

# **Central Region Ringette League**

## **Rules & Regulations**

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## TABLE OF CONTENTS

- 1. Rule Clarification Policy**
  - 1.1. Clarification of Rules & Regulations
- 2. General Structure & Conduct Policy**
  - 2.1. Conduct of Teams
  - 2.2. Season
  - 2.3. Registration of Teams
- 3. Eligible Team Members Policy**
  - 3.1. Affiliated Players
  - 3.2. Eligible Players
  - 3.3. Eligible Coaching Staff
- 4. Game Responsibilities Policy**
  - 4.1. Game Reports
  - 4.2. Minor Officials
  - 4.3. Shot Clocks
  - 4.4. Game Start Time
  - 4.5. Team Colours
- 5. Ice Requirements Policy**
  - 5.1. Ice Requirements
  - 5.2. Game Duration
  - 5.3. Time Restrictions
- 6. League Operations Policy**
  - 6.1. Purpose
  - 6.2. Principles
  - 6.3. League Operations Committee
  - 6.4. Goal Spread Mercy Rule
  - 6.5. Tournament Blocking
  - 6.6. Forfeit, Default and No-Fault Games
  - 6.7. League Standings
- 7. On-Ice Officials Policy**
  - 7.1. Notification
  - 7.2. Referee Fees
  - 7.3. Spectators
- 8. Suspension Policy**
- 9. Discipline Complaints Policy**
- 10. Appeals Policy**
- 11. Code of Conduct and Ethics Policy**
- 12. Confidentiality Policy**
- 13. Conflict of Interest Policy**
- 14. Safe Sport Policy**
- 15. Social Media and Electronic Communications Policy**

## APPENDICES

Appendix 1	League Committee Terms of Reference
Appendix 2	Children's Ringette Regulations (coming Dec. 2021)
Appendix 3	18+ League Play Regulations (beginning 2022-23 season)
Appendix 4	U12 Differentiated Play Format (coming Nov. 2021)
Appendix 5	Critical Dates
Appendix 6	Fees and Fines (coming Nov. 2021)
Appendix 7	Tournament Block Request Form
Appendix 8	Overage Player Request Form (coming Nov. 2021)
Appendix 9	Team Movement Request Form (coming Nov. 2021)
Appendix 10	RNS Call Up Matrix

## INTRODUCTION

Ringette is available in Nova Scotia's Central Region to provide positive and beneficial sport experiences for youth, children and adults, to develop the sport within our boundaries, and to promote further interest and growth of Ringette within the Central Region.

The role of the Central Region Ringette League is:

- To provide direction and oversight for structured inter-association play that aligns with Ringette Nova Scotia and Ringette Canada rules and policy;
- To ensure that coaches and association volunteers exercise general supervision over the interests of athletes with an emphasis on the development of life skills such as respect, teamwork, goal setting and leadership; and
- To ensure that athletes, coaches, and officials can develop their skills over the long-term in a stage appropriate competitive framework.

All teams playing in the Central Region jurisdiction are subject to these Rules & Regulations and the policies of the Central Region Ringette League (CRRL).

### Associated Documents

**CRRL Constitution & Bylaws** – adopted September 9, 2021

**CRRL Operations Committee Terms of Reference** – adopted October 17, 2021

#### **Ringette Nova Scotia and Ringette Canada Rules**

To the greatest extent possible Ringette Nova Scotia and Ringette Canada rules have not been duplicated in this document as they are subject to change.

Ringette Nova Scotia rules can be found [here](#) under RNS > Operating > Operating Manual.

The Ringette Canada Rule and Case Book can be found [here](#) and will apply EXCEPT where specifically noted.

## 1. Rule Clarification Policy

### 1.1. Clarification of Rules & Regulations

- 1.1.1. Matters requiring clarification of CRRL Policies, Rules & Regulations shall be referred to the League Committee Chair for initiation of appropriate action.
- 1.1.2. The League Committee Chair will provide clarification and interpretation of the CRRL Rules & Regulations as issued. Rulings will be documented and will be clarified by the CRRL Board in the Rules & Regulations, if required, prior to commencement of the next playing season.
- 1.1.3. If required, decisions to address issues not covered by current policy may be made by the CRRL Board.
- 1.1.4. These Rules & Regulations apply to U12, U14, U16 and U19 league play between Member Associations in the Central Ringette Region. Children's Ringette (U7, U9, U10) and 18+ shall be under a separate policy (see Appendices)
- 1.1.5. These CRRL Rules & Regulations are intended to be used in complement to the CRRL Constitution & Bylaws, the League Committee Terms of Reference, and the rules of Ringette Canada and Ringette Nova Scotia.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021

## **2. General Structure & Conduct Policy**

### **2.1. Conduct of Teams**

Coaches and team staff are always responsible for their own conduct and the conduct of players under their supervision and must endeavor to prevent disorderly conduct before, during, and after games, on or off the ice, or in any place within or around an arena (including parking area).

### **2.2. Season**

- 2.2.1. CRRL league play will begin no earlier than the weekend after Thanksgiving and all league games are to be completed by March 31.
- 2.2.2. The season will be divided into two halves. The first half ending with the last game in December, and the second half beginning in January.

