



Policy Manual

Northwest Calgary Ringette Society

Updated: October 2023

**While it is intended that these policies are kept up to date, key decisions may be made at board level which may or may not appear in this manual as soon as they happen. If in doubt, please contact: president@nwringette.com for clarification. Common sense always applies. If there is a need for clarification the Board can always provide a decision. **

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INTRODUCTION

The Northwest Calgary Ringette Society (NWCRC or Northwest) has developed a Policies and Procedures Manual as a guideline for all members of the Society.

These Policies and Procedures are intended to be used in complement to the Northwest Calgary Ringette Society Bylaws and the playing rules of Ringette Canada and Ringette Alberta.

Any changes to the Policies and Procedures are to be approved by the majority of the Northwest Board of Directors.

1. CODE OF CONDUCT

Policies

- 1.1. All players, parents, guardians, coaches and other members of Northwest attending Northwest practices, games or other functions are expected to behave in a socially acceptable manner and to act as positive role models for all Northwest players.
- 1.2. All players, parents, guardians, coaches and other members of Northwest attending Northwest practices, games or other functions are required to abide by the Northwest Code of Conduct. See Appendix A
- 1.3. All players, parents, guardians, and coaches are required to complete the Fair Play Pledge. See Appendix B
- 1.4. Northwest supports the Respect in Sport program. Ringette Calgary requires one parent of each family to complete the Respect in Sport Parent module and recertify once every three years.

Procedures

- a. The **Code of Conduct** document is to be on the agenda of all Parent Meetings at the beginning of the season. See Appendix A
- b. The **Fair Play Pledges** are to be on the agenda of all Parent Meetings at the beginning of the season.
- c. Team Managers are responsible to collect completed Fair Play Pledges. Documents must be returned to Northwest Manager Liaison prior to league play.
- d. The link to the Respect in Sport Parent module can be found on the Ringette Calgary Website and must be completed by October 15th of the season.

2. SAFETY

Policies

- 2.1. All participants in Northwest are to apply safety concepts, as outlined below, to all on- and off-ice activities.
- 2.2. All players are to abide by the equipment requirements indicated in the playing rules of Ringette Canada. This includes any team outdoor practices or casual games of "shinny".
- 2.3. At the beginning of each season, a completed Player Medical Form is to be supplied to the Head Coach and Manager. The Form is to be updated with new information if required during the season.
- 2.4. Each team is to set an Emergency Action Plan, as outlined in Safety – Procedures.
- 2.5. Players are not permitted on the ice without a Coach, Trainer or On Ice Assistant.

- 2.6. Males (including coaches and fathers) are not permitted in the dressing rooms in the U12 and older divisions, except for in the role as coaches when the players are fully dressed prior to the start of the game (coaches' pre game briefing) and at the end of the game (coaches' post game briefing). A minimum of 2 coaches are to be in dressing room together to comply with the Two Adult Rule below. At U12 divisions and above, where players require male assistance tying skates, they are required to leave the dressing room to secure the necessary assistance.
- 2.7. In the U12 and older divisions, male athletes are expected to change in a separate space from the team dressing room and may enter the team dressing room for the pregame and postgame briefings with the coaches.
- 2.8. The Two Adult Rule stipulates that no adult (except the parent of the player) may be alone with a player in the dressing room. At least two adults are required in the company of a player. This rule must be strictly adhered to for the protection of all. This rule is not negotiable or flexible. If this rule is not being adhered to, it is the responsibility of the team manager and Head Coach to attempt to deal with the person(s) in question, and if the issue is not resolved it must be reported to the President and disciplinary action will be taken as appropriate.
- 2.9. All members of the Executive, coaches, assistant coaches, team managers and other members of the bench staff are required to have completed the security clearance process described in the Screening Policy and Appendix C.

Procedures

- a. All teams are required to have completed Player Medical Forms at every team function.
- b. All teams must have an emergency plan which identifies three (3) people with specific responsibilities as follows:
- c. The initial person to respond to the injury on the ice;
- d. A second person to call 911 if necessary, and to serve as the initial contact for the EMS response team and direct them to the injured player;
- e. A third person to obtain the medical record of the player and to provide this to the EMS team (if parent is not available to answer questions).
- f. See the Screening Policy for security clearance information.

3. REGISTRATION

Policies

- 3.1. **Residency-** Player registration with Northwest is open to those individuals residing within the boundaries as set by Ringette Calgary and include: all communities north of Memorial Drive from the west city limits to Deerfoot Trail AND Crestmont AND all communities north of McKnight Blvd from Deerfoot Trail to the east city limits.
- 3.2. **Players whose Home Association is not Northwest-** Players, whose home association is not Northwest, trying out for a higher tier must first rank as a secured player within that tier to be eligible to play in that tier. Northwest may take a maximum of two out of bounds players per team at the highest tier. If a player does not rank as a secured player, they may play in a lower tier if:
 - they do not return to their home association and
 - it is approved by the VP Operations and
 - they obtained a release from their home association
- 3.3. **Calgary AA Ringette Players-** Northwest is a feeder association for Calgary AA Ringette Association.

Players in the U14, U16 and U19 divisions are eligible to participate in AA Evaluations, but **MUST** also register with Northwest. Failure to do this may result in players who are not selected for AA not having a secured evaluation spot in Northwest.

- 3.4. All players registered with Northwest **must have their fees paid in full, or have made payment arrangements**, prior to the start of the season.
- 3.5. Players/families registered with Northwest are required to complete the association-level volunteer bond, or pay the volunteer bond fee if electing to not complete an association-level volunteer role, as set out in Appendix J.
- 3.6. Players whose **Home Association is not Northwest** will be required to pay an evaluation fee as set in Appendix J. If the player is released to Northwest, that money will be applied towards their registration fee.

Procedures

- a. Players trying out for AA must mail a post-dated cheque to Northwest at the time of registration. These cheques will be shredded if the player is successful in being placed on a Calgary AA team.
- b. Players whose Home Association is Northwest will register based on the community they reside in. See Appendix K for details.
- c. Players whose Home Association is not Northwest will follow the residency procedures set by Ringette Alberta.

REGISTRATION FEES

- 3.7. Registration fees will be determined at the Northwest Annual General Meeting each year. The amount payable is set out in Appendix J.
- 3.8. Players whose Home Association is not Northwest will be subject to an Evaluation fee. If the player is placed on a team with Northwest the evaluation fee will be applied to the cost of registration. See Appendix J

REGISTRATION DATES AND DEADLINES

- 3.9. Early Registration- Early registration is defined as a registration that occurs between the opening of registration and June 30 of each year. Early registration is eligible for a reduced registration fee as set out in Appendix J.
- 3.10. Close of Registration - Registrations will not be accepted after this date unless Northwest has determined there is room in an age division.

REFUNDS

- 3.11. Players requesting a registration refund from Northwest must do so in writing to Registrar@NWringette.com
- 3.12. Players who register with Northwest that are successful in being placed on a Calgary AA team will receive a full refund less any financial processing fees.
- 3.13. Refund are subject to administrative fees as set out in Appendix J

COMPULSORY ASSOCIATION VOLUNTEERING PROGRAM

- 3.14. September 1 of each year is the start of the compulsory association volunteering program. Excess volunteer hours from previous seasons and volunteer hours collected during the off-season from April 1 to September 1, cannot be carried forward without prior approval from the Volunteer Coordinator and the Board of Directors.
- 3.15. In lieu of completing volunteer hours, families may choose a volunteer buyout option by indicating

this choice at the time of registration. Refer to Appendix J for volunteer buyout fee.

- 3.16. A minimum of 8 hours of approved volunteer hours per child registered with Northwest, to a maximum of 16 hours per family, is to be completed prior to April 1st of the current season. Team jobs are not included in this program. If selecting to complete compulsory association volunteering hours, parents/guardians of each registered player must understand the end of season fee obligation in the case they do not fulfill the required number of volunteer hours.

