



Women's Ringette Association of Calgary

1 CODE OF CONDUCT POLICY

Purpose

WRAC seeks to ensure that all participants are treated with respect; that everyone has equal opportunity; and that discriminatory practices are prohibited. Under this policy participants are required to behave in a manner which upholds WRAC Core Values

Applicability

This policy applies to all participants in the sport of Ringette as well as related on and off ice activities. This applies within the Province of Alberta as well as teams and their organizations when participating in Ringette activities outside the Province of Alberta.

Principles

- 1.1.1 All participants will treat others with respect
- 1.1.2 All participants will have equal opportunity limited only by their desires, effort and ability
- 1.1.3 Discriminatory practices will not be tolerated
- 1.1.4 WRAC will foster an environment that supports the Core Values

Requirements

- 1.1.5 All participants will maintain the dignity and self-esteem of other participants by:
 - Demonstrating respect for individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status;
 - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and Members;
 - Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct and practices;
 - Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - Interacting with others in a way that enables all individuals to maintain their dignity and respect;
 - Consistently treating individuals fairly and reasonably;
 - Ensuring that the rules of the sport of Ringette, and the spirit of such rules, are adhered to



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- 1.1.6 Adults will take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Ringette events. All participants will adhere to the legal requirements for alcohol consumption
- 1.1.7 Participants will respect the property of others and not willfully cause loss or damage
- 1.1.8 Participants will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods that will affect the Ringette performance or experience of themselves or other participants
- 1.1.9 Participants will refrain from any behavior 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
- 1.1.10 Participants will refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, and where such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment
- 1.1.11 Participants will refrain from the use of power or authority in an attempt to coerce another participant to engage in inappropriate activities
- 1.1.12 In addition to the above, Coaches have additional responsibilities and must model appropriate behavior. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:
 - Ensure a safe environment for
 - athletes/participants by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
 - 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;
 - 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 problems;
 - Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;
 - Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;



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- Encourage and facilitate athletes to be responsible for their own behaviour, performance, and decisions;
- Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;
- Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success;
- At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in 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 the athlete;
- Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a Ringette coach;
- Keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons;
- Act in the best interest of the athlete's development as a whole person

1.1.13 Compliance and Consequences

1.1.13.1 Participants will comply at all times with the Constitution, Bylaws, policies, rules and regulations of Ringette Canada and WRAC, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with WRAC

1.1.13.2 Conduct that violates this Code of Conduct may be subject to sanctions pursuant to WRAC's policies related to discipline (See Section 15.0 Disciplinary Policy)

1.1.13.3 Members (local associations) will have programs in place to communicate this policy and ensure that it is adhered to in their association. Members are free to take action to enforce this policy independent of WRAC. WRAC has the right to take action where it determines that the Member's actions are insufficient to maintain the Core Values. Failure to comply may make the member (local associations) subject to sanctions pursuant to WRAC's policies related to discipline

References

Disciplinary Policy

Definitions

Core Values of WRAC are established as:

- Teamwork:



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- Co-operation to achieve common goals iV competition on the ice, cooperation off the ice
- Clearly defined roles, responsibilities and expectations
- Recognition for achievement and the celebration of our successes
- Respecting the values, skills and contributions of others
- Integrity and Respect:
 - Commitment to opportunity and consistent actions
 - A commitment to be open, honest and ethical in all that we do
- Safe and Fun Communities:
 - Ensuring a positive, fun and safe environment
- Excellence:
 - A commitment to high standards in process and knowledge

These words have the following meaning in this policy:

a) *Discipline*: Defines the steps taken and the consequences for not acting in a manner consistent with the Code of Conduct.

b) *Members*: All categories of membership defined in the WRAC Bylaws

c) *Participants*: Includes directors, officers, organizers of WRAC and its Members, coaches, officials, athletes, managers, volunteers, medical personnel, administrators, employees (including contract personnel), parents, and fans



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2 SUSPENSION POLICY (Subsequent Discipline)

Purpose

This policy establishes procedures for handling suspensions subsequent to and resulting from referee's rulings and sets guidelines for the length of suspensions for various described acts