### **2.3. Registration of Teams**

- 2.3.1. Member Associations may register teams for play within CRRL no later than September 30.
- 2.3.2. Under these Rules & Regulations, teams may be registered in age categories U12, U14, U16 or U19.
- 2.3.3. Age categories at U14 and above will host two divisions of play with teams registering identifying themselves as either Tier 1 or Tier 2.
- 2.3.4. If there are 9 or more teams declared in any of the U14, U16 or U19 age categories then the CRRL Board of Directors may, at its sole discretion, approve a Tier 3 division within the subject age category.
- 2.3.5. A Member Association entering two or more teams in age categories at U14, U16 or U19 must designate a minimum of one team as Tier 1, and a minimum of one team as Tier 2 (or Tier 3 when that division is offered).
- 2.3.6. In all cases, CRRL Member Associations may only assign teams to divisions (tiers) approved by the CRRL Board of Directors under the provisions of this policy.
- 2.3.7. A Member Association that is entering more than one team into the same age category (U14, U16, U19) and division (tier) must have a policy for the creation of balanced teams. Obvious failure to balance teams when required under this policy shall be dealt with under the Discipline Review Policy.
- 2.3.8. Upon completion of the first half of the season, teams in U14 and above will be permitted to request to have their team moved to another division. All such requests must be submitted by the

respective Member Association to the League Committee by January 5. The Committee will review Game Reports and make a decision to approve or deny the request.

- 2.3.9. When there are 8 or more teams in the U12 division then Differentiated Play will be in effect (see Appendix: U12 Differentiated Play).

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### 3. Eligible Team Members Policy

#### 3.1. Affiliated Players

- 3.1.1. The maximum number of **players**\* dressed and listed on a Game Report shall be:
- a) When using no affiliates - 18 players
  - b) When using affiliate(s) as skater(s) only - 12 players
  - c) When using affiliate skater(s) plus an affiliate goalie - 13 players
  - d) When only using an affiliate goalie - 18 players
  - e) In all scenarios there can be a maximum of five (5) affiliate players
- \*NOTE: "**players**" includes goalies, skaters and affiliates.
- 3.1.2. The number of Affiliate Players used by a team may not exceed the original team roster size.
- 3.1.3. An Affiliate Player may only play for another team within their association:
- a) As a Call Up in accordance with the RNS Player Call Up Matrix (see Appendices); or
  - b) When calling up is not possible, as a Call Across from another team of the same age category and division within the same association.
- 3.1.4. When Affiliate Players are used as a Call Across under rule 3.1.3.b) no player can be used more than once until all interested players on the team that is being called from have been cycled through.
- 3.1.5. Requests for exceptions to rule 3.1.3. will only be considered by the League Committee in order for a goalie to be permitted to play as an affiliate for a team that is not within the goalie's home association.
- 3.1.6. After December 31, once a player has been called up three times, that player is no longer eligible to be called up again that season, unless by special permission from CRRL and RNS (Provincial's eligibility). This is waived in the case of a goalie at U14 and above.

#### 3.2. Eligible Players

- 3.2.1. All players must be registered in good standing with a CRRL Member Association.
- 3.2.2. Member Associations shall be responsible for ensuring that all players are of the correct age for the division they are playing in and reside within the proper boundaries, subject to 3.2.3. Any improper use of an affiliate or out of boundary player constitutes an ineligible player and may be dealt with under the Discipline Review Policy.



- 3.2.3. Non-contested player releases from one Member Association to another accepting Member Association will be considered eligible players by CRRL.
- 3.2.4. At the request of a Member Association a player may be eligible to play down one age division if the placement has been recommended by two minimum CSI certified coaches and the movement is approved by the League Committee prior to September 30.
- 3.2.5. A head coach who plays an ineligible player will:
  - a) Be immediately suspended until their case has been dealt with under the Discipline Complaints Policy.
  - b) Forfeit all games involving an ineligible player in favor of the opposing team and be subject to a fine. The official score for a forfeit shall be posted as 3-0.

### 3.3. Eligible Coaching Staff

- 3.3.1. All bench staff (head coaches, assistant coaches, trainers, managers) must meet the certification requirements as set by Ringette Nova Scotia and Ringette Canada.
- 3.3.2. Teams must have a minimum of one fully qualified female coach (18 years or older) on the bench.
- 3.3.3. In order to be eligible all bench staff must complete the [National Coaching Certification Program \(NCCP\) Safe Sport Training module](#) prior to participating in any CRRL exhibition or league play.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021
1		Changes / Additions re: 3.1.3 and 3.1.4	Oct. 29, 2021

## **4. Game Responsibilities Policy**

### **4.1. Game Reports**

- 4.1.1. Game Reports (game sheets) must be submitted electronically via email or text, by the winning team to the Division Convener within twenty-four (24) hours of the game being completed. In the event of a tied game, the Home team will assume this responsibility.
- 4.1.2. The reporting team must ensure the following information is clearly shown on the Game Report at the end of the game. Failure to do so may result in the loss of the points in the event of a win, or the loss of the single point in the event of a tie.
  - Type of game (i.e. league, exhibition)
  - Game number (for league games)
  - Age category (U12, U14, etc.)
  - Level (i.e. Tier 1, Tier 2, Tier 3)
  - Date and game start time
  - Location of game
- 4.1.3. League standings will reflect the tabulation of league game results from the official Game Reports. Points awarded to a team that does not submit a Game Report in accordance with the above stands to lose those points at the discretion of the Division Convener and League Committee Chair.
- 4.1.4. In the event of a conflict or protest of the final standings, the Game Report will govern the final standings.
- 4.1.5. Names on Game Reports must be legible, including officials. Goalie(s) must be marked with (G) or (AG) after their name on the Game Report. If affiliate players are used, they must be designated with (AP) after their name. Captains must be marked with (C) or (AC).