Procedures

- a. The Compulsory Association Volunteering Program is a commitment to provide service or money towards Northwest's ongoing operations and continued success. The Association Volunteer Coordinator will notify the parents/guardians of any registered players that have not completed their volunteer hours by December 1 and March 15, each season.
- b. In the event a family does not fulfill their volunteer commitment by April 1 of the current season, the Volunteer buy out fee, as listed in Appendix J, will be added to their players RAMP profile and an invoice will be sent for immediate payment and no later than April 31 of the current year.
- c. Those who have not complied with the policy will not be eligible to register for the following season until their volunteer buy out fee and any administrative fees paid.
- d. Team jobs are not included in this program. All members are encouraged to maintain their volunteer commitment to their Player's team throughout the year as well.
- e. Opting Out- Payments will be made via RAMP at the beginning of the season, during the season by notifying the Registrar of this request, or by submitting a cheque dated for the current date (not post-dated). This cheque will be cashed within 45 days. This will exempt families from the association volunteer requirements (but not team volunteering).
- f. Scheduling/ Reporting Responsibility - It is the sole responsibility of each family to seek out approved volunteer opportunities to ensure they fulfill their commitment. Northwest will track volunteer hours so please ensure you sign in for all volunteer opportunities.

4. TEAM FINANCES AND BUDGETS

Policies

- 4.1. Teams are permitted to raise funds to cover team-approved costs not covered by registration fees.
- 4.2. At the conclusion of the season, and upon request, an accounting of all cash collections, amounts from fundraising and expenditures shall be provided to the team's parents or guardians.
- 4.3. Teams wanting to hold a raffle or draw (eg. 50/50 draw) as a fundraiser must comply with the Raffles and 50/50 Draws section of these policies and any other Alberta Gaming and Liquor Commission (AGLC) rules and regulations as applicable. The use or reference of the Northwest Calgary Ringette Society name is not permitted on any team AGLC application.
- 4.4. Any fines incurred by Northwest on behalf of any team for any reason are payable by the team at the time they are incurred. It is the team's responsibility to allocate the payment of the fines among their team staff, parents and guardians as they see fit.
- 4.5. Any profits made from hosting Provincial or Regional Tournaments must be returned to NWCR.

Procedures

- a. A seasonal preliminary budget for each team should be discussed and agreed upon by 75% of the parents or guardians present at the team's parent meeting at the beginning of each season. We encourage all coaches, managers and parents to take into consideration the financial burden for families that may be dealing with difficult financial situations when creating the seasonal budget.
- b. Teams may choose to create a team specific bond to cover the Equipment Deposit or possible fines. Any funds collected and held for a team specific bond shall be returned to team staff, parents or

guardians.

5. PLAYER REQUESTS

Policies

- 5.1. Player Requests (also known as Friend Requests) are only permitted in Active Start and players new to Northwest.
- 5.2. Player Requests must be reciprocal. Only one player request per player is permitted.
- 5.3. Player Requests are not guaranteed.

Procedures

- a. Player Request forms must be completed and returned at the skills skate (forms can be found on the website at www.nwringette.com).

6. PLAYER EVALUATIONS

Policies

- 6.1. All players are to participate in the "Evaluation Process" for their age division.
- 6.2. Parents are not allowed to evaluate in their own children's age division.
- 6.3. A parent requesting a review of their child's evaluation scores and rankings after evaluations are complete must submit the required fee set out in Appendix J. This fee is non-refundable unless a team placement change occurs.

Procedures

- a. Information related to the Evaluation Process will be posted on the Northwest website prior to the commencement of evaluations. See Appendix D for Team Selection Process.

7. COACH SELECTION

Policies

- 7.1. Volunteers who wish to coach (as a Head Coach or Assistant Coach) must apply by completing an application on the Northwest website. Applications must be submitted to coaching@nwringette.com
- 7.2. The Coach Selection Committee will consist of a minimum of 3 people; VP Operations, President and Past President. In the event that there is a conflict of interest or one of the board positions are vacant, alternates will be appointed by the Board.
- 7.3. The Coach Selection Committee has the responsibility of making team Head Coach selections.
- 7.4. Parent or Guardian Head Coaches must have a child that made the tier or have participated in the coach selection scrimmage for that tier during evaluations.
- 7.5. Assistant Coaches are selected by Head Coaches from a list approved by the coach selection committee after teams are formed.

Procedures

- a. The Coaching Selection Committee representative receives the list of applicants for Head Coach.
- b. The Coaching Selection Committee representative gathers all information regarding the applicant's previous Coaching Evaluations to be presented to the Committee.
- c. A vote among the Committee for Head Coach applicants will occur based on criteria described in the Evaluation Manual.
- d. Once "A" tier Head Coaches are selected and teams are drafted, "B" tier Head Coaches can be selected and then "C" tier Head Coaches.

8. JUNIOR COACHES

Policies

- 8.1. Northwest adheres to the Ringette Alberta Junior Coach Policy.
- 8.2. Junior Coaches must be a minimum of 14 years of age and a maximum of 17 years of age by September 1st of the current ringette season.
- 8.3. Junior Coaches must be a current ringette player (or taking one year off due to injury, etc.).
- 8.4. There is no limit to the number of Junior Coaches on a team roster.
- 8.5. Junior Coaches DO NOT qualify as the fully certified female coach on the bench.
- 8.6. No Coach should be alone with athletes at any time, including in the dressing room. Junior Coaches should also not be alone with Coaches at any time.
- 8.7. Travel expenses for Junior Coaches are not the responsibility of the team or association, unless agreed to by the majority of parents on the team.

Procedures

- a. Junior Coaches must submit a Junior Coach Application, found on the Northwest website, no later than October 5.
- b. Junior Coaches must provide their Security Screening by November 1 of the season, if aged 15 years or older at Sept 1 of the season.
- c. As required by Ringette Alberta, Junior Coaches must complete the Coach Initiation e-Module by December 15.

9. SCREENING POLICY

Policies

- 9.1. Board Members, and Team Staff (Head Coaches, Assistant Coaches, Trainers and On Ice Assistants listed on a team roster) must have a valid Security Clearance (also known as Police Information Check, including Vulnerable Sector Screening) on file with Northwest no later than November 1.
- 9.2. Team staff without a valid Security Clearance on file with Northwest by November 1 will be removed from the Ringette Alberta Team Registration Form, and will not be permitted on bench for the remainder of the season.
- 9.3. Individuals with a Security Clearance that contains a "Relevant Offence" (see Appendix C for details) but who wishes to still be considered for a Board Member or Team Staff role is to notify the Security Clearance Coordinator. The Security Clearance Coordinator will bring the anonymized details forward to the Northwest President for consideration.
- 9.4. If a person in a Board Member or Team Staff role is subsequently charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the President.
- 9.5. Once received, Security Clearance documents remain the property of Northwest and will be destroyed after 5 years.

Procedures

- a. See Appendix C
- b. Instructions for obtaining Security Clearance can be found on the Northwest website.
- c. Once received, Security Clearance contents will be kept strictly confidential among persons on the Coaching Selection Committee and the Security Clearance Coordinator.
- d. Security Clearance is valid for 5 years, after which time a new application will be necessary.

10. TEAM FORMATION

Policies

- 10.1. It is the goal of the Society to draft fair, balanced teams in all divisions.
- 10.2. Team size and tiering is at the discretion of the Board.

- 10.3. Once evaluations are completed for Active Start and U10, teams will be formed using a serpentine format.
- 10.4. U12-U14 teams will be formed using a serpentine format, leaving 3 slots to be available for coach selection.
- 10.5. U16-19 teams will be drafted by the Head Coaches. Only Head Coaches are to be involved in the Draft Process. No Assistant Coaches or Managers will be permitted unless a prior arrangement has been made between the Head Coach and the Board.
- 10.6. U16-19 will ensure that the highest ranked players will be placed on a Secured Player List. The size of this list is dependent on team size and the number of teams for the tier being drafted. The list will be large enough to fill all of the spots on all teams at the tier being drafted, leaving five (5) spots to be available for coach selection per team.
- 10.7. At least one Board Member will attend each team formation meeting.
- 10.8. In U14 and above should a team not have an identified goalie and all attempts to encourage goalie development from within that team have not succeeded, then that team may recruit a goalie, with the approval of the VP Operations. Fees for that goalie are under the discretion of Northwest board.