Applicability

All players and team staff registered with WRAC

Principles

- 2.1.1 Suspensions will be set by WRAC for any Misconduct and/or Match penalties assessed to a player or team staff member that is registered with WRAC (further known as the participant) which occur in any exhibition, league, tournament or provincial championship game
- 2.1.2 Tournament Disciplinary Committees will use this policy to govern suspensions for the duration of the tournament; however, WRAC will take into account any such suspension already served and issue further suspensions, if necessary
- 2.1.3 Further suspensions or disciplinary hearings are at the discretion of the home association in which the individual is registered
- 2.1.4 The player and the coach have the prime responsibility for ensuring that the suspension is fully served. The Official Game report documents the Match Penalty and the infraction. The total number of games of the suspension is listed in Section 15.4.15. WRAC issues a letter communicating the suspension as a back-up to this process
- 2.1.5 A participant shall be suspended for specified acts described under the section Misconduct Penalties or Match Penalties of the Official Rules of Ringette
- 2.1.6 A suspension may be issued for acts described in a written complaint as described under section *2.1.20 Complaints*
- 2.1.7 Participants who have been suspended may not participate in any games, whether the game counts towards their suspension or not, until their suspension has been fully served

Requirements

2.1.8 Timelines

Original Copy of the Official's Game Report to be forwarded, along with a copy of the game sheet, to the WRAC office by 12:00 PM the second (2nd) business day following the completion of the game



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2.1.9 Games in Alberta

2.1.9.1 For each Misconduct Penalty or Match Penalty that is assessed in any game, exhibition, league, sanctioned tournament or Provincial Championship, the official shall complete an Officials Game Report at the completion of the game

2.1.9.2 The complete Officials Game Report will be distributed as follows:

- Original Copy to be forwarded, along with a copy of the game sheet, to the WRAC Ref Coordinator by 12:00 PM the second (2nd) business day following the completion of the game
- 2nd Copy to be retained by the official for their reference
- 3rd Copy to be given to a team staff member of the offending team

2.1.9.3 If the game takes place in an exhibition or league game it is the responsibility of the official to forward the report to WRAC. If the game takes place in a sanctioned tournament or Provincial Championship it is the responsibility of the event coordinator to forward the report to WRAC

2.1.10 Games out of Province

2.1.10.1 A copy of the game sheet and Officials Game Report(s) shall be forwarded to the WRAC office by a team staff member of the offending team within 24 hours of their return to Alberta

2.1.10.2 If any game suspensions have been served while out of province, copies of these game sheets should also be forwarded at this time

2.1.11 Upon receipt of notification of a Misconduct Penalty or Match Penalty the WRAC office will:

- Record the particulars of the incident
- Forward an email to the player, the Zone Representative, the Association President, the Team Coach and Zone Referee-in-Chief in which the participant is registered



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- 2.1.12 Games served under suspension must be league, sanctioned tournaments including mini games, playoff, Provincial championships including mini games, or prescheduled games. Prescheduled games are defined as games that were scheduled prior to the game in which the Misconduct Penalty and/or Match Penalty was assessed
- 2.1.13 Suspensions not completely served in one season carry over to the following season(s) until fully served
- 2.1.14 Following the game in which a Match Penalty was assessed, the participant shall immediately sit out the Ringette Canada suspension of one game, as described in Section 15.3.4. The participant shall then sit out the number of games indicated on the Officials Game Report unless the WRAC office has received an appeal
- 2.1.15 For each game that a participant is suspended the participant's name must appear on the game sheet with the words **SUSPENDED GAME** appearing following the player's name
- 2.1.16 Once all games have been served copies of all game sheets will be forwarded to the Zone Director of the zone in which the participant is registered. The Zone Representative will forward the game sheets to the WRAC office so that it can be recorded that the suspension has been served
- 2.1.17 Participants who have been suspended are not allowed in the playing areas of the arena, including but not limited to the dressing room, players bench or timekeeper's bench
- 2.1.18 In the case of Match Penalty the minimum Ringette Canada suspension of one game, in addition to the game ejection, shall be served and may not be appealed.

