONDUCT

The Valley East Ringette Association (VERA) is committed to providing its members with a safe and positive environment in which all individuals are treated with respect. All VERA members are expected to conduct themselves appropriately, in a fair and responsible manner, always. Parents, bench staff and players all have an important role to play in ensuring that an atmosphere of fun, friendship and good sportsmanship is maintained.

Remember that participants play Ringette for their own enjoyment. We encourage you to support all teams in a positive manner always.

In Addition, all VERA members, including parents, bench staff and players, must adhere to the Ontario Ringette Code of Conduct and Ethics as set out in Chapter 2 of the Ontario Ringette Sport Administration Manual (www.ontario-ringette.com).

Conduct that violates the VERA Code of Conduct or the Ontario Ringette Code of Conduct and Ethics may be subject to sanctions in accordance with VERA and Ontario Ringette's disciplinary policies. Please review the following Parent Code of Conduct. By signing this document, you are indicating that you understand and agree to follow the principles of fair play and good sportsmanship.

As a parent, I will :

1. Display good sportsmanship. Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Recognize good plays by both my child's team and the opposing team. Remember that without them there would be no game.
2. Not have unrealistic expectations. I know that players, coaches and officials are not professionals and cannot be judged by professional standards.
3. Help provide a safe and fun environment. I will not throw any items on the ice surface or interfere in any way with the participants' enjoyment of the game.
4. Support the referees and coaches by trusting their judgment and integrity.
5. Be supportive after the game. Win or lose, I will recognize good effort, teamwork and sportsmanship.
6. Understand that dressing rooms are private places for players, coaches and officials, and enter only when invited.
7. Respect the coaches' decisions and encourage open communications with them.

Individuals who display poor sportsmanship including, by not limited to, inappropriate behavior directed at the officials, coaches, players or other fans, are subject to disciplinary action. Disciplinary action may include being requested to leave the event, denied admission to future events and/or suspension for all VERA events.

Name (Printed)

Name (Signature)

Date

Name (Printed)

Name (Signature)

Date



Bench Staff Code of Conduct Agreement

Team Bench Staff members are expected to uphold the highest standards of conduct whenever involved in a team function or representing their team in any way. The ORA's expectations and rules for Bench Staff Code of Conduct may be found in the ORA Operating Manual at:

- ☐ Sport Administration, Chapter 2, Section 8, "Code of Conduct and Ethics"; and
- ☐ Coaching Development, Section 6, "Bench Staff Code of Conduct".

Each member of the Team Bench Staff must sign below to indicate they have read these parts of the ORA Operating Manual and that they agree to abide by them.

Code of Conduct: Key Points

1. Bench Staff must abide by the rules set by the Ontario Ringette Association.
2. Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper and other minor officials.
3. Bench Staff should ensure that all players and team spectators are the best possible representatives of their team, association and the sport of Ringette at all times.
4. Bench Staff should respect the roles played by the Volunteers, Host, Officials and other Bench Staff at all sanctioned events, and deal with everyone involved in a courteous and friendly manner on and off the ice.
5. Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arena.
6. The use of illegal drugs is strictly prohibited. Alcohol must not be consumed within 8 hours prior to game time.
7. Alcohol consumption by minors is strictly prohibited. Alcohol consumption by those of legal age must be handled with discretion and in a manner not demeaning to the Ontario Ringette Association, following all laws according to the Liquor License Act of Ontario.
8. Any breach of the above alcohol and drug rules is a severe breach of the Code of Conduct. The minimum consequence for such behaviour will be the suspension for the remainder of the event and an automatic referral to the appropriate regional or provincial committee where further sanctions could be imposed.
9. *NEW* Bench Staff must abide by the ORA Concussion Policy and Guidelines as set by the Ontario Ringette Association.

A Bench Staff member who breaks the Code of Conduct must appear before the appropriate association, regional or provincial committee for a discipline hearing. This body may impose sanctions that may include suspensions or fines.

I HAVE READ THE BENCH STAFF CODE OF CONDUCT PART OF THE ORA OPERATING MANUAL
AND I AGREE TO ABIDE BY THESE CONDITIONS.

ASSOCIATION	TEAM	LEVEL
Signatures of Bench Staff		
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE



Appendix 4: Example of Bench Staff Application Survey

1. Thank you for expressing your interest in being part of a VERA Ringette team bench staff. Please answer the following:

First and Last name: _____

Telephone Number: _____

Address: _____

Email Address: _____

2. What age category are you hoping to help with? (More than once answer permitted):

- | | |
|--|---|
| · <input type="checkbox"/> Junior Bunnies (U6) | · <input type="checkbox"/> Junior Belle (U16) |
| · <input type="checkbox"/> Senior Bunnies (U7) | · <input type="checkbox"/> Belle (U19) |
| · <input type="checkbox"/> Novice (U10) | · <input type="checkbox"/> Open B |
| · <input type="checkbox"/> Petite (U12) | · <input type="checkbox"/> Open C (Help Run practices and scrimmages) |
| · <input type="checkbox"/> Tween (U14) | |