Procedures

- a. See Evaluation Manual

11. TEAM ROSTERS AND TRFs

Policies

- 11.1. All players and team staff must be registered on a **Team Registration Form** "TRF" through Ringette Alberta.
- 11.2. Only team staff listed on the teams' roster, with the exception of the manager and trainer, are eligible to be on the ice during practices. Only the Head Coach, Assistant Coaches, Junior Coaches and a Trainer may be on the bench for a game in accordance with Ringette Alberta maximum and minimum (RAB Policy 10.4.5).

Procedures

- a. Team Managers must submit the Team Staff roster to the Northwest Registrar by October 5th of the current season. If there are team staff roster changes made after that date, the team is subject to the fees set out in Appendix J and must be remitted before changes to the TRF are made by the Registrar. Northwest will submit payment to Ringette Alberta for team roster change fees.

12. PLAYER AFFILIATIONS

Policies

- 12.1. Affiliate players will be drafted by the Head Coach once all Team Formation is completed.

Procedures

- a. See Ringette Alberta's Affiliation Policy
- b. At the conclusion of the Evaluation process once all the teams are formed, all players in Northwest excluding the divisions of Active Start and U19A will be given the opportunity to declare their desire (or not) to be eligible as an affiliate player to a team at a higher division. As part of that declaration, each player can indicate whether they wish to only affiliate to a "B" or "C" team, or if they are open to affiliate to either an "A", "B" or "C" team. For example, a player in U14A could choose to only be eligible to affiliate to a U16B team, but NOT to a U16A team.
- c. The Affiliation Coordinator will then prepare a list of eligible affiliates from each division. The eligible affiliates will include all goalies, plus the skaters who ranked in the top 25% of skaters in their division, and who also declared their intention to affiliate to another team. This list will include the player's age

- and team on which they play.
- d. The Head Coaches from each team, except for U10 Step 1 and Active Start, will then be provided with the list of their eligible affiliate players. This list will be the affiliate candidates from the next 2 divisions below (e.g. a U16A team will be able to choose players from U16B or U14A. A U16B team will be able to choose players from U14A or U14B). The only exception to this will be U10 Step 2, who can only affiliate from the U10 Step 1 division. Note that any player's desire to restrict the level to which she affiliates needs to be noted on these lists.
 - e. The affiliation lists will be distributed to the Head Coaches, in order to give them as much time as possible before the Affiliation Draft to assess their need for affiliates and determine which player(s) they wish to affiliate.
 - f. An "Affiliation Draft" will be held, at which time affiliate selections will be done. The process of this draft will be as follows:
 - g. The draft will be done by age division, in order of: U19A -> U19B -> U16A -> U16B -> U14A -> U14B -> U14C -> U12A -> U12B -> U12C -> U10 Step 3 -> U10 Step 2.
 - h. For each age division, one representative from each team must be present at the Draft, and they will meet with the Affiliation Coordinator at the same time to select their affiliate players.
 - i. Within a Division, the team with the 2nd ranked goalie will get first selection. If there are no set goalies a coin toss will determine which team picks first, second, etc. The team who wins the coin toss will get first selection of an affiliate goalie. Once all teams have selected a goalie, the reverse order will be used to select affiliate skaters.
 - j. Skaters will be selected one at a time by each team, in the given order (e.g. Team 1 selects one player, then Team 2 selects one player, then Team 3 selects one player, then the process repeats in the reverse order, with Team 3 selecting their second player, then Team 2, then Team 1, etc.). The draft continues in this "serpentine" fashion until all teams are done choosing players. Coaches may choose to select no affiliate skaters, or as many as they wish, up to a maximum of four.
 - k. Once all teams in all divisions have completed the draft, any teams wishing to select additional affiliate skaters may do so from the remaining eligible players. This will be done by repeating the same draft process with only the teams that wish to make additional selections involved.
 - l. After the draft is completed, the teams will be responsible for contacting their affiliate players, completing the Affiliation Form, and submitting it to the Northwest Registrar. The deadline for submitting all paperwork to the Registrar will be communicated to the teams on, or before the draft. Note that it is the sole responsibility of the Head Coach, or Manager, of each team to ensure that the Affiliation paperwork is completed correctly, and on time to meet the Registrar deadline.
 - m. If a player decides not to affiliate to the team that selected them, they are not allowed to affiliate to another team in the current playing season. The team requesting the affiliation would also then be allowed to select another affiliate player as a replacement.

13.COACH CERTIFICATIONS

Policies

- 13.1. The Head Coach of every team is responsible for ensuring all team staff on their team have met all team staff requirements according to the policies of Northwest, Ringette Calgary, Ringette Alberta, Ringette Canada. If a team is found in violation of any requirements, they will be responsible for any fines imposed.
- 13.2. Northwest will reimburse coaches for required training to a maximum of four staff per team. Reimbursement will only be for courses required in the current season.

Procedures

- a. Requests for reimbursement may be emailed to Manager@nwringette.com (with copies of all receipts) as outlined on the Northwest website.
- b. All requests for reimbursement for coach certifications must be received by March 1 of the current playing season. Requests received after this deadline will not be reimbursed.
- c. Reimbursement will not be processed until after Ringette Alberta has verified all coach certifications.

14.COACH EVALUATIONS

Policies

- 14.1. Coach Evaluations are available to player parents to be completed on all coaches at the end of the season.
- 14.2. Coach Evaluations will be reviewed by a member of the Coaching Selection Committee and any concerns will be addressed by the Northwest Coach Selection Committee.

Procedures

- a. Northwest will solicit Coaching Evaluation surveys from members at the completion of the season.
- b. Upon request, a summary of the coach evaluations will be available to coaches during the summer. Discussions with individual coaches will be at the discretion of the Coaching Selection Committee.

15.MANAGER SELECTION

Policies

- 15.1. All teams are to have a Manager.
- 15.2. Managers are to be selected at the start of the season by the Head Coach.
- 15.3. Managers cannot be the Head Coach or the Spouse of a Head Coach.
- 15.4. Where possible, it is recommended that Managers not be related to anyone on the team's coaching staff so as to represent a non-biased liaison between the coaching staff and parents.
- 15.5. In the event of an unavoidable situation where a Manager is related to anyone on the team's coaching staff, steps should be taken to disclose the potential conflict of interest and create another line of communication for parents in the event they have an issue to discuss that involves the related parties.

Procedures

- a. Managers are to complete the Managers Certification Program found on the Ringette Alberta web- site prior to December 15th of the current season. Requests for reimbursement may be emailed to Manager@nwringette.com (with copies of all receipts) as outlined on the Northwest website.
- b. All requests for reimbursement must be received by March 1 of the current playing season. Requests received after this deadline will not be reimbursed.
- c. Managers must attend the Manager orientation at the start of the season.

16.EQUIPMENT

Policies

- 16.1. This Equipment Policy applies to all Northwest on-ice activities including evaluations, regular season games, tournaments, exhibition games, practices, playoffs and provincials.
- 16.2. All players are to conform to the equipment requirements indicated in the playing rules of Ringette Canada. In addition, Northwest policy states that shoulder pads are mandatory for players in level U14 and lower.
- 16.3. All players are to be fully dressed for all practices and games.
- 16.4. Northwest will provide shot clocks, game jerseys, goalie equipment, rings, pylons and pinnies to teams.
- 16.5. Active Start-U14 game jerseys are maintained by a parent or guardian on each team, and are not to be kept personally by the players.
- 16.6. U16 and U19 teams have the option of allowing the players to carry their own game jerseys. The

jerseys must be carried in a pillowcase to protect them in the equipment bag. A jersey deposit of \$200 per player is required prior to the first game

- 16.7. During games, teams are required to wear the jerseys supplied by Northwest that display the colors and logo of the Association. Northwest teams are not permitted to use a "third" jersey or any alternate jersey for any game.
- 16.8. Northwest game jerseys are not to be worn during practices.
- 16.9. Permanent alterations are not permitted on any Northwest jerseys i.e. name bars, Captain or Assistant Captain letters, etc. Tape is NOT to be used to create letters on Jerseys.
- 16.10. All players in levels U12 – U19 are required to wear the Northwest Mosspro pants for games.
- 16.11. All players registered in U14-U19 with the exception of goalies and U12 affiliates are required to wear a helmet consistent with Northwest uniform colors – either black, red, or white is acceptable.