In addition, a WRAC suspension shall be served as recommended in section 15.4.15 - Length of WRAC Suspensions, based on the severity of the action. This suspension may be appealed as described under section 16.0 Appeals

2.1.19 Appealing Suspensions

All appeals of suspensions will be governed by 16.0 Appeals Policy

2.1.20 Complaints

A written complaint of an incident involving an intent to injure or verbal abuse of officials which was not observed and reported by an on-ice official may be reported to WRAC for investigation

2.1.20.1 Such a report must be submitted within seven (7) business days from the date in which the incident occurred. The report must be signed by the Zone Representative of the individual submitting the complaint

2.1.20.2 Such a report shall include:

- Videotape of the incident and/or,
- Two (2) written statements from witnesses who have no association (i.e. participating family members) with either team



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2.1.20.3 Within five (5) working days of the receipt of the complaining, the Director of Officials (or designate) shall seek a written report from the on-ice officials and other affected individuals

2.1.20.4 Within a further five (5) working days, the investigation shall be completed and the Directory of Officials (or designate) shall consult with the Vice-President, as chair of the Appeals Committee to determine if a hearing is required

2.1.20.5 If a hearing is required, the Appeals Committee shall meet within five (5) working days of that decision

2.1.21 Length of WRAC Suspensions

2.1.21.1 One (1) game for any Misconduct Penalty

2.1.21.2 Two (2) games for the following actions:

- Hair Pulling
- Face Masking
- Head Butting
- Participating in a fight
- Excessive verbal abuse of an on-ice official by a player

2.1.21.3 Three (3) games for the following actions:

- Spearing
- Butt ending
- Stick Swinging
- Kicking
- Intent to injure (for actions not already specified)
- Instigating a fight
- Excessive verbal abuse of an on-ice official by a team staff member
- Minimal physical abuse of an on-ice official by a player.

2.1.21.4 Four (4) games for the following actions:

- Minimal physical abuse of an on-ice official by a team staff member

2.1.21.5 Five (5) games for the following actions:

- Moderate physical abuse of an on-ice official
- Exiting the penalty box prior to the completion of a penalty to become involved in an altercation



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2.1.21.6 Ten (10) games for the following actions:

- Excessive physical abuse of an on-ice official
- Threat of physical violence against an on-ice official

2.1.21.7 As determined by the Appeals Committee when convened as outlined in 16.0 Appeals Policy, 3.1.16.3

2.1.22 Physical Abuse is defined as the following:

- Minimal physical abuse= touch/brush
- Moderate physical abuse = push
- Excessive Physical abuse = punch, attempt to punch, push causing a fall

2.1.23 The Zones or the Group Member may impose additional suspensions

2.1.24 Additional Match Penalties within two (2) calendar years from the date of a prior incident resulting in a WRAC suspension shall result in a Hearing of the Appeals Committee to determine the length of the suspension

2.1.25 Compliance and Consequences

Failure to notify WRAC will result in a fine in the amount specified in Appendix A - Rates and Fees to the Group Member Association with which the official is registered or that hosted the event

References

16.0 Appeals Policy

Appendix A - Rates and Fees



3 APPEALS POLICY

Purpose

WRAC will have a common process that players, team staff, associations or zones may use to challenge an existing policy, suspension, or a ruling by RAB

Applicability

3.1.1 Any Individual who is affected by a decision of WRAC, a Zone Member or Group Member will have the right to appeal that decision, subject to any limits in this Policy, to the next higher governing organization as set out in Table 1:

Table 1: Jurisdiction of Appeals

Organization That Made Initial Decision

WRAC

Zone Member

League

Group Member

"1st Level of Appeal"

WRAC

Zone Member

League

Group Member

"2nd Level of Appeal"

WRAC

WRAC

Zone Member, if a Zone Membership exists with WRAC

"3rd Level of Appeal"

WRAC



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3.1.2 This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by WRAC

3.1.3 This Policy will not apply to decisions relating to:

- a) Decisions made external to WRAC or its Members;
- b) Matters of employment;
- c) Matters of committee composition, staffing, employment;
- 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



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Principles

- 3.1.4 Minimize frivolous grievances or appeals that consume WRAC energy and prevent sport development
- 3.1.5 Everyone should have the right to challenge a ruling that may be detrimental to the sport or would unjustly penalize a player
- 3.1.6 Grievances will not result in the changing of a current decision. The Board will consider the input when making future changes to policies and procedures. Only appeals may result in changing of a current decision
- 3.1.7 Appeals will be dealt with in a timely matter
- 3.1.8 All appeals submitted to WRAC, must be in writing to the WRAC office