### **4.2. Minor Officials**

- 4.2.1. The Home team is responsible for ensuring that trained minor officials are available and ready to start the game on time, including game timekeeper and game scorekeeper.

### **4.3. Shot Clocks**

- 4.3.1. Ringette Canada's shot clock rules will be used for divisions at U12 and above.
- 4.3.2. It is the responsibility of the Home team to ensure the availability and set-up of the shot clocks. If the Home team cannot supply a

shot clock, they must give 24-hour's notice to the Visiting coach (to allow them time to try to get one).

- 4.3.3. The Home team is responsible to ensure that there is a trained shot clock operator. In the event that there is no clock or operator the game will be played without the use of the shot clock rules.
- 4.3.4. In the event that one of the shot clocks is not functioning then the game will be played without shot clock rules.

#### **4.4. Game Start Time**

- 4.4.1. If a team is in attendance but not ready to begin play within four (4) minutes of the scheduled game time, then the on-ice official will advise the team that they have one (1) minute to begin play.
- 4.4.2. If the team starts play within the one (1) minute, then a Delay of Game penalty will be assessed to the team but the game will continue.
- 4.4.3. If the team fails to start play within the one (1) minute of being advised to do so by the on-ice official, then the game is forfeited by that team which shall be noted on the Game Report.

#### **4.5. Team Colours**

- 4.5.1. It is the responsibility of the Home team to declare their colours to the Visiting team prior to the game. In the event of a colour conflict, the Visiting team must change colours.
- 4.5.2. The on-ice officials hold the final decision of whether there is a colour conflict and in cases where the jersey colours are difficult to distinguish the Visiting team will be asked to change.

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## 5. Ice Requirements Policy

### 5.1. Ice Requirements

- a) All CRRL games must be scheduled on an ice-time that is a minimum of one-hour in duration.
- b) Member Associations are required to assign to CRRL one (1) hour of ice-time every other week to be used as Home game time for each of its registered teams at U12 and above.
- c) All assigned Home game ice times will be provided to the CRRL Scheduler no later than September 15.
- d) In the event that a Member Association receives notice from a facility that ice that has been assigned to CRRL is no longer available then the Member Association must provide immediate notice to the League Scheduler and provide alternate ice-time(s) that are suitable.

### 5.2. Game Duration

- a) All CRRL game playing times will be planned to maximize ice use, and shall be structured as follows:
  - WARM-UP – Three (3) minutes
  - REGULATION TIME – Two (2) seventeen (17) minute stop time periods
  - PERIOD BREAK – A one (1) minute break between periods
  - TIME OUTS – As per Ringette Canada Rules

### 5.3. Time Restrictions

- a) If there is insufficient time to complete a game of CRRL regulation length then this must be noted on the Game Report.
- b) Division Conveners will track the number of incomplete games and report to the League Committee if 25% or more games in a division are not able to be completed in the allotted time.
- c) In any situation where circumstances do not allow a league game to be completed (i.e. due to player injury, power outages, mechanical problems, etc.), the game shall be considered **completed** provided that 26 minutes of stop time has been played.
- d) Subject to 5.3.c) any league game that is considered incomplete will be rescheduled and replayed in its entirety with a starting score of 0-0.

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0		New	October 2021

## **6. League Operations Policy**

### **6.1. Purpose**

This policy shall establish and define the requirements for league operations.

### **6.2. Principles**

- a) All participating teams deserve fair access to league games.
- b) It is the goal of CRRL to provide structure that promotes competitive equity.
- c) CRRL shall operate in accordance with Critical Dates (see Appendices).
- d) CRRL shall operate in accordance with the Fees and Fines structure established by the Board of Directors (see Appendices).

### **6.3. League Operations Committee**

The League Operations Committee (League Committee) Terms of Reference describes the composition and authority of the League Committee (see Appendices).

### **6.4. Goal Spread Mercy Rule**

If at any point during a CRRL game a 7-goal spread is realized between the Home and Visiting teams, the CRRL Mercy Rule will be invoked with the following procedures:

- a) Referees will still report goals to the scorekeeper and goals will continue to be recorded on the Game Report, but the scoreboard will not be updated to reflect more than a 7-goal spread.
- b) If the team that is behind scores to close the gap to less than 7, then goals scored after that by the leading team will be reflected on the scoreboard, again until a 7-goal spread is reached (and the above rule starts over).
- c) When a greater than 7-goal spread is reached, running time of the clock will be invoked during the second half of the game only.
- d) The Scorekeeper will note in the comments on the Game Report that the Mercy Rule was applied at some point during the game.
- e) On submission of the Game Report to the Division Convener it will be noted that the Mercy Rule was applied at some point in the game.
- f) It is hoped that when the coach of the leading team recognizes that the Mercy Rule is likely to be invoked during the game, that alternative strategies for not allowing the score to be run up will be used.

### **6.5. Tournament Blocking**

- a) Teams may submit a Tournament Block Request (see Appendices) to

their Division Convener on or before October 30 to attend a maximum of two (2) tournaments during the regular CRRL season.