Procedures

- a. Shoulder pads are mandatory for players in U14 Division and lower, and are strongly recommended for players in U16 and U19 divisions.
- b. Team Equipment will be handed out to Head Coaches during the mandatory Northwest Coach meeting at the beginning of the season.
- c. All team equipment is to be returned to the Equipment Coordinator by the end of the season in good condition. The Equipment Coordinator will communicate the dates and times to return equipment in the spring of each season.
- d. Teams opting to have the players carry their own jerseys must provide a post-dated cheque (dated for March 1st of the following season) for each player along with a list of the issued jersey and corresponding player to the division coordinator prior to their first game. Jersey care instructions should be provided to all players. Equipment managers will determine if a jersey has been damaged at the end of the season.
- e. For "C" and "A" letters, we suggest purchasing stickers from a sports store. Under no circumstances is tape to be used to create letter as it ruins the jerseys.

17. ICE SOURCING, ALLOCATION and MANAGEMENT

Policies

- 17.1. Ice Allocation will be completed by a third-party service or by the Northwest Ice Scheduler. In any situation that there is a conflict of interest the VP Operations will be consulted.
- 17.2. Practice ice will be distributed fairly and equitably to all teams.
- 17.3. Teams must use all assigned practice and game ice. Teams are permitted to trade practice ice only with other Northwest teams. Teams who leave ice empty, with no notice or attempt to fill the ice slot in accordance with the procedures below will be subject to disciplinary action.
- 17.4. Teams are required to abide by Ringette Calgary's league policy and tournament blocking procedures. No other special requests will be permitted.

Procedures

- a. Practice ice will be sourced mainly from Community and City of Calgary Arenas but when required, out of town ice may also be acquired.
- b. Ice is also provided to sub-associations by Ringette Calgary based on need.
- c. The Ice Scheduler will search out and contract any ice that is suitable for Northwest's requirements.
- d. The Ice Scheduler will allocate the available practice ice to teams in as timely manner as possible.
- e. Scheduling considerations include number of ice times per week, early morning and late evening ice times, weekday vs. weekend ice times, and half ice vs. full ice. In so much as possible all teams will be

assigned 1 practice per week (more ice will be allocated as available). Only “home” ice will be taken in to consideration, as the Northwest Scheduler does not have control over away games.

- f. Typically, early morning ice times are reserved for U12 teams and below, as the older teams will be assigned late evening ice times. Teams can expect to have an average of one game and one shared practice per week. Additional practices may be available when ice is available. Calgary has a shortage of arena facilities and the sport of ringette struggles to obtain ice slots, especially during the week. Most of our ice times are on weekends, therefore, teams who travel on weekends for tournaments cannot assume a weekday practice the following week.
- g. Absences/No shows reflect poorly on Northwest Ringette and jeopardize our renewals the following year. If your team is unable to use assigned ice, you can:
- h. Place the practice in the practice pool with a minimum of 72-hour notice, however a replacement practice will not be provided.
- i. Contact other coaches to arrange a practice trade. Send details to the scheduler, so the schedule can be updated.
- j. If it is less than the 72-hour time frame, contact the scheduler immediately stating the reason the ice cannot be used. The Ice Scheduler will provide guidance/assistance, where possible.
- k. Review Ringette Calgary’s League policy and tournament block procedures.

18.COMPLAINTS/GRIEVANCES/CONCERNS

Policies

- 18.1. Northwest permits its membership to raise issues with the Board that are negatively affecting their experience in their Ringette season after discussing them first with their manager, then their coach where appropriate.
- 18.2. A 24 hour "cooling off" period is required before any issues are brought forward.

Procedures

- a. If an issue has not been dealt with to a member's satisfaction, they are encouraged to follow the Association's Discipline and Complaints Policy (Appendix D) and if necessary, the Appeals Policy (Appendix E).

19.APPAREL

Purpose

The purpose of the apparel policy is to:

Unite: Utilize apparel as a way to unite our athletes and their families within the Association and create a feeling of “pride” and “team” within the community; and Brand: Represent and differentiate Northwest from other associations in competition.

Policies

- 19.1. The Northwest name and logo are registered trademarks and copyright protected and can only be used by Northwest’s approved vendors.
- 19.2. During games, teams are required to wear the jerseys supplied by Northwest that display the colors and logo of the Association. Northwest teams are not permitted to use a "third" jersey or any alternate jersey for any game. See Equipment Policy for further details.

Procedures

- a. Northwest apparel is optional.
- b. If a player or an entire team decide to purchase Northwest apparel, they will need to order it through an approved vendor.
- c. Initials and names can be added to the Northwest apparel however, team name, jersey number or a team sponsored name are not permitted.

- d. Teams often want to purchase their own practice jerseys or dryland t-shirts. We strongly encourage all coaches, managers and parents to consider that families on your team have different financial situations and purchasing non-essential and season-specific apparel creates added pressure for families.
- e. If your team still decides to purchase team-specific wear, please keep the following policy points in mind to ensure your team is in compliance:
- f. Teams are not permitted to use the Northwest logo on team specific apparel; and
- g. Team specific sponsors can only be recognized on team specific apparel and not on Northwest approved apparel.

20. CONFIDENTIALITY

Policies

- 20.1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Society by making all individuals aware that there is an expectation to act at all times appropriately and consistently with this policy. See [Appendix F](#) for further details.

21. PRIVACY

Policies

- 21.1. The Northwest Privacy Policy describes how Northwest collects, uses, retains, safeguards, discloses and disposes of the personal information of all members and participants. See [Appendix G](#) for further details.

22. CONFLICT OF INTEREST

Policies

- 22.1. The Northwest Conflict of Interest policy describes how individuals directly engaged in decision-making within Northwest will conduct themselves in matters relating to real or perceived conflicts of interests. See [Appendix H](#) for further details.

23. SHORTENING THE BENCH

Definition

Intentionally playing a player, at the expense of another player, for the purpose of advancing the Team. This does not include the uncertainties created by stoppages in play, penalties and injuries or absences from play for disciplinary reasons.

Policies

- 23.1. **All levels up to and including U14:** No shortening of the bench will be allowed at any level up to and including U14. Coaches will use a “Fair Ice time” approach. “Fair Ice time” is defined as consideration for playing time and playing experience, applied fairly to all players and in all games, for the development of the players.
- 23.2. **Levels U16 and U19:** Teams in U16 and U19 are encouraged to continue to apply a “Fair Ice time” approach as outlined above. However, given that the athletes are developing more in competition as outlined in the LTAD model (moving into the Learning to Compete and Training to Compete levels), there may be situations where the Coach may choose to make playing time decisions for the betterment of the Team in competition. If any approach other than “Fair Ice time” as defined above is to be used by the Coach, the circumstances and conditions of its use must be defined and discussed with the Team and the Parents in advance of the season start and provided in writing.

APPENDICIES

APPENDIX A – Code of Conduct and Ethics

Definitions

1. The following terms have these meanings in this Policy:
 - a. “Club” – Northwest Calgary Ringette Society (or Northwest)
 - b. “Individuals” – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.

Purpose

2. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Club programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.
3. The Club is committed to providing an environment in which all individuals are treated with respect. The Club supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the Club that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to the Club’s policies related to discipline and complaints.

Application of this Policy

5. This Policy applies to conduct that may arise during the course of Club business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
6. This Policy also applies to the conduct of Individuals that may occur outside of the Club’s business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Club, as determined by the Club.

Responsibilities

7. All Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and,
 - vi. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
 - b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts;
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem,

- diminish performance or adversely affect working conditions;
- vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;
 - x. Physical or sexual assault;
 - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Display of sexually offensive material;
 - iii. Sexually degrading words used to describe a person;
 - iv. Inquiries or comments about a person's sex life;
 - v. Unwelcome sexual flirtations, advances or propositions; or
 - vi. Persistent unwanted contact.
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Club's Discipline Policy. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Club events;
- h) Respect the property of others and not willfully cause damage;
- i) Promote ringette in the most constructive and positive manner possible;
- j) Adhere to all federal, provincial, municipal and country laws;
- k) Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Club, Zone Association (if applicable) and Ringette Alberta, as adopted and amended from time to time.