Requirements

3.1.9 Timelines

- 3.1.9.1 An appeal of a suspension must be submitted, in writing, to the WRAC office within seven (7) working days of the game in which the Misconduct Penalty or Match Penalty was assessed; unless the appeal is during the course of WRAC Provincials in which case the appeal must be submitted in writing, to the WRAC Representative at the Provincial Championship tournament
- 3.1.9.2 The Executive Director is responsible to ensure that appeals will be heard within 7 days of receipt
- 3.1.9.3 Individuals who wish to appeal a decision, by WRAC or group member, will have fourteen (14) days from the date on which they learned of the decision, to submit, in writing to the head office of WRAC, the following:
 - Notice of their intention to appeal;
 - Contact information of the Appellant;
 - Name of the Respondent;
 - Ground(s) for the appeal;
 - Detailed reason(s) for the appeal;
 - All evidence that supports the reasons and grounds for an appeal;
 - The remedy or remedies requested, and
 - A payment of the appeals fee specified in Appendix A - Rates and Fees by cash, certified cheque or money order, which may be refundable
 - NOTE: If the Appellant is successful in their appeal, WRAC will reimburse the Appeals Fee to the Appellant and the Respondent will be responsible for such payment to WRAC no later than fourteen (14) days of receipt of the appeal



decision. If the Appellant is unsuccessful in their appeal, the Appeals Fee is non-refundable

3.1.10 Fees

An appeal fee in the form of cash, certified cheque or money order in the amount specified in Appendix A- Rates and Fees, must accompany the written appeal. Any appeals upheld will result in the appeal fee being refunded

3.1.11 Grounds for Appeal

Decisions may only be appealed on procedural grounds which are limited to the Respondent:

- Making a decision for which it did not have authority or jurisdiction as set out in the applicable body's governing documents;
- Failing to follow procedures as laid out in the bylaws or approved policies of WRAC;
- 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
- Failing to consider relevant information or taking into account irrelevant information in making the decision
- Makes a decision contrary to their own guidelines, policy, procedures processes
- 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

3.1.12 Appeals Officer

WRAC will appoint an Appeals Officer to oversee this Policy. The Appeals Officer shall have had no prior involvement, either direct or by way of correspondence or conversations, with the matter being appealed. 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:

- Receive appeals;
- Determine if the appeal lies within the jurisdiction of this Policy;
- Determine if appeal is brought in a timely manner;
- Determine if the appeal is brought on permissible grounds;
- Appoint the Tribunal to hear the appeal;
- Determine the format of the appeal hearing;
- Coordinate all administrative and procedural aspects of the appeal;



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- Provide administrative assistance and logistical support to the tribunal as required; and provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

3.1.13 Screening of Appeal

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.

3.1.14 Mediation

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.

3.1.15 Tribunal

3.1.15.1 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.

3.1.15.2 At Provincial Championships the Tribunal will include the WRAC Representative, the Officials Supervisor, and the Host Association or designate

3.1.15.3 Procedure for the Hearing

- 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, web conference or other appropriate electronic means, 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:
 - The parties will be given appropriate notice of the day, time and place of the hearing
 - 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
 - The parties may be accompanied by a representative, advisor or legal counsel at their own expense
 - The Tribunal may request that any other individual participate and/or give evidence at the hearing



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- 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
- 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

3.1.16 Appeal of Suspension

3.1.16.1 Appeals will be heard for suspensions that resulted from a Misconduct Penalty or Match Penalty in all other sanctioned games including: WRAC Provincial Championships, league games, exhibition games, games out of Province

3.1.16.2 Appeals will not be heard at sanctioned tournaments – suspensions will stand for the duration of a sanctioned tournament