- b) If a Tournament Block Request is approved by the League Committee then the team will not be scheduled for league play on the blocked dates (Thurs PM until Sun PM).
- c) Teams that are confirmed as accepted to their own home association tournament will be permitted one additional Tournament Block Request to attend the home association tournament.
- d) No tournament in lieu of a home tournament will be accommodated in the case a home tournament is not offered, does not run, or does not accommodate all teams.
- e) Fundraising events, team activities, dryland training, exhibition games, and coach availability will not be accommodated in the scheduling of CRRL games. The only league scheduling constraint will be for tournament attendance.

#### 6.6. **Forfeit, Default and No-Fault Games**

6.6.1. Teams that forfeit or default league games give up the possibility of acquiring points in that game. Forfeits require the payment of league fines and defaults do not, however both are recorded as a 3-0 loss for the forfeiting or defaulting team.

6.6.2. Examples of forfeited league game scenarios (recorded as 3-0 loss with a fine) are:

- a) A team that cancels a game for any reason other than described in section 6.6.4. (No Fault Game).
- b) A team that does not show up for a scheduled league game.
- c) A team that does not allow for rescheduling when three reasonable options are presented by CRRL and/or the other team to reschedule.
- d) A team that uses illegal players (and the opposing team does not agree to play the game or becomes aware after the game has started) shall be issued a forfeit. The opposing team shall notify the Division Convener that the game was played under protest.

6.6.3. Examples of defaulted league game scenarios (recorded as a 3-0 loss with no fine) are:

- a) A team that does arrive at the arena to play for the scheduled time, but that has less than the required 7 legal players to start a game. The teams may combine players, with the game marked as exhibition, but a default win awarded for the league game to the team with sufficient players.
- b) Failure to finish a game due to an injury sustained by the team's only available goaltender, and the team cannot utilize any other player in goal.

6.6.4. **NO-FAULT GAME:** Recognizing that some scheduled league games

may not be completed due to circumstances beyond either team's control, teams will be issued one point each (tie). The score recorded for that game shall be 0-0 and the game will not be rescheduled. Examples of no-fault game situations may be:

- a) Lack of available ice (double booking, power outage, etc.)
- b) Referee no-shows.
- c) Inclement weather – see section 6.6.e)
- d) Others when approved by the League Committee.

#### 6.6.5. Cancelling Games Due to Weather

- a) CRRL encourages participants to leave enough travel time to arrive safely and drive according to weather conditions.
- b) Ideally, cancelling games due to inclement weather should be a mutual decision made by both team head coaches.
- c) Any decision to cancel a game due to inclement weather should be made mutually by both teams involved at the earliest of 4pm on the date of the game, or three hours prior to the game start time.
- d) If both teams scheduled to play a game cannot reach a mutual decision to cancel due to inclement weather, then the Division Convener will be contacted immediately to make a final decision.
- e) League games canceled due to weather will NOT be rescheduled. Teams will be issued a no-fault tie (0-0).
- f) If a decision is made to cancel a game due to inclement weather the team head coaches are required to notify all players and team staff, the Referee Coordinator, and the Division Convener within 30 minutes of the decision to cancel the game.

### 6.7. League Standings

- 6.7.1. Standings for all divisions will reflect a maximum seven (7) goal differential in final published score reporting on the CRRL website.
- 6.7.2. The actual goal spread (as reported on the Game Report) will be used when evaluating Differentiated Play options for the U12 division, or when considering team movement requests in the second half of a season (U14 to U19).
- 6.7.3. Team standings will be decided on the basis of point totals for league games played. Teams will be awarded 2 points for a win, 0 points for a loss and 1 point for a tied game.
- 6.7.4. If a division has no additional teams added to it for the second half of the season, all points from the first half of the season will carry over.

- 6.7.5. If a division has additional teams added to it for the second half of the season then the division standings will restart as of January 1.
- 6.7.6. In the case of teams that are tied in the final standings the tie will be broken by:
- a) The most wins.
  - b) If still tied, the team with the most wins for games played between the tied teams.
  - c) Using a Win Percentage (win percentage ratio = points earned divided by total possible points). The tied teams will be ranked from high to low win percentage.
  - d) If still tied, the tied teams will be ranked by Goals For divided by Goals Against.

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0		New	October 2021



## 7. On-Ice Officials Policy

### 7.1. Notification

Where on-ice officials are required for other than regularly scheduled games (i.e. rescheduled games) then the League Scheduler will send a request for on-ice officials to the Referee Coordinator at least 7 days prior to the proposed rescheduled game time.

### 7.2. Referee Fee Structure

Payment of on-ice officials for CRRL games will be coordinated through Ringette Nova Scotia, with referees paid directly by RNS twice annually (in December and at the end of the playing season). RNS will invoice CRRL Member Associations for proportionate costs.

Fees for on-ice officials shall be set by Ringette Nova Scotia.

### 7.3. Spectators

Where spectators are abusive to players, coaches, officials or other spectators, the referee may have the spectator ejected from the arena playing area. Failure to comply could result in the team associated with the spectator charged with a game forfeit by CRRL after receiving the detailed officials report.

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## 8. Suspension Policy

### 8.1. Suspension

Refer to the [Ringette Canada Rule Book](#) for mandatory suspensions that will be enforced for any Misconduct or Match Penalty that is assessed in any game played under CRRL (exhibition or league).

- 8.8.1. An individual under suspension is not allowed in the playing or viewing areas of the arena, including the dressing room, players' benches, hallways leading to the dressing rooms or players' benches, timekeeper's bench, or spectator viewing areas.
- 8.8.2. Individuals under suspension are deemed to be ineligible team members until their suspension has been fully served. In the case where an individual participates in more than one capacity in CRRL they are suspended in ALL CAPACITIES until the suspension has been fully served.