Board/Committee Members and Staff

8. In addition to paragraph 7 above, Board and Committee Members of the Club will:
- a) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Club;
 - b) Behave with decorum appropriate to both circumstance and position;
 - c) Be fair, equitable, considerate and honest in all dealings with others;
 - d) Exercise due diligence in upholding one's fiduciary responsibility to the Club;
 - e) Respect the confidentiality appropriate to issues of a sensitive nature;
 - f) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
 - g) Respect the decisions of the majority and resign if unable to do so;

- h) Commit the time to attend meetings and to be diligent in ones preparation for and participation in discussions at such meetings;
- i) Have a thorough knowledge and understanding of all the Club's governance documents.

Coaches

9. In addition to paragraph 7 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:
 - a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
 - b) Report to the Club President any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
 - c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
 - d) Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
 - e) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
 - f) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
 - g) Dress professionally, neatly and inoffensively; and
 - h) Use inoffensive language, taking into account the audience being addressed.

Team Staff (Trainers, Managers, On Ice Assistants)

10. In addition to paragraph 7 above, Team Staff, including Trainers, Managers, On Ice Assistants, will have additional responsibilities to:
 - a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
 - b) Report to the any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
 - c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
 - d) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
 - e) Recognize the power inherent in the position of a Manager and/or Trainer and/or On Ice Assistant and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
 - f) Dress professionally, neatly and inoffensively; and
 - g) Use inoffensive language, taking into account the audience being addressed.

Athletes

11. In addition to paragraph 7 above, Athletes will have additional responsibilities to:
 - a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
 - b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
 - c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
 - d) Adhere to the Club's rules and requirements regarding clothing and equipment;
 - e) Never ridicule a participant for a poor performance or practice; and
 - f) When competing, act in accordance with the Club's, Zone Associations (where applicable) and Ringette Alberta's Policies.

APPENDIX B – Fair play Pledge

Information

It is the policy of the NW Calgary Ringette Society that all players, parents/guardians and coaches review and sign a Fair Play Pledge. The policy acknowledges that Northwest Ringette benefits from the volunteer efforts of a number of caring and dedicated coaches, but that concerns do arise regarding the treatment of players and coaches.

All coaches are asked to review this policy with parents and players, early in the season. Players will be allowed to play in league games only after signed copies of the player and parent/guardian pledges are returned to team managers.

Copies of this policy will be provided to all players/parents registered with NW Calgary Ringette / Calgary North Ringette.

Parents and players are asked to read over each section of the pledge, discuss the significance of adhering to a common fair play pledge, sign the appropriate sections and return the sheet to the team manager. Coaches are also required to sign a Fair Play Pledge (one pledge/team). Parent/guardian and player pledge sheets must be signed and presented to the manager before a player participates in league play.

The pledge, as approved, is designed to enhance the ringette experience of all participants, players, coaches and parents/guardians. A violation of the Fair Play Pledge enables the NW Calgary Ringette Society, at its sole discretion, to suspend that participant from NW Calgary Ringette events and activities for a time deemed appropriate by the Society's executive committee.

Grievance Procedure:

1. The Head Coach or Parent should discuss their concerns with the appropriate coach or parent. This conversation should take place under two conditions:
2. If the conversation follows a particular 'event' of concern, it should not be initiated until 24 hours (i.e.: allow a 'cooling off' period) after the event occurs and
3. The conversation should always include a third party, such as the manager or another member of the coaching staff.
4. If not satisfied with the Head Coach's/Parent's response, approach another member of the coaching staff or the team manager to discuss your concerns. The majority of concerns will be resolved at the team level.
5. If still not satisfied, contact the appropriate division coordinator with the NW Calgary Ringette Society.

S/he will talk to coaching staff/parents and act as a mediator in the dispute.

6. If the issue is not yet resolved, the division coordinator, in consultation with the Society president, will determine if a hearing needs to be set up. Before a hearing is considered, the Head Coach/Parent will be required to show evidence they followed the above procedures and sought a team-level solution, followed by mediation.
7. A formal hearing regarding non-resolved violation of this code enables the NW Calgary Ringette Society, at its sole discretion, to suspend a participant from NW Calgary Ringette / Calgary North Ringette events and activities for a time deemed appropriate by the Society's executive committee.

NW Calgary Ringette Society
Coach Code of Conduct

1. I will abide by the Ringette Alberta Code of Conduct and Ethics as adopted by the NW Calgary Ringette Society.
2. I will ensure that my expectations as a coach, regarding practice and game commitments and player behaviour are clearly stated to players and parents at the beginning of the season.
3. I will teach my players to play fairly and to respect the rules, officials, opponents and, most importantly, each other.
4. I will ensure that all players get instruction, support and ice time in an equitable manner and will follow the NW policy on Shortening the Bench as it pertains to the level I am coaching.
5. I will not ridicule or yell at my players for making mistakes or performing badly.
6. I will remember that players play to have fun and gain confidence in themselves through encouragement.
7. I will remember that children learn best by example and witness my behaviour before, during and after games.
8. I acknowledge that participants need a coach they can respect and I will strive to be a good role model.
9. I will be generous with praise and set a good example.
10. I will obtain the required coaching certification and continue to strive to upgrade my coaching skills beyond the minimum requirements.
11. I will work in co-operation with officials for the benefit of the game.
12. I will work in co-operation with other coaches/parents who have volunteered their time to assist my efforts.
13. I will respect the playing facilities provided for my team and our opponents and I will inspire my team to show the same respect.

I agree to abide by the principles of the NW Calgary Ringette Society's Fair Play Pledge and the Ringette Alberta Code of Conduct and Ethics and realize that a failure to do so may result in the suspension of my coaching privileges.

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CALGARY NORTH  WEST RINGETTE

PRINT NAME: _____ SIGNATURE: _____

TEAM DIVISION & NAME: _____

DATE: _____

**NW Calgary Ringette Society
Player Fair Play Pledge**

1. I will abide by the Ringette Alberta Code of Conduct and Ethics as adopted by the NW Calgary Ringette Society.
2. I will play by the rules of ringette.
3. I will do my best to be a true team player and uphold the spirit of ringette.
4. I will control my temper and not let physical or verbal hostility spoil the activity for everyone.
5. I will respect my teammates, opponents, the coaches, officials & spectators.
6. I will remember that I am playing a game to have fun, improve skills, make friends and to try my best.
7. I will acknowledge all good plays and performances, including those of my teammates and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the NW Calgary Ringette Society's Fair Play Pledge and the Ringette Alberta Code of Conduct and Ethics and realize that a failure to do so may result in the suspension of my playing privileges.

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TEAM DIVISION & NAME: _____

DATE: _____

**NW Calgary Ringette Society /
Parent/Guardian Fair Play Pledge**

1. I will abide by the Ringette Alberta Code of Conduct as adopted by the NW Calgary Ringette Society.
2. I will not force my child to participate in ringette.
3. I will remember that my child plays ringette for her or his enjoyment of the game, not mine.
4. I will encourage my child to play by the rules and to resolve conflict without resorting to verbal or physical displays of hostility or violence.
5. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of the game.
6. I will make my child feel like a winner by offering praise for competing fairly and trying hard to the best of his or her ability.
7. No player will be chastised or verbally abused over the result of a game or mistakes therein.
8. I will remember that children learn best by example and witness my behaviour before, during and after games.
9. I will applaud good plays or performances by my child's team and her/his opponent's.
10. I will refrain from questioning the official's judgement or honesty in public.
11. I will support all efforts to remove verbal and physical abuse from children's ringette.
12. I will respect and show appreciation for the volunteer coaches who give their time to coach ringette for my child.
13. I agree to receive practice, game and related ringette activity schedule by email. In the event I do not have access to email, it is my responsibility to obtain information on scheduled activities.

I agree to abide by the principles of the NW Calgary Ringette Society's Fair Play Pledge and the Ringette Alberta Code of Conduct and Ethics and realize that a failure to do so will have consequences.

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TEAM DIVISION & NAME: _____

DATE: _____

APPENDIX C – Screening Policy

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Northwest Calgary Ringette Society (hereinafter the “Club”) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants.

