



Supervision and Conduct in the Change Room Policy*

The safety of our members is paramount. This policy provides details regarding members of the West Ottawa Ringette Association (WORA) who are minors and:

- a) their supervision during WORA sanctioned sponsored events; and
- b) their safety in our change rooms.

This policy applies to:

- a) all change room use arising from a WORA sanctioned event; and
- b) off-ice events that are part of any WORA activities or events, including sort outs and try outs.

It applies to every change room that is occupied by any members who are under the age of majority in Ontario, which includes all teams from FUN1 to U19 in our Association. Note that this policy is intended to supplement the Player Code of Conduct and the Parent Code of Conduct, which also apply.

In certain instances, WORA members may attend or participate in events that are run by third-parties (eg. power skating). In those instances, the third party may have their own policy regarding supervision and conduct in the change room. In those cases, the policy of the third party shall apply. Where the third party does not have a specific policy, then the WORA policy shall apply.

In addition to adhering to the relevant policies regarding supervision and conduct in the change room, members are expected to conduct themselves in a manner consistent with our player and parent codes of conduct at all times. Any behaviour that contravenes these codes of conduct, whether the behaviour arises at an event run by WORA or by third parties, may be subject to review and discipline by the Head Coach of the team and/or the Board of executives WORA of the West Ottawa Ringette Association. The WORA codes of conduct apply at all times - regardless of whether it is a specific WORA event or an event run by third-parties that include our members.

Definitions

Change Room: A space that is open concept and/or has private booths for changing in and out of athletic gear.

Shower: A space available within most change rooms that is either open concept and/or has private booths to allow for showering after athletic activity.

Athlete / Player: The registered participant with the West Ottawa Ringette Association.

Guidance

All athletes have a right to access safe, inclusive, and equitable change room spaces. In this regard, all athletes have the right to utilize a change room or appropriate and equivalent change areas that meet their individual needs.

Athletes are responsible for asking for assistance and support to the best of their ability from their team or league if they need accommodation with regard to change rooms. If an athlete requests such an accommodation, they agree to work cooperatively with their team or league to locate appropriate and equivalent change areas when faced with facility limitations.

If due to facility limitations, and despite proactive efforts of the applicable team or league, a change room that meets an athlete’s individual needs is unavailable, the applicable team or league, with the support of the provincial ringette association, will work in cooperation with the athlete to find an appropriate and equivalent change room.

When considering options, it is important to note that change rooms are team spaces, which can and do include all genders. There are several considerations between change rooms and showers with different levels of privacy. The table below outlines the approaches to change rooms and showers recommended to promote inclusion on a team and to respect the privacy of all athletes on a team.

SITUATION	PROCEDURES
Change room with changing in the open.	It is strongly encouraged that all athletes wear certain “minimum attire” at all times in the change room. This means that athletes should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom or empty/unused change room) to change into the base layer and then enter the team change room with the other athletes.
Change room with private changing booths.	Athletes take turns using private stalls to change in and out of athletic gear. Athletes are discouraged from being in a state of undress in the common areas of the change room.
Open concept showers.	It is strongly encouraged that all athletes wear certain “minimum attire” at all times when in open concept showers, including bathing suits and/or trunks.
Showers in private stalls.	Athletes take turns using private stalls to shower after athletic activity. Athletes are discouraged from being in a state of undress in the common areas of the change room.

In some cases, provincial and federal laws could apply to restroom or locker room usage, and programs should consult and apply applicable law(s).

To ensure that all athletes are treated as valued members of a team, team officials should only engage in pre- and post-game talks when all athletes are present in the change room.

Informing about Accommodation

Athletes can ask for accommodation in change rooms based on individual circumstances at any time. If accommodation is needed, athletes and/or parents/ guardians can submit an accommodation request in writing to the team or associations vice-president. Athletes, who are minors, can make requests for accommodation independent of their parents or guardians without their involvement or approval. Athletes are entitled to a confidential meeting, with date, time, and space relayed in advance to discuss the accommodation request. They can bring a supportive person (parent/guardian or supportive non-relative) to the meeting. Accommodations can be requested at any time (not just at the beginning of the season). Athletes do not need to disclose why the accommodation is being sought. Best efforts will be made to accommodate the athlete, based on possibilities within the venue.

Note that every team member is included in pre- and post-game talk in a change room, regardless of whether or not they use the team change room.