For example (but not limited to):

- a suspended player is ineligible to participate as a coach and/or an official.
  - a suspended coach is ineligible to participate as a player and/or an official.
- 8.8.3. Games that count towards the serving of a suspension are games that happen subsequent to the Misconduct or Match Penalty occurring, and that involve the team that the individual was on when the infraction occurred.
    - For example, a player who receives a suspension on Team A is also suspended from their coaching duties on Team B, BUT the only games which count toward serving the suspension are those involving Team A.
  - 8.8.4. For each game that a participant is suspended, the participant's name must be added to the Game Report with the words 'SUSPENDED – GAME # X'

### 8.9. Reporting

- 8.9.1. The Official issuing a Misconduct or Match penalty must report the incident to the Referee Coordinator within 24 hours of the game completion, who will then notify the League Committee Chair.
- 8.9.2. The League Committee Chair will conduct an initial review to determine whether a CRRL Discipline Complaints Hearing is required.
- 8.9.3. Any suspensions that are required either under Ringette Canada rules or due to findings of a Discipline Complaints Hearing will be monitored by the Division Convener to ensure the suspension is

served.

- 8.9.4. In the case of a player or bench staff suspension for anyone other than the head coach, the head coach will also be responsible to ensure the suspended player or bench staff member serves their full suspension and that documentation thereof is provided to the Division Convener via the Game Reports.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021

## **9. Discipline Complaints Policy**

### **9.1. Purpose**

- 9.1.1. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with CRRL's policies, bylaws, rules and regulations, and Codes of Conduct. Non-compliance may result in sanctions pursuant to this Policy.

### **9.2. Application of this Policy**

- 9.2.1. This Policy applies to all Individuals relating to matters that may arise during the course of CRRL's business, activities, and events including but not limited to competitions, exhibition games, travel associated with CRRL activities, and any meetings.
- 9.2.2. This Policy also applies to individuals' conduct outside of the CRRL's business, activities, and events when such conduct adversely affects relationships within CRRL (its work and/or sport environment) or is detrimental to the image and reputation of CRRL. The jurisdiction of this Policy will be determined by CRRL at its sole discretion.
- 9.2.3. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

### **9.3. Reporting a Complaint**

- 9.3.1. Any individual may report any complaint to CRRL. A complaint must be in writing and must be filed within 21 days of the alleged incident. Complaints should be submitted to the President of CRRL. In situations where the complaint being filed is against the President then it should be submitted in writing to the Vice-President of CRRL.
- 9.3.2. A Complainant wishing to file a complaint outside of 21 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the 21 days will be considered by CRRL and/or the Case Manager (if assigned). This decision may not be appealed.
- 9.3.3. At CRRL's discretion, CRRL may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, CRRL will identify an individual to represent the Association.
- 9.3.4. A complaint from CRRL that may result in further disciplinary action may be required when:

- a) A Match Penalty is assessed and game suspension is required under Ringette Canada or Ringette Nova Scotia rules;
- b) Any member of the bench staff are assessed a Misconduct that requires game suspension under Ringette Canada or Ringette Nova Scotia rules;
- c) There is a complaint of misconduct under the Code of Conduct and Ethics reported by a Member Association, the League Committee, or any individual;
- d) A player or coach accumulates five (5) of the following penalties in any combination in a single playing season: Unsportsmanlike conduct, Major penalty, Misconduct penalty and/or Match penalty;
- e) A player has accumulated two (2) Misconduct Penalties in a single playing season OR if a player receives a Misconduct penalty and has previously received a Match penalty in a single playing season; or
- f) For the HEAD COACH, when a TEAM has accumulated three (3) of the following penalties in any combination in a single playing season: Misconduct penalties and/or Match penalties.

9.3.5. Resignation after a complaint is filed does not preclude disciplinary proceedings from being pursued under this policy.

9.3.6. Upon receiving a complaint, CRRL will review the complaint to determine validity and required next steps.

#### **9.4. Case Manager**

9.4.1. Upon the receipt and review of a complaint, CRRL may appoint or request the appointment of an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable.

9.4.2. The Case Manager has a responsibility to:

- a) Determine whether the complaint is within the jurisdiction of this Policy or frivolous
- b) Appoint the Discipline Panel, if necessary
- c) Coordinate all administrative aspects and set timelines
- d) Provide administrative assistance and logistical support to the Panel as required
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

#### **9.5. Procedures**

- 9.5.1. If the Case Manager determines the complaint is:
- a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.
- 9.5.2. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
- 9.5.3. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.
- 9.5.4. After notifying the Parties that the complaint has been accepted, the Case Manager will appoint a Discipline Panel, which shall consist of:
- a) Case Manager (chair, non-voting)
  - b) Three (3) Member Association Presidents (or may be delegated to VP's) with one being from the same association as the individual whose conduct is under review;
  - c) The relevant Division Convener; and
  - d) The Referee Coordinator.
- 9.5.5. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline 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, in the case of an oral in-person hearing, an oral hearing by phone or video.
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered.
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing.
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint but may

exclude such evidence that is repetitious and shall place such weight on the evidence as it deems appropriate.

- f) The decision will be by a simple majority vote of the Discipline Panel.

- 9.5.6. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- 9.5.7. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
- 9.5.8. In fulfilling its duties, the Panel may obtain independent advice.