Purpose

3. The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

Policy Statement

4. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check (“PRC”) and Vulnerable Sector Screening (“VSS”). The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
5. For the purposes of this policy, ‘designated categories’ are those classes of persons who work closely with athletes and who occupy positions of trust and authority at the team level. Such designated categories include but are not limited to:
 - a) Any persons appointed to a Club team whether as a Coach, Trainer, On Ice Assistant or official in another role.
6. It is the Club’s policy that:
 - a) Individuals in designated categories will be screened using PRCs and VSSs.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - c) The Club will not knowingly place in a designated category an individual who has a conviction for a ‘**relevant offence**’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
 - d) If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.
 - e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club’s Discipline Policy.

Screening Committee

7. The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three – five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.
8. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.
9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
10. The Screening Committee will appoint one (1) member from the Committee who will be responsible for reviewing all PRCs and VSSs and based on such reviews and in consultation with the Screening Committee, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the appointed committee member may consult

with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

Procedure

11. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Club.
12. The PRC, VSS and letter of good standing, if required, will be submitted to the Screening Committee, c/o VP Communications in an envelope marked "Confidential – Attention Screening Committee". More details are available on the Northwest website www.bowviewringette.com.
13. Individuals who do not submit a PRC, VSS and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS and letter of good standing, if required, is received.
14. After its review of a PRC, VSS and letter of good standing, if required, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation in a designated category; or
 - b) Deny an individual's participation in a designated category; or
 - c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
15. If an individual's PRC, VSS and letter of good standing, if required, does not reveal a relevant offence; the individual is eligible for the designated position. The Club will maintain for a period of three (3) years the original PRC or VSS or letter of good standing.
16. If an individual's PRC or VSS or letter of good standing, if required, reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Club will maintain the original PRC or VSS or letter of good standing.
17. The decisions of the Screening Committee are final and binding.
18. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future and submitting a new PRC or VSS and letter of good standing, if required.
19. PRCs and VSSs are valid for a period of three years. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC or VSS for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

20. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a) If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any violation/offence involving conduct against public morals.
 - iv. Any violation/offence of violence including but not limited to, all forms of assault.
 - b) If imposed at any time:
 - i. Any violation/offence involving a minor or minors.
 - ii. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 - iii. Any violation/offence involving theft or fraud

Written Records

21. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

APPENDIX D Discipline and Complaints Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Club”* – NWCR (or Northwest)
 - b) *“Complainant”* – The party alleging an infraction.
 - c) *“Days”* – Days irrespective of weekends and holidays.
 - d) *“Individuals”* – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.
 - e) *“Respondent”* – The alleged infracting party.

Purpose

2. Membership and/or participation in the Club, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Club. Conduct that violates these values may be subject to sanctions pursuant to this policy.

Application of this Policy

3. This Policy applies to all Individuals as defined in the Definitions.
4. This Policy applies to discipline matters that may arise during the course of Club business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.
5. Discipline matters and complaints arising within the business, activities or events organized by entities other than the Club will be dealt with pursuant to the policies of these other entities unless accepted by the Club in its sole discretion.

Reporting a Complaint

6. Complaints should not be initiated until 24 hours after the event occurs.
7. Any Individual may report to the Complaints Director any complaint of an infraction by an Individual. Such a complaint must be signed and in writing and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Club.
8. 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 not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Club. This decision may not be appealed or is grounds for defense.

Grievance Coordinator

9. Upon receipt of a complaint, the Club will assign the case to a Case Manager (CM) to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The CM has an overall responsibility to implement this Policy in a timely manner. More specifically, the CM has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the CM determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The CM decision to the acceptance or dismissal of the complaint may not be appealed.
 - b) Determine if the complaint is a minor or major infraction;
 - c) Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy;
 - d) Determine the format of the hearing;

- e) Coordinate all administrative aspects of the complaint;
 - f) Provide administrative assistance and logistical support to the Panel as required; and
 - g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
10. The CM will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
 11. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

12. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Club or to the sport of ringette.
13. All disciplinary situations involving minor infractions will be dealt with by the Executive Board of Directors of the club and the individual involved.
14. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the Executive Board of Directors. This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
15. Penalties for minor infractions, which may be applied singly or in combination, include the following:
 - a) Verbal or written warning;
 - b) Verbal or written apology;
 - c) Service or other voluntary contribution to the Club;
 - d) Removal of certain privileges of membership or participation for a designated period of time;
 - e) Suspension from the current competition, activity or event; or
 - f) Any other sanction considered appropriate for the offense.
16. Minor infractions that result in discipline will be recorded and maintained by the Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

17. Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result in harm to other persons, to the Club or to the sport of ringette.
18. Examples of major infractions include, but are not limited to:
 - a) Repeated Minor Infractions;
 - b) Intentionally damaging Club property or improperly handling Club monies;
 - c) Incidents of physical abuse;
 - d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
 - e) Disregard for the bylaws, policies, rules, regulations and directives of the Club;
 - f) Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
 - g) Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
 - h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
19. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.
20. Major infractions occurring within competition may be dealt with immediately, if necessary, by any Member of the Club's Executive Board of Directors. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review

does not replace the appeal provisions of this Policy.

Procedure for Major Infraction Hearing

21. If the CM is satisfied that the complaint is a major infraction, the CM will, with the consent of the parties, seek to resolve the complaint through a meeting with the Executive Board of Directors.
22. If the complaint cannot be resolved through procedures in #22 above, then a hearing before a minimum of 75% of the Clubs Board of Directors will take place. In extraordinary circumstances, and at the discretion of the CM, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the CM will serve as the Chair.
23. The CM will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the CM and the Panel deem appropriate in the circumstances, provided that:
 - a) The Parties will be given appropriate notice of the day, time and place of the hearing.
 - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
 - c) The Panel may request that any other individual participate and give evidence at the hearing.
 - d) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - e) Decisions will be by a majority vote.

Decision

24. After hearing the matter, the Board of Directors will determine whether an infraction has occurred and if so, what appropriate sanction will be imposed. The Board of Director's written decision, with reasons, will be distributed to all parties. The decision will be considered confidential unless decided otherwise by the Board of Directors.
25. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Board of Directors will determine the appropriate disciplinary sanction. The Board of Directors may hold a hearing for the purpose of determining an appropriate sanction.
26. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
27. In fulfilling its duties, the Board of Directors may obtain independent advice.

Sanctions

28. The Board of Directors may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - a) Verbal or written reprimand;
 - b) Verbal or written apology;
 - c) Service or other voluntary contribution to the Club;
 - d) Removal of certain privileges of membership;
 - e) Suspension from certain Club teams, events and/or activities;
 - f) Suspension from all Club activities for a designated period of time;
 - g) Withholding of prize money;
 - h) Payment of the cost of repairs for property damage;
 - i) Suspension of funding from the Club or other funding;
 - j) Expulsion from the Club;
 - k) Other sanctions as may be considered appropriate for the offense.
29. Unless the Board of Directors decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Board of Directors will result in automatic suspension until such time as compliance occurs.
30. A written record will be maintained by the Club for major infractions that result in a sanction.

Serious Infractions

- 31. The Club may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.
- 32. An Individual’s charge or conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from the Club and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Club:
 - a) Any child pornography offences;
 - b) Any sexual offences;
 - c) Any offence of physical or psychological violence;
 - d) Any offence of assault;
 - e) Any offence involving trafficking of illegal drugs.

Confidentiality

- 33. The discipline and complaints process is confidential involving only the Parties, the CM and the Board of Directors. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

- 34. The decision of the Board of Directors may be appealed in accordance with the Club’s Appeal Policy.

APPENDIX E – Appeals Policy

Definitions

- 1. These terms will have these meanings in this policy:
 - a) “*Appellant*”- The party appealing a decision.
 - b) “*Club*” – Northwest Calgary Ringette Society NWCR (or Northwest)
 - c) “*Days*” - Days regardless of weekends or holidays.
 - d) “*Individuals*” – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
 - e) “*Respondent*” - The body whose decision is being appealed.