Supervision by division for on-ice activities

FUN1 & FUN2: Athletes are to be supervised by parents/ guardians/ or designated person at all times.

U10 (FUN3) & U12: Players shall be supervised in the dressing room at all times by a minimum of two designated persons. The designated person can be a parent, guardian and/or team staff. One of the supervisors is permitted to be a coach in training who is at least 16 years of age. **All designated supervisors must have a Vulnerable Sector Check (VSC) completed.** If the change room is female only, the supervisor must be female. The same rules would apply to male only change rooms, the supervisors must be male. For mixed change rooms, the gender of the supervisor can be male or female.

Team staff members, such as coaches, are only permitted in the change room just before and just after ice times at a predetermined time. All players shall be fully dressed for this time, and at least one of the change room supervisors shall be present.

U14-U19: Supervision in the change room is not required at the U14 level and above. However, a team's head coach may, in his or her own discretion, choose at any time during the season to require supervision, based on the particular requirements of their team. Where the head coach chooses to require supervision, athletes using the change room shall be supervised at all times by a minimum of two predetermined and designated adults. **All designated supervisors must have a Vulnerable Sector Check (VSC) completed.** If the change room is female only, the supervisor must be female. The same rules would apply to male only change rooms, the supervisors must be male. For mixed change rooms, the gender of the supervisor can be male or female.

Team staff members, such as coaches, are only permitted in the change room just before and just after ice times at a predetermined time. All players shall be fully dressed for this time, and at least one of the change room supervisors shall be present.

Supervision during off-ice activities

Players who are under 18 years of age shall be supervised during any off-ice, organized team event, including pre-game warm-up, dryland training, fundraising and any other organized team activity. For activities in open public areas, players shall be supervised by at least one designated adult. For activities in private spaces or isolated public spaces, players shall be supervised according to the change room supervision policy for the appropriate age group.

Player behaviour in the change room

- At U12, players are encouraged to begin tying their own skate laces if they are not already doing so. Supervisors can assist in the early part of the season but WORA strongly encourages teams to have all players tying their own skates by January of their U12 season. This applies equally for all levels of play (i.e. recreational and competitive teams).
- Players shall abide by the Player Code of Conduct at all times, including in the change room.
- Players shall behave in ways that are safe. Players shall not climb, jump or run in the change room.
- Players must keep their voices and music at a reasonable volume, as determined by the change room supervisors.
- Music in the change room must be age-appropriate, at the discretion of the change room supervisors.
- Players shall put on or leave on all of their equipment, with the exceptions of helmet, neck guard, gloves and skates, when waiting for the team/bench staff to enter the change room. Players shall not change while the bench staff is talking to the team.
- Players shall not use any electronic device with a camera, such as a cell phone, a tablet or a laptop, in the change room. Players shall keep any such electronic devices away in a bag or a pocket. An exception to this may be made at the discretion of the change room supervisor for one device to be used to play music. In this case, the device shall be covered to prevent the camera from being able to be used.

Siblings and friends in the change room

FUN1: Siblings and friends up to the age of 10 are permitted in the change room, as long as there is space and the visiting children behave appropriately. This shall be determined at the discretion of the change room supervisor.

FUN2 - U19: Siblings and friends are not permitted in the change room.

Responsibilities of the Head Coach - For the regular season, the team's head coach shall select at least one responsible change room supervisor for the team and shall approve the other choices of supervisors. All volunteers must have completed a PRC. The head coach shall make sure that the volunteers, players and parents are aware of the change room policy. The head coach shall also make sure that the room is supervised by the selected volunteers.

Responsibilities of the organizer for try-outs and sort-outs - The organizer for try outs and sort outs shall make sure that each change room for FUN1 to U19 is supervised according to the policy.

Responsibilities of the change room supervisors - The change room supervisor shall make sure that what happens in the change room is in accordance with the change room policy. The change room supervisor shall inform the head coach of any serious or recurring problem that happens in the change room or, in the alternative, the Vice-President of the Association.

*Please note this policy was produced in consultation with, and continuance to, the Ringette Ontario policy here:

<https://www.ringette.ca/wp-content/uploads/2021/06/Ringette-Canadas-Change-Room-Guidelines-Implementation-Guide.pdf>

Reviewed and revised Oct 2021.