## **9.6. Decision**

- 9.6.1. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within ten (10) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the CRRL Board of Directors and League Committee members. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the ten (10) day period.

## **9.7. Sanctions**

- 9.7.1. The Panel may apply the following disciplinary sanctions, singularly or in combination:
  - a) Verbal or written reprimand
  - b) Game suspensions (league or exhibition)
  - c) Suspension from certain events, and/or activities
  - d) Suspension from all CRRL activities for a designated period of time
  - e) Payment of the cost of repairs for property damage
  - f) Expulsion from CRRL
  - g) Any other sanction appropriate for the offense
- 9.7.2. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.
- 9.7.3. Infractions that result in discipline will be recorded and records will be maintained by CRRL.

#### **9.8. Suspension Pending a Hearing**

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

#### **9.9. Confidentiality**

The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

#### **9.10. Timelines**

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

#### **9.11. Records and Distribution of Decisions**

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

#### **9.12. Appeals Procedure**

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

<b>Policy Revision</b>	<b>Section(s) revised</b>	<b>Change Description</b>	<b>Effective Date</b>
0		New	October 2021



## 10. Appeals Policy

### 10.1. Purpose

CRRL provides Individuals with this Appeal Policy to appeal certain decisions made by the Association.

### 10.2. Scope and Application of this Policy

10.2.1. Any Individual who is directly affected by a CRRL decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

10.2.2. This Policy **will not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Budgeting and budget implementation
- e) Operational structure and committee appointments
- f) Volunteer appointments and the withdrawal of termination of those appointments
- g) Decisions rendered by entities other than CRRL (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by CRRL at its sole discretion)
- h) Commercial matters
- i) Decisions made under this Policy

### 10.3. Timing and Conditions of Appeal

10.3.1. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to CRRL, the following:

- a) Notice of the intention to appeal
- b) Contact information of the Appellant
- c) A copy of the decision being appealed, or description of decision if written document is not available
- d) Grounds for the appeal
- e) Detailed reasons for the appeal
- f) All evidence that supports the appeal
- g) Requested remedy or remedies

- h) An appeal fee of two hundred dollars payable to CRRL (\$200) which will be refunded if the appeal is successful or forfeited if the appeal is denied.

10.3.2. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow or not allow an appeal outside of the fourteen (14) day period will be at the sole discretion of CRRL and may not be appealed.

10.3.3. Appeals should be submitted to the President of CRRL.

#### **10.4. Case Manager**

10.4.1. Upon the receipt of an appeal, CRRL will appoint an independent Case Manager to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable.

#### **10.5. Grounds for Appeal**

10.5.1. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds may include situations where the Respondent (CRRL):

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Made a decision that was grossly unreasonable.

10.5.2. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

#### **10.6. Screening of Appeal**

10.6.1. The Case Manager will have the following responsibilities:

- a) Determine if the appeal falls under the scope of this Policy.
- b) Determine if the appeal was submitted in a timely manner.
- c) Decide whether there are sufficient grounds for the appeal.

10.6.2. If the appeal is denied based on insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and CRRL will be notified, in writing, by the Panel of the reasons for this decision. This decision may not be appealed.

10.6.3. If there are sufficient grounds for an appeal, the Case Manager will appoint an

Appeal Panel (the “Panel”) which shall consist of three persons to hear the appeal with one of the appointees designated to serve as the Chair.

10.6.4. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

## **10.7. Procedure for Appeal Hearing**

10.7.1. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.

10.7.2. The format of the hearing may involve an oral in-person hearing, an oral hearing by video or other electronic means, a hearing based on a review of documentary evidence submitted in advance, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Case Manager or the Panel.
- b) The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or video.
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
- e) The Panel may request that any other individual participate and give evidence at the hearing.
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate.
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- h) The decision to uphold or reject the appeal will be by a majority vote of the Panel.
- i) The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

10.7.3. In fulfilling its duties, the Panel may obtain independent advice.

## **10.8. Appeal Decision**

10.8.1. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed.
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision.
- c) Uphold the appeal and vary the decision.

10.8.2. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and CRRL within 14 days of the hearing's conclusion.

## **10.9. Confidentiality**

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

## **10.10. Final and Binding**

10.10.1. The decision of the Panel will be binding on the Parties and on all individuals volunteering on behalf of CRRL.

10.10.2. No action or legal proceeding will be commenced against CRRL or Individuals in respect of a dispute, unless CRRL has refused or failed to provide or abide by the appeal process as set out in this Policy.

<b>Policy Revision</b>	<b>Section(s) revised</b>	<b>Change Description</b>	<b>Effective Date</b>
0		New	October 2021

## **11. Code of Conduct and Ethics Policy**

### **11.1. Purpose**

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

### **11.2. Application of this Code**

- a) This Code applies to Individuals' conduct during CRRL business, activities, and events including, but not limited to, competitions, playoffs, travel associated with CRRL activities, and any meetings.
- b) An Individual who violates this Code may be subject to sanctions pursuant to CRRL's Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the Organization's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
- c) This Code also applies to Individuals' conduct outside of CRRL's business, activities, and events when such conduct adversely affects relationships within the CRRL (and its work and sport environment) and is detrimental to the image and reputation of CRRL. Such applicability will be determined by CRRL at its sole discretion.