Scope and Application of this Policy

- 2. Any Individual who is affected by a decision of the Club will have the right to appeal that decision in accordance with this Policy, subject to any limits in this Policy, to the applicable governing body as set out in the table below:

Table 1: Jurisdiction of Appeals

Organization	Ringette Alberta	Zone Member	Group Member (Club)
"1 st Level of Appeal"	Ringette Alberta	Ringette Alberta	Group Member
"2 nd Level of Appeal"			Zone Member, if a Zone Membership exists with Ringette Alberta

"3 rd Level of Appeal"			Ringette Alberta
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3. This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the Club.
4. This Policy will not apply to decisions relating to:
 - a) Decisions made external to the Club;
 - b) Matters of employment;
 - c) Matters of board composition, committees, staffing, or employment opportunities;
 - d) Commercial matters;
 - e) Matters of budgeting and budget implementation, including fees, dues and levies;
 - f) Infractions for doping offences which are dealt with pursuant to the *Canadian Anti-Doping Program* or any successor policy;
 - g) The rules of ringette or disputes over competition rules;
 - h) Matters relating to the substance, content and establishment of policies, procedures or criteria;
 - i) Disputes arising within competitions which have their own appeal procedures; and
 - j) Any decisions made under this Policy.

Timing of Appeal

5. Members who wish to appeal a decision will have seven (7) days from the date on which they learned of the decision, to submit in writing to the President of the Club the following:
 - a) Notice of their intention to appeal;
 - b) Contact information of the Appellant;
 - c) Name of the Respondent;
 - d) Ground(s) for the appeal;
 - e) Detailed reason(s) for the appeal;
 - f) All evidence that supports the reasons and grounds for an appeal;
 - g) The remedy or remedies requested, and
 - h) A payment of two hundred dollars (\$200), which may be refundable.

NOTE: If the Appellant is successful in their appeal, the Club will reimburse the \$200.00 payment to the Appellant. If the Appellant is unsuccessful in their appeal, the \$200.00 is non-refundable.

Grounds for Appeal

6. Decisions may only be appealed on procedural grounds which are limited to the Respondent:
 - a) Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
 - b) Failing to follow procedures as laid out in the bylaws or approved policies of the Club;
 - c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or
 - d) Failing to consider relevant information or taking into account irrelevant information in making the decision.
7. The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 6.

Appeals Officer

8. The Club will appoint an Appeals Officer to oversee this Policy. The Appeals Officer has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:
 - a) Receive appeals;

- b) Determine if the appeal lies within the jurisdiction of this Policy;
- c) Determine if appeal is brought in a timely manner;
- d) Determine if the appeal is brought on permissible grounds;
- e) Appoint the Tribunal to hear the appeal;
- f) Determine the format of the appeal hearing;
- g) Coordinate all administrative and procedural aspects of the appeal;
- h) Provide administrative assistance and logistical support to the tribunal as required; and
- i) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

Screening of Appeal

9. Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this Policy, and if it satisfies procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

Mediation

10. Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator. The independent mediator will be selected by the Appeals Officer.

Tribunal

11. If the appeal cannot be resolved through mediation, then a Hearing before a Tribunal will take place. The Appeals Officer will appoint the Tribunal, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeals Officer, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

Procedure for the Hearing

12. The Appeals Officer will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, a Hearing based on written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:
 - a) The parties will be given appropriate notice of the day, time and place of the hearing.
 - b) Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing.
 - c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
 - d) The Tribunal may request that any other individual participate and/or give evidence at the hearing.
 - e) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - f) In a situation where the hearing is conducted by a Tribunal consisting of three Adjudicators, a quorum will be all three Adjudicators and decisions will be by majority vote.

Appeal Decision

13. After the Hearing, the Tribunal will issue its written decision, with reasons. The Tribunal may decide to:
 - a) Reject the appeal and confirm the decision being appealed; or

- b) Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision; or
 - c) To uphold the appeal and vary the decision.
14. The Tribunal's decision will be considered confidential, unless determined otherwise by the Tribunal. A copy of this decision will be provided to the Parties and to the Club. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

Confidentiality

15. The appeal process is confidential involving only the parties, the Appeals Officer and the Tribunal. Once initiated and until a written decision is released, none of the parties or the Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

Final and Binding Decision

16. The decision of the Tribunal will be binding on the parties, unless appealed to the next higher governing body.

APPENDIX F – Confidentiality Policy

Definitions

1. These terms will have these meanings in this policy:
 - a) "Club" – NWCR (or Northwest)
 - b) "Individuals" - All individuals engaged in activities within direct control of the Club, including but not limited to, Directors, Officers, volunteers, employees, coaches, officials, managers and administrators.

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Club by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

3. This policy applies to all Individuals as defined in the Definitions.

Responsibilities

4. Individuals will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Club, unless expressly authorized to do so.
5. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the Club.
6. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment with the Club or upon request of the Club, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
7. The term "Confidential Information" includes, but it not limited to the following:
 - a) Personal Information collected and retained by the Club, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b) Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials,

trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, soft- ware, financial information and information that is not generally or publicly known.

Intellectual Property

- 8. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with the Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

Enforcement

- 9. A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy or legal recourse.

APPENDIX G – Privacy Policy

This privacy policy describes the ways in which the Association collects, uses, retains, safeguards, discloses and disposes of the personal information of all Northwest members and participants.

Principle 1 - Accountability

The Association hereby designates the Registrar as the person who will be accountable to the Board for compliance with this policy. The Registrar will be responsible for responding to access requests, corrections and complaints in accordance with this policy.

The Registrar shall ensure that the Association is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be obligated to adhere to the standards of this policy.

The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

Principle 2 - Identifying Purposes

NWCR ringette programming involves governing its teams and games including training of coaches and determining players' eligibility for specific divisions. NWCR is also responsible for establishing appropriate policies and regulations to ensure appropriate governance of the Association. NWCR shall only collect personal information for the purpose of providing such ringette programming.

The Association collects personal information for the following specific purposes:

Type of Personal Information Purpose of Collecting

A player's name, gender, place of residence and date of birth.	To determine that the player's geographical, division and level of play information are consistent with Ringette Canada, Ringette Alberta and Ringette Calgary regulations. To be made available to related organizations and leagues for purposes of competition.
Historical information concerning past teams played for.	To determine if any transfer regulations apply.
A player's skill and development level and feedback on programs and awards received.	To measure the success of the Association's programs and maintain governance.

A player's parents or guardian's names, addresses, telephone numbers and e-mail addresses.	To facilitate emergency contact information. To ensure compliance with residency regulations. To facilitate membership communication.
Team official's names, addresses, telephone numbers, e-mail addresses, training and coaching certifications and qualifications.	To facilitate membership communication and communications amongst other team officials and other minor ringette organizations. To certify team officials.
Police Checks, VSS Search	To help ensure the safety of participants

Educational information	To ensure all residency regulations have been adhered to.
Skill levels, ability, emergency contacts and health concerns	To ensure all Association activities are carried out in a safe and secure environment.
Team and individual pictures	To provide players with a memento of their ringette experience
Resumes (if necessary)	To determine a prospective employee's suitability for a position within the Association.
Appeal Information	To administer appeals and any related proceedings, and the rules, regulations and by-laws of the Association, Ringette Canada, Ringette Alberta and Ringette Calgary.
Coaching Applications	To determine a prospective head coach's suitability to coach a NWCR team.
Parent and Player Satisfaction Surveys	To help evaluate the suitability of a head coach/assistant coach to return as head/assistant coach. To help determine whether any other team official should be placed to a team. To provide feedback to head/assistant coach or team personnel.
Player Evaluations	To help balance league teams.

The Association shall request individual permission to use any personal information for purposes other than those identified in section 2 above unless such usage is authorized or required by law.

The Association shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.

Where practicable, all personal information collected by the Association shall be maintained within the Northwest office's, Office of the Registrar and/or office of the President.

The Association may require that personal information be provided to gain access to secure areas of the Northwest website. Any information so provided will be treated within the same parameters as other

personal information collected by the Association through other means. It will always re-main the user's choice to provide information in certain fields.

Principle 3 - Consent

All members of the Association agree that the act of registering constitutes implied consent to the use personal information for the purposes specified in section 2.

While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the Registrar in writing.

In exceptional circumstances, the Association may collect, use and disclose personal information without consent where it is both necessary and reasonable to do so and where permitted by law.

Principle 4 - Limiting Collection

1. The Association shall only collect personal information by fair and lawful means. The Association shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 2 and such other purposes as are reasonably related to the objectives of the Association.

Principle 5 - Limiting Use, Disclosure and Retention

The Association shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.