3.1.16.3 The Appeals Committee shall be convened for the following reasons:

- A hearing is required as a result of a complaint as outlined in section 15.4.14 Suspensions Policy, Complaints
- If a second (2nd) Match Penalty has been assessed to the same participant
- If a suspension has been appealed by the participant
- If the Event Coordinator of a Sanctioned Tournament recommended, when submitting the Officials Game Report, that the length of the WRAC suspension be increased from the number of games under section 15.4.15 Disciplinary Policy, Length of WRAC Suspensions
- For both the player and coach if a player participates in a Ringette game while suspended
- For team staff if they participate in a Ringette game while suspended
- Request to deal with a Code of Conduct issue (see 14.0 Code of Conduct)

3.1.17 Appeal Decision

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



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3.1.18 Disclosure of Decision

The Tribunal's decision will be considered a matter of public record. A copy of this decision will be provided to the Parties and to WRAC. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow

3.1.19 Confidentiality

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

3.1.20 Videos will only be entertained under section 15.4.14 Suspensions Policy, Complaints

3.1.21 Compliance and Consequences

- The Tribunal may not waive the mandatory Ringette Canada suspension but may reduce or increase the length of the WRAC suspension
- The decision of the Tribunal will be binding on the parties and on all Members

References

14.0 Code of Conduct Policy

15.0 Suspensions Policy

Appendix A - Rates and Fees

Definitions

The following terms have these meanings in this Policy:

- a) Appeal: A formal request to change a decision made by an association or WRAC.
- b) Appellant: The party appealing a decision.
- c) Days: Days irrespective of weekends or holidays.
- d) Respondent: The body whose decision is being appealed.
- e) Members: All categories of membership defined in the WRAC Bylaws.
- f) Participants: Players, Coaches, Managers, Trainers and Officials registered with WRAC. Collectively, Coaches, Managers and Trainers may be referred to as team staff.
- g) Parents / Guardians: Legal representatives of Participants where Participants are under the age of 18.
- h) Group member Volunteers and Employees: any person performing paid or unpaid service to a Member of WRAC
- i) WRAC Volunteers and Employees: WRAC Board Members, Committee Members, Other volunteers and Employees



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4 CONFLICT OF INTEREST POLICY

Purpose

This policy describes how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and clarify how WRAC will make decisions in situations where conflicts of interest may exist with regards to Ringette associated activities

Applicability

This Policy applies to all Individuals, in the scope of their involvement in the sport of Ringette

Principles

- 4.1.1 All Individuals will conduct themselves without conflict of interest
- 4.1.2 All Individuals have a duty to report cases of conflict of interest as specified in 17.4.3
- 4.1.3 Conflict of interest reports will be investigated and appropriate actions will be taken where conflict of interest is found

Requirements

- 4.1.4 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 is incompatible with their official duties as a WRAC Member;
 - 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 WRAC, where such information is confidential or is not generally available to the public;
 - in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of WRAC, or in which they have an advantage or appear to have an advantage on the basis of their association with WRAC;
 - Use WRAC property, equipment, supplies or services for activities not associated with the performance of official duties with WRAC without the permission of WRAC;



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- Place themselves in positions where they could, by virtue of being a decision maker within WRAC, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 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 decision maker within WRAC

4.1.5 Disclosure of Conflict of Interest

At any time an individual becomes aware that there may exist a real or perceived conflict of interest; they will disclose this conflict to any member of the WRAC board immediately.

4.1.6 Reporting a Conflict of Interest

Any individual or Member who is of the view that another individual may be in a position of conflict of interest shall report this matter to their 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

4.1.7 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

4.1.7.1 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

4.1.7.2 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

4.1.8 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 WRAC teams, events and/or activities;
- Expulsion from WRAC;
- Other actions as may be considered appropriate for the real or perceived conflict of interest



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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

4.1.9 Resolving Conflicts in Decision-Making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a WRAC Member may be considered and decided upon by WRAC Board of Directors provided that:

- The nature and extent of 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 WRAC

4.1.10 WRAC Decision Makers

Members wishing to obtain a position as a decision-maker (Director, Officer, employee, Committee Member or other volunteer position) within WRAC 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 WRAC

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

4.1.11 Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the WRAC's Appeal Policy (see 16.0 Appeals Policy)

4.1.12 Compliance and Consequences

Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of involvement in WRAC until such time as compliance occurs

References

WRAC Directors Guide and Agreement

16.0 Appeals Policy

Appendix E iv Conflict of Interest Declaration Form



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Definitions

The following terms have these meanings in this Policy:

- a) 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 WRAC's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to WRAC..
- b) 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.
- c) 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.
- d) Perceived Conflict of Interest: A perception by an informed person that a conflict of interest exists or may exist.
- e) Person Any Member, family member, friend, customer, client, sponsor, colleague, legal person or organization



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5 CONFIDENTIALITY POLICY

Purpose

WRAC is committed to maintaining the confidentiality of all participants. Member associations and WRAC will ensure the protection of proprietary Confidential Information through the provisions within this policy

Applicability

This policy applies to all Members, as well as all individuals employed (including contract personnel) by or engaged in activities with WRAC, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, parents/guardians, volunteers, officers, managers and administrators (collectively hereinafter "WRAC Representatives")

Principles

- 5.1.1 All Members shall be entitled to the protection and privacy of their personal information
- 5.1.2 WRAC intellectual property and proprietary information shall be protected
- 5.1.3 Implied consent is given to WRAC and Members to use such personal information as necessary to provide the services and support as needed
- 5.1.4 Reporting and resolution of breaches of this confidentiality policy will be first handled by Directors of the Member organization closest to the issue. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the WRAC Board

Requirements

- 5.1.5 WRAC Representatives 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 or employment with WRAC, unless expressly authorized to do so
- 5.1.6 WRAC Representatives 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 WRAC
- 5.1.7 All files and written materials relating to Confidential Information will remain the property of WRAC and upon termination of involvement/employment with WRAC or upon request of WRAC, WRAC Representative 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
- 5.1.8 Intellectual Property
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



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with WRAC will be owned solely by WRAC, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. WRAC may grant permission for others to use such written material or other works, subject to such terms and conditions as WRAC may prescribe

5.1.9 Compliance and Consequences

A breach of any provision in this policy may give rise to discipline in accordance with WRAC's Disciplinary policy (see 15.0 Disciplinary Policy) or legal recourse

References

15.0 Disciplinary Policy

Definitions

The following terms have these meanings in this Policy:

a) Member: All categories of membership defined in the WRAC Bylaws, as well as any person affiliated with WRAC or its members, including,

individuals employed or volunteering for WRAC, WRAC directors, officers, committee members, referees, officials, parents/guardians and other individuals who are decision-makers within Ringette in Alberta.

b) Confidential Information: includes, but it not limited to the following:

i. Personal Information of WRAC Members and Representatives, including but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;

ii. WRAC intellectual property and proprietary information related to the programs, fundraisers, business or affairs of WRAC and any of its divisions, 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, software, financial information and information that is not generally or publicly known.

c) Implied Consent: is consent given to administrators of Ringette programs and services by virtue of registration with WRAC as an athlete, official or team staff to provide other Members with applicable personal information only in order to effectively carry out services.



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6 SCREENING POLICY

Purpose

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services. WRAC is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. This Policy is one of several policy tools that WRAC will use to fulfill its commitment to provide a safe environment and to protect its members and participants from harm

The purpose of screening is to identify individuals within WRAC or its members who may pose a risk to its members and participants

Applicability

This policy applies to all persons in designated categories who pose a risk of harm to WRAC or to its members or participants. Member associations will determine which designated categories of individuals will be subject to screening but at minimum must include team staff(s) of minor teams as well as director(s) that handles finances of the member association

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 within ringette in Alberta. Such designated categories include:

- All individuals in paid staff positions;
- All board members;
- Any persons appointed to accompany a WRAC team to an event or competition
- All Member directors
- Member youth team head and assistant coaches and team staff and
- Coaches and team staff of any other teams that Members deem to have vulnerable participants or require screening for other reasons



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Principles

- 6.1.1 WRAC will manage the screening process for its paid staff, board members and any persons appointed to accompany teams representing the Association in interprovincial or international competitions
- 6.1.2 Member associations will manage the process for its paid staff, if any, directors and team staff or any other persons it deems appropriate
- 6.1.3 At least two persons shall be involved in the decision on eligibility of those who have been screened
- 6.1.4 Contents of records checks and screening disclosures shall be kept strictly confidential among persons on the Screening Committee
- 6.1.5 Any notices that persons are not eligible for a position as a result of records checks or screening disclosures shall not divulge the relevant violation/offence(s)
- 6.1.6 Records checks shall be provided by law enforcement or other government agency

Requirements

6.1.7 Timelines

Screening Disclosure Forms and records checks are valid for a maximum period of three years however Members may determine that this period be shortened to a minimum of 1 year.

Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a Screening Disclosure Form (see Appendix F) to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request

6.1.8 Fees

Member Associations/Individuals are responsible for the cost of police checks



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- 6.1.9 Individuals in designated categories will be screened using a records check and Screening Disclosure Form (see Appendix F). There will be no exceptions
- 6.1.10 An individual will not knowingly be placed in a designated category that 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 WRAC, an athlete or member of WRAC, 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
- 6.1.11 If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Member screening committee
- 6.1.12 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with WRAC at some point in the future, and submitting a new PIC, VSC and Screening Disclosure Form and letter of good standing, if required
- 6.1.13 If a person has been screened and approved by a WRAC member, WRAC will confirm such approval and not require a second screening while the first screening is valid
- 6.1.14 Screening Committees
- 6.1.14.1 The implementation of this policy for WRAC is the responsibility of the Screening Committee of WRAC; a committee of three to five persons appointed by the WRAC Board of Directors. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Quorum for the Screening Committee will be two (2)
- 6.1.14.2 Member associations shall designate at least two individuals who have the responsibility to implement this policy. These individuals will constitute the Screening Committee for the Member association
- 6.1.14.3 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the WRAC Board of Directors
- 6.1.14.4 The Screening Committee is responsible for receiving and reviewing all PICs, VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within WRAC programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management
- 6.1.15 Records
- The Screening Committee will retain no copies of Screening Disclosure Forms or records checks, longer than the period they are valid. The Screening Committee may retain written records of communication and with individuals whose Screening Disclosure Forms or records checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions.



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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

6.1.16 Compliance and Consequences

6.1.16.1 Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position

6.1.16.2 If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position(s) and may be subject to further discipline in accordance with WRAC's Discipline Policy (see 15.0 Disciplinary Policy)

6.1.16.3 The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with WRAC

References

15.0 Disciplinary Policy

Appendix F - Screening Disclosure Form

Definitions

The following terms have these meanings in this Policy:

a) Records Check

i. A Police Information Check (PIC) A check of records as maintained by the local police force and the Canadian Police Information Center (CPIC) and/or

ii. Vulnerable Sector Check (VSC) A check for criminal activity relating to vulnerable sectors of the community including youth and completed by the RCMP using finger print identification where necessary. VSC's can be applied for through any local police force other than the RCMP or.

iii. Any combination of the above

b) Relevant Offences: For the purposes of this Policy, a "relevant offence" is any of the following offences for which pardons have not been granted:

i. If imposed in the last five years:

1. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or

2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.

3. Any violation/offence involving conduct against public morals;

ii. If imposed in the last ten years:



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1. Any violation/offence of violence including but not limited to, all forms of assault; or
2. Any violation/offence involving a minor or minors.

iii. If imposed at any time:

1. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
2. Any sexual violation/offence involving a minor or minors; or
3. Any violation/offence involving theft or fraud.

c) Screening Committee: a committee of at least two individuals appointed by the Directors of an association who will process the records checks and screening disclosure forms



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APPENDIX E – CONFLICT OF INTEREST DECLARATION FORM

Conflict of Interest Declaration Form

I have read the WRAC 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 WRAC and the Board of Directors of any other participant of WRAC who I feel is in a position of any real, perceived or potential conflict of interest.

Name

Signature

Date



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APPENDIX F – WRAC SCREENING DISCLOSURE FORM

WRAC Screening Disclosure Form

Please print (for identification purposes only):

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____

Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by WRAC's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Age When Convicted:

Penalty or Punishment Imposed:

Further Explanation:



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For more than one conviction please attach additional page(s) as necessary. APPENDIX F – WRAC SCREENING DISCLOSURE FORM

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes _____ No _____

If yes, please explain for each pending charge:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Age When You Allegedly Committed the Crime:

Further Explanation:

Certification The answers on this Form are truthful, accurate and complete.

Signature: _____ Date: _____