### **11.3. Responsibilities**

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of CRRL members and other individuals by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- 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, innuendo, 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 where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
  - 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
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to CRRL
- c) Refrain from any behaviour that constitutes harassment, where harassment is defined as vexatious comment or conduct – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute harassment include, but are not limited to:
- i. Bullying
  - ii. Repeated offensive or intimidating phone calls or emails
  - iii. Inappropriate sexual touching, advances, suggestions or requests
  - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - v. Psychological abuse
  - vi. Personal harassment
  - vii. Discrimination
  - viii. Intimidating words or conduct (offensive jokes or innuendos)

- ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person that causes or could cause physical injury; an attempt to exercise physical force, that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force, that could cause physical injury. Types of behaviour that constitute violence include, but are not limited to:
  - i. Verbal threats to attack
  - ii. Sending to or leaving threatening notes or emails
  - iii. Making threatening physical gestures
  - iv. Wielding a weapon
  - v. Hitting, pinching or unwanted touching which is not accidental
  - vi. Throwing an object at another person
  - vii. Blocking normal movement or physical interference, with or without the use of equipment
  - viii. Sexual violence
  - ix. Any attempt to engage in the type of conduct outlined above
- e) 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
  - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in CRRL activities, competitions, or events.
- i) Respect the property of others and not willfully cause damage.
- j) Promote the sport in the most constructive and positive manner possible.
- k) Comply, at all times, with CRRL's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

#### **11.4. Board/Committee Members**

In addition to section 11.3 above, CRRL's Directors and Committee Members will have additional responsibilities to:

- a) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of CRRL's business and the maintenance of Individuals' confidence
- b) Ensure that the CRRL's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of CRRL
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- e) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- f) Keep informed about the CRRL's activities, the provincial sport community, and general trends in the sectors in which they operate
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which CRRL is incorporated
- h) Respect the confidentiality appropriate to issues of a sensitive nature
- i) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the CRRL governance documents
- m) Conform to the bylaws and policies approved by CRRL, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

#### **11.5. Coaches**

In addition to section 11.3 above, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes



- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- e) Act in the best interest of the athlete's development as a whole person
- f) Respect other coaches
- g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the CRRL's coaching eligibility requirements
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- j) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) 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
- m) Dress neatly and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

#### **11.6. Athletes**

In addition to section 11.3. above, athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- c) Never ridicule a participant for a poor performance
- d) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators

- e) Act in accordance with CRRL's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### 11.7. Officials

In addition to section 11.3. above, officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of CRRL by agreeing to enforce and abide by national, provincial, and CRRL rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any association
- g) Assist with the development of less-experienced referees and minor officials
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of CRRL, athletes, coaches, other officials, and parents
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the Referee Coordinator at the earliest possible time
- l) When writing reports, set out the true facts and not attempt to justify any decisions
- m) Dress in proper attire for officiating

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021

## **12. Confidentiality Policy**

### **Purpose**

- 12.1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the CRRL.

### **Application of this Policy**

- 12.2. This Policy applies to all categories of membership defined in the CRRL's bylaws as well as all individuals engaged in activities with the CRRL. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the CRRL (hereinafter "CRRL Representatives").

### **Confidential Information**

- 12.3. The term "Confidential Information" includes, but is not limited to, the following:
- 12.3.1. Personal information of CRRL Representatives including:
    - a) Home address
    - b) Email address
    - c) Personal phone numbers
    - d) Date of birth
    - e) Financial information
    - f) Medical history
    - g) Police vulnerable sector checks
  - 12.3.2. CRRL intellectual property, proprietary information, and business related to CRRL programs, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
- 12.4. Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- 12.5. CRRL Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

### **Responsibilities**

- 12.6. CRRL Representatives will not, either during the period of their involvement with CRRL or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement, unless expressly authorized to do so.

- 12.7. CRRL Representatives will not publish, use, reproduce, or distribute, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of CRRL.
- 12.8. All files and written materials relating to Confidential Information will remain the property of the CRRL and, upon termination of involvement with CRRL or upon request of CRRL, the CRRL Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### **Intellectual Property**

- 12.9. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the CRRL will be owned solely by the CRRL, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The CRRL may grant permission for others to use its intellectual property.

### **Enforcement**

- 12.10. A breach of any provision in this Policy may be subject to legal recourse, termination of volunteer position, or sanctions pursuant to the CRRL's Discipline and Complaints Policy.

<b>Policy Revision</b>	<b>Section(s) revised</b>	<b>Change Description</b>	<b>Effective Date</b>
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## 13. Conflict of Interest Policy

### Definitions

13.1. The following terms have these meanings in this Policy:

- a) “Conflict of Interest” – Any situation in which a Representative’s decision-making, which should always be in the best interests of CRRL, is influenced or could be influenced by personal, family, financial, business, or other private interests.
- b) “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.
- c) “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.
- d) “Representatives” – Individuals engaged in activities on behalf of CRRL including: coaches, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of CRRL.

### Background

13.2. Individuals who act on behalf of CRRL have a duty first to CRRL and second to any personal stake they have in the operations of CRRL. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of CRRL. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of CRRL is connected to their own personal interests. That would be a conflict-of-interest situation.

### Purpose

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

13.4. This Policy applies to all Representatives.

### Obligations

13.5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of CRRL, shall always be resolved in favour of CRRL.

13.6. Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with CRRL, unless such business, transaction, or other interest is properly disclosed to and approved by CRRL.

- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with CRRL, if such information is confidential or not generally available to the public.
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of CRRL, or in which they have an advantage or appear to have an advantage on the basis of their association with CRRL.
- f) Place themselves in positions where they could, by virtue of being a CRRL Representative, influence decisions or contracts from which they could derive any direct or indirect benefit.
- g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a CRRL Representative.