No personal information shall be supplied to third party service providers or product suppliers with- out the consent of the person to whom the information relates.

The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.

If any NWCR team has collected personal information from its players, parents or team officials, it must adhere to the principles set out in this policy. Specifically, no NWCR team may use or disclose personal information supplied to it directly or by the Association for purposes other than those set out in section 2 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.

The Association may release personal information for the purpose of collecting debts that are owed to the Association.

Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.

Registration data shall be retained for a three-year period after a player has left the Association.

Parental/family information shall be maintained for a similar three-year period after a member has left the Association.

Personal information that is no longer required or permitted to be retained by the Association will be destroyed in a secure manner.

Principle 6 - Accuracy

The Association shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All NWCR members and participants will have the ability to view and review personal information retained by the Association. The Association shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

The Association shall only update personal information in its possession if a request is made in writing.

Principle 7 - Safeguards

Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.

All information collected by the Association will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards may include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

Principle 8 - Openness

Upon request, the Association shall provide a copy of this policy to any Northwest member or participant. The Association shall also make this policy available to all Northwest members and participants on the Northwest website.

If anyone has any questions, comments or concerns regarding this policy, they can contact the President in writing.

Principle 9 - Individual Access

Upon request, the Association shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The Association shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The Association shall endeavour to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.

The Association may request sufficient information to confirm an individual's identity before releasing any personal information.

A NWCR member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

Principle 10 - Challenging Compliance

1. Anyone wishing to challenge the Association's compliance with this policy may file an appeal in accordance with the Club's Appeal Policy.

APPENDIX H – Conflict of Interest Policy

Definitions

The following terms have these meanings in this Policy:

“Club” – Northwest Calgary Ringette Society NWCR (or Northwest)

“Conflict of Interest” – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club’s interests, resulting in a real or seeming incompatibility between one’s private interests and one’s fiduciary duties to the Club.

“Individuals” - All persons directly engaged in decision-making within the Club which includes, but is not limited to, employees, directors, officers, committee members, coaches, managers and administrators.

“Non-Pecuniary Interest” –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

“Pecuniary Interest” - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.

“Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

“Person” – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

Purpose and Application

The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the Club will make decisions in situations where conflicts of interest may exist.

This Policy applies to all Individuals as defined in the Definitions section.

Obligations

Individuals will fulfill the requirements of this policy. Individuals will not:

- Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
- Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- In the performance of their official duties, accord preferential treatment to any Person;
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, where such information is confidential or is not generally available to the public;
- Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
- Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
- Place themselves in positions where they could, by virtue of being a decision maker within the Club, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Club.
- Disclosure of Conflict of Interest
- At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

Reporting a Conflict of Interest

Any Individual or person, who is of the view that another Individual may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

Resolving Complaints of a Real or Perceived Conflict of Interest

Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.

After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so, what appropriate actions will be imposed.

Where the Individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.

If the Individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.

The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:

- Removal or temporary suspension of certain responsibilities or decision-making authority;

- Removal or temporary suspension from a designated position;
 - Removal or temporary suspension from certain the Club teams, events and/or activities;
 - Expulsion from the Club;
 - Other actions as may be considered appropriate for the real or perceived conflict of interest.
- Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Club until such time as compliance occurs.

The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Board of Directors provided that:

- The nature and extent of the Individual’s interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
- The Individual abstains from voting on the proposed decision or transaction;
- The Individual is not included in the determination of quorum for the proposed decision or transaction; and
- The decision or transaction is in the best interests of the Club.

The Club Decision-Makers

Individuals wishing to obtain a position as a decision-maker within the Club must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Club.

In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

Decision Final and Binding

Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Club’s Appeal Policy.

Declaration regarding Conflict of Interest

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

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

I also pledge to inform the Club and the Board of Directors of any other member of the Club who I feel is in a position of any real, perceived or potential conflict of interest.

Name Signature Date

APPENDIX J – Rate and Fee Schedule

Administrative Fees

Returned or NSF cheques	\$30/cheque
Roster change after Oct 5 (before Jan 31)	\$30/change
Per fine paid by NWCR on team's behalf	\$50/fine
Filing a Notice of Appeal with Northwest	\$200/notice
Final evaluation review request	\$200/request

Registration Fees 2019- Classic Ringette

Division	Early Registration June 1 - 30	Regular July 1 - 31
AS	\$640	\$640
U10, U12, U14	\$875	\$975
U16, U19	\$925	\$1,025
Evaluation Fee	\$100	\$100

Registration Refunds Prior to Team Draft

Description	Refund	Admin Fees
Calgary AA Acceptance	Full Amount (less Financial Processing Fee)	Financial processing fees
Before first ice time (skills or conditioning skate)	Full Amount less Admin Fee	\$50
After first ice time but prior to last evaluation skate	Full Amount less Admin Fee	\$150
After last evaluation skate	No Refund	-

Allowable Expenses for Approved Northwest Business

Personal Use of Vehicle	\$0.30/km
Meals per diem maximums:	Breakfast \$7.50 Lunch \$9.50 Dinner \$17.50

Deposits or Buy outs

U16/19 Jersey deposit dated April 1 of following year	\$250/player
Volunteer buy out	\$350/player

APPENDIX K – Community Based Registration

NW Ringette Association accepts registrations by communities as follows:

1. Direct registrants (see list of communities)
2. Triwood Community registrants (see list of communities)
3. Huntington Hills registrants (see list of communities)
4. Thorncliffe Community Association registrants, (see list of communities). Note: Thorncliffe registrants must register with both NW Ringette and the Thorncliffe Community Association.

Direct Registration

Direct registration is for those families whose community associations do not offer ringette registrations as part of their community sport program. Direct registrants should log on to our registration site, fill out the required information and follow the steps provided.

Players from the following North communities are considered Direct Registrants with NW Ringette Association:

Arbour Lake	Ranchlands
Bowness	Redstone
Bridgeland	Renfrew
Citadel	Rocky Ridge
Cityscape	Royal Oak
Coral Springs	Royal Terrace
Country Hills Village	Royal Vista
Coventry Hills	Saddle Ridge
Crescent Heights	Saddle Ridge Industrial
Dalhousie	Sage Hill
Evanston	Scenic Acres**
Greenwood/Greenbriar	Sherwood
Hamptons	Silver Springs**
Harvest Hills	Skyview Ranch
Hawkwood	Stoney 1
Highland Park	Stoney 2
Highwood	Taradale
Horizon	Tuscany
Lynx Ridge	Tuxedo
Martindale	Tuxedo Park
Montgomery	Valley Ridge
Mount Pleasant	Varsity**
Nolan Hill	Winston Heights/Mountview
North Haven	

**note that these registrants must also hold a valid community association membership in order to allow for appropriate ice allocations. NW Ringette is billed this fee based on the member's community location. If you hold a valid community membership, please email a copy of your membership to the registrar@nwringette.com (Subject: "Community Membership"), so that the invoice can be adjusted by the community.

COMMUNITY MEMBERSHIPS:

Triwood Community and Huntington Hills Community members will register **AND** pay NW Ringette. **There is no need to register with the community.** However, members will need to choose the registration product that reflects the community area that you live in. (i.e. U10 Ringette - Triwood Registration - within the NW Ringette membership profile)

Triwood Community Association

Banff Trail	Hillhurst
Brentwood	Houndsfield Heights/Briar Hill
Cambrian Heights	Parkdale
Capitol Hill	Point McKay
Charleswood	Rosedale
Collingwood	Rosemont
Edgemont	St. Andrews Heights

Sunnyside
University of Calgary Campus

University Heights
West Hillhurst

Huntington Hills Community Association

Beddington
Country Hills
Hanson Ranch
Hidden Valley
Huntington Hills

Kincora
MacEwan
Panorama
Sandstone

Thornccliffe Community Association

Players from the following communities must register through the Thornccliffe Community Association:

Greenview
Thornccliffe

To register with Thornccliffe, please check their [website](#).

****Note that your child will not be considered registered for the upcoming season unless you have registered with both Thornccliffe Community Association AND NW Ringette.****

Thornccliffe Community Association fees may vary. All ringette fees include membership payments to Ringette Calgary and Ringette Alberta, and one individual and team photo.