3. What positions are you interested in potentially filling? (You are able to select more than one answer if you are open to several positions)

- | | |
|--|---|
| · <input type="checkbox"/> Head Coach | · <input type="checkbox"/> Manager |
| · <input type="checkbox"/> Assistant Coach | · <input type="checkbox"/> Volunteer on ice to help with practices only |
| · <input type="checkbox"/> Trainer | |

4. What Ringette Coaching Qualifications have you Completed? Please check all that apply.

- | | |
|--|--|
| · <input type="checkbox"/> CSI - Community Sport Initiation (wkd course) | · <input type="checkbox"/> Respect in Sport (online - new) |
| · <input type="checkbox"/> CI - Competition Introduction (wkd course) | · <input type="checkbox"/> First Aid completed in last 2 years? |
| · <input type="checkbox"/> MED - Making Ethical Decisions) - Completed online 4 hour | · <input type="checkbox"/> Managers Certification? |
| | · <input type="checkbox"/> Current Police Check (within the last year) |

5. Please share your previous coaching experience:(Year, Team, Association, Position and Division (A, AA, House league):

6. Please state your coaching and leadership philosophy: (attitude toward long-term development, winning, losing, players, ice time, discipline, and communication and administrative matters

7. Why do you want to be involved with the leadership of this team?

8. Please provide 2 references and a contact phone number (these people should not be related to you)

Reference #1: Name/How do you know this person and Phone number:

Reference # 2: Name/How do you know this person and Phone number:



Appendix 5: Example of Skills Evaluation Sheet

VERA Player Evaluation Form		Evaluators:		#1	#2														
Jersey #	----->																		
Forward Skating																			
Explosive start																			
Proper forward stride																			
Forward skating speed (acceleration)																			
Forward sharp turns																			
Cross overs																			
Forward Cross overs																			
Backward Cross overs																			
Transitions																			
Basic pivot (front to back)																			
Backwards Skating																			
Backwards Start																			
Backwards speed (acceleration)																			
Proper Backward Stride																			
Backwards skating around the circle																			
Backwards sharp turn																			
Forward Parallel Stop																			
Ring Control/Protection																			
Carrying The Ring																			
Ring Protection (from players or coach)																			
Passing /Spearing																			
Forward Lead Pass																			
Stabbing																			
Shooting																			
Backhand shot																			
Hard on the ice																			
Wrist shot																			
Checking																			
Ring Protection (player B)																			
Body position for Checking (player A)																			
Stick Checking (Player A)																			

Rating Scale:	1 - Beginner
	2 - Intermediate
	3 - Advanced
	4 - Elite



Appendix 6: Example of End of Year Coaching/Season Survey

1. Please indicate the team for which you, your daughter/son played for during the 2019-2020 Ringette Season.
- Junior Bunnies
 - Senior Bunnies
 - U10 (Novice 1) & U10 (Novice 2)
 - U12 (Petite)
 - U14 (Tween)
 - U16/U19 B & U16/U19 BB
 - Adult Open B/C & Adult Open BB
2. Did you/your player have fun this season?
- Yes
 - No
 - Somewhat
 - Comment:
3. How was your/player's overall experience for the 2019-20 Season?
- Comments
 - Great
 - Good
 - Mixed
 - Not Good
 - Comments
4. Do you feel that you/player's skill development progressed over the course of the Season?
- Yes
 - No
 - Somewhat
 - Comments:
5. Do you think that you/player's coach(es) contributed in a positive way to your/player's experience?
- Yes
 - Somewhat
 - No
 - Comments
6. Do you think that you/player's coach(es) helped you/player to continue to develop their understanding of the game and what it takes to succeed?
- Yes
 - Somewhat
 - No
 - Comments
7. Do you think that you/player's coach(es) was approachable to discuss questions/issues that may have come up during the Season?
- Yes
 - Somewhat
 - No
 - Comments
8. Do you feel the head coach demonstrated strong character and acted as a good role model both off and on the ice for their players?
- Yes
 - No
 - Comments
9. Was your coach prepared for practices and games (i.e. had a game plan and communicated this plan to players)?
- Yes
 - No
 - Comments:
10. Remembering your coach(es) are volunteers, what are some constructive criticism you could provide that could help him/her/them improve as a coach(es)?
- Comment:



Appendix 7: VERA Fundraising Application Form

Team Name/Division:	
Proposed Fundraiser:	
Proposed Date:	
Description of Event:	<p>Who will be participating?</p> <p>What will they be doing?</p> <p>Where will it take place?</p> <p>When will it take place?</p> <p>What will proceeds go towards?</p>
Anticipated amount to be raised:	
Do you require access to our VERA logo	
Vendor or organization contact: (Only if applicable)	
Team Contacts:	<p>Name:</p> <p>Phone Number:</p> <p>Email:</p>

This form must be completed and submitted electronically to the Fundraising Director at PR@valleyeastringette.com

Each team must receive written approval from the fundraising director prior to moving forward with the requested fundraiser activity.