#### **Disclosure of Conflict of Interest**

- 13.7. Representatives shall disclose real or perceived conflicts of interest to CRRL's Board immediately upon becoming aware that a conflict of interest may exist.
- 13.8. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, trainer, official, employee, volunteer, or Director.

#### **Minimizing Conflicts of Interest in Decision-Making**

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

#### **Conflict of Interest Complaints**

- 13.10. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any

committee), to CRRL's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority
- b) Removal or temporary suspension from a designated position
- c) Removal or temporary suspension from certain teams, events and/or activities
- d) Expulsion from CRRL
- e) Other actions as may be considered appropriate for the real or perceived conflict of interest

13.11. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to CRRL to be addressed under CRRL's Discipline Complaints Policy.

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

### **Enforcement**

13.13. Failure to adhere to this Policy may permit discipline in accordance with CRRL's Discipline Complaints Policy.

<b>Policy Revision</b>	<b>Section(s) revised</b>	<b>Change Description</b>	<b>Effective Date</b>
0		New	October 2021

## 14. Safe Sport Policy

Central Region Ringette League believes that everyone has the right to enjoy Ringette at whatever level or in whichever position they participate. Athletes, coaches, officials, volunteers and administrators have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

CRRL believes the welfare of everyone involved and the protection of children/athletes in Ringette is the responsibility of each individual, Member Association and volunteer involved in the community.

CRRL abides by its Code of Conduct and Ethics Policy. This policy is to help ensure everyone can participate in a safe sport environment. In addition, CRRL has a 4-pillar approach to ensuring the safety of CRRL participants.

### 1) Screening

Screening of personnel and volunteers is an important part of providing a safe sporting environment. CRRL is responsible to do everything reasonable to provide a safe and secure environment for participants.

The Ringette Nova Scotia Volunteer Screening Policy (RNS Operating Manual, Nov. 9, 2018, Section 5.19) shall apply for all CRRL participants, activities, events and programs in order to fulfill our commitment to provide a safe environment and to protect participants.

### 2) Training

All coaches, officials and CRRL board members must complete the Safe Sport Training module through the Coaching Association of Canada. This free training can be found here: [Participants Training | Safesport \(coach.ca\)](#)

It takes 90 minutes to complete and meets accessibility guidelines. Importantly, it meets the minimum standards for mandated safe sport training for individuals under the authority of all Sport Canada-funded organizations.

The link above will bring you to “The Locker”. If you have a Locker login please enter it here. If you do not have an account, it will ask you to create one. If you need assistance with this training, please contact Ringette Nova Scotia.

This training provides education on recognizing and preventing bullying, abuse harassment, discrimination as well as educating on the duty of care and legal obligations.

### 3) Policies and Procedures

CRRL has a Code of Conduct and Ethics that focuses on the creation of a safe environment for all those involved in CRRL events and those involved with its Member Associations. CRRL has signed on to the Responsible Coach Movement and is committed to providing a safe sporting environment for all involved.

The Responsible Coaching Movement contains 3 areas of focus: Rule of Two, background screening, and ethics and respect training. Rule of Two is to ensure all interactions and communications are open, observable and justifiable. More information available on our website at: [Three Steps to Responsible Coaching | CAC](#)



#### 4) Reporting

When CRRL participants are part of, in observance or otherwise aware of violations of the Code of Conduct and Ethics, it is imperative that these violations are reported.

All legal violations should be reported directly to your local police agency. All minor violations should be reported to CRRL.

The Canadian Sport Helpline is now available 7 days a week to provide information and help with the process of reporting violations to the correct authority.

##### Canadian Sport Helpline

Open 8am – 8pm, 7 days a week, this national toll-free confidential helpline for harassment, abuse and discrimination provides a safe place for victims and witnesses to report their concerns.

1-888-83-SPORT (77678) or by email at [info@abuse-free-sport.ca](mailto:info@abuse-free-sport.ca).

The Canadian Sport Helpline will provide callers with advice on the next steps they can take, as well as direct them to the most appropriate national and local services and resources available to them, including the police, child protection services, existing provincial/territorial helplines, or any other relevant services.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021

## 15. Social Media & Electronic Communications Policy

Central Region Ringette League (CRRL) is aware that interactions occur frequently on social media platforms. CRRL cautions individuals that any conversations, comments, posts, or other interactions on social media can be subject to disciplinary actions as outlined in CRRL's Discipline and Complaints Policy. This applies to all Individuals involved in CRRL, including players, coaches, officials, volunteers, and parents.

The following social media behaviour may be considered minor or major infractions at the decision of the Discipline and Complaints Committee:

- a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at individual connected to CRRL.
- b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at individuals connected to CRRL.
- c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, Snapchat group, or other online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about someone within the CRRL community.
- d) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, via Snapchat, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
- e) Individuals within the ringette community should acknowledge that their social media activity may be viewed by anyone, including CRRL. Consequences of these actions may include, but are not limited to, verbal and/or written apologies, suspension from ringette activities, and expulsion from the ringette organization for an extended period of time.
- f) Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to CRRL's Discipline and Complaints Policy.
- g) Anyone who believes that an Individual's social media activity is inappropriate or may violate CRRL's policies and procedures should report the matter to CRRL in the manner outlined in the Safe Sport Policy.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	December 2021