



**CONSTITUTION & BY-LAWS
AND
OPERATING POLICY**



2015-2016

MANITOBA RINGETTE ASSOCIATION

TABLE OF CONTENTS

INTRODUCTION

1.	Introduction and Purpose	page 1
2.	Definitions	
	▪ Constitution	▪ By-Laws
	▪ Policies	▪ Procedures

CONSTITUTION

Article I	Name	page 2
Article II	Mission Statement and Goals	

BY-LAWS

Article 1	General	page 3-12
Article 2	Membership	
Article 3	Meetings of Members	
Article 4	Governance	
Article 5	Officers	
Article 6	Finance and Management	
Article 7	Amendment of By-Laws	
Article 8	Notice	
Article 9	Dissolution	
Article 10	Indemnification	

POLICIES & PROCEDURES

Section 1	Administration	page 13
	□ Policies	
	1. Operating Guidelines	2. Duties of the Board Members
	3. Staff	4. Insurance

Section 2	Meetings	page 13-15
	□ Policies	
	1. Board of Directors	2. Annual General Meeting
	3. Presidents' Meeting	4. Special Meetings
	□ Procedures	
	1. Board Meetings	2. Annual General Meeting
	3. Presidents' Meeting	4. Special Meetings

Section 3	Financial Management	page 15-17
	□ Policies	
	1. Revenue	2. Disbursement of Funds
	3. Management of Association Funds	4. Personal Claims of Board Members
	5. Storage of Financial Documents	6. Board/Staff Travel Policy
	7. Administrative Expenses	
	□ Procedures	
	1. Travel expenses	2. Administrative Expenses

Section 4	Membership	page 18
	□ Policies	
	1. General	2. Membership Privileges
	3. Membership Fees	
	□ Procedures	
	1. Membership Fees	

Section 5	Registration	page 19-22
	<ul style="list-style-type: none"> □ Policies <ul style="list-style-type: none"> 1. General 3. Seeding 2. Player Residence/Transfers □ Procedures 	
Section 6	Sanctioning	page 22
Section 7	Boundaries	page 23-26
Section 8	Competitions	page 27-36
	<ul style="list-style-type: none"> □ A, B & C Provincials <ul style="list-style-type: none"> 1. General 3. Eligibility 5. Appeals 7. Provincial Hosts 2. Seeding & Wildcards 4. Temporary Promotion 6. Game Forfeiture 8. Funding □ Western Canadian Championships <ul style="list-style-type: none"> 1. General 3. Funding 5. Conduct 2. Travel 4. Registration 6. Equipment □ AA Provincials <ul style="list-style-type: none"> 1. General 3. Eligibility 5. Appeals 7. Provincial Hosts 2. Seeding 4. Temporary Promotion 6. Game Forfeiture □ Canadian Ringette Championships <ul style="list-style-type: none"> 1. General 3. Funding 5. Conduct 2. Travel 4. Registration 6. Equipment 	
Section 9	Code of Conduct Policy	page 36-39
Section 10	Discipline and Complaints Policy	page 40-43
Section 11	Suspension Policy	page 44
Section 12	Appeal Policy	page 44-46
Section 13	Alternate Dispute Resolution Policy	page 46-47
Section 14	Conflict of Interest Policy	page 47-49
Section 15	Confidentiality Policy	page 50-52
Section 16	Communication/PIPEDA	page 53-56
	<ul style="list-style-type: none"> □ Communication □ Privacy Policy 	
Section 17	Social Media Policy	page 56-57
Section 18	Leagues	page 58
	1. Operating Guidelines for Leagues 2. League Suspensions	
Section 19	Bingo Policy	page 59-60

PROGRAMS/COMMITTEES		page 61-77
Section 20	High Performance	page 61
	<ul style="list-style-type: none"> ❑ Purpose 	
Section 21	Publicity & Public Relations	page 61
	<ul style="list-style-type: none"> ❑ Purpose ❑ Programs 	
Section 22	Player Development	page 61-62
	<ul style="list-style-type: none"> ❑ Purpose ❑ Player Development Instructor Certification 	
Section 23	Officiating Program	page 62-66
	<ul style="list-style-type: none"> ❑ Purpose ❑ Meetings ❑ Programs <ul style="list-style-type: none"> 1. Certification 2. Evaluation Clinics 3. Minor Official Clinics 4. Shot Clock Operator Clinics 5. Rules Committee ❑ Disciplinary Committee ❑ Liability ❑ Guideline for Payment of Officials ❑ Ringette Canada Fee Scale 	
Section 24	Coaching Program	page 66-68
	<ul style="list-style-type: none"> ❑ Purpose ❑ Programs <ul style="list-style-type: none"> 1. Making Ethical Decisions 2. Respect in Sport 3. Manager Certification 4. Trainer Certification 5. NCCP Clinics 6. Maintenance of Certification ❑ Ringette Canada Fee Scale ❑ Registration and Certification ❑ Certification for Canada Winter Games Team 	
Section 25	Games & Tournaments	page 69-70
	<ul style="list-style-type: none"> ❑ Purpose ❑ Programs <ul style="list-style-type: none"> 1. Provincial Championships 2. Tournament Sanctioning 3. Out of Province Travel 	
Section 26	Urban and Rural Development	page 70
	<ul style="list-style-type: none"> ❑ Purpose 	
Section 27	Ringette 4 U	page 71-73
Section 28	Awards/Special Recognitions	page 73-77
	<ul style="list-style-type: none"> ❑ Purpose ❑ Nomination ❑ Hall of Fame ❑ Volunteer of the Year ❑ Coach of the Month ❑ Coach of the Year ❑ MRA Bursary Program ❑ Scholarship Award ❑ Outgoing Board Members 	

INTRODUCTION

1. INTRODUCTION

The MRA is the Provincial Sport Governing Body that administers, implements, supervises and carries out all matters affecting the Sport on a Provincial basis.

The purpose of the MRA is to set and control policies affecting the Sport. The MRA is a subsidiary body of Ringette Canada and therefore abides by their Constitution and By-Laws.

The MRA is governed by a Board of elected representatives and staff members (ex-officio).

2. DEFINITION

2.1 CONSTITUTION

The constitution of the MRA outlines the following:

- a) Name of the Association
- b) Mission Statement and Goals

2.2 BY-LAWS

The By-Laws of the MRA relate to the general conduct of the affairs of the Manitoba Ringette Association, a corporation incorporated under the Manitoba Corporations Act and referred to as the "Association in these By-Laws.

2.3 POLICIES

The policies of the MRA are rules laid down by the membership and govern the day to day operation of the MRA.

2.4 PROCEDURES

The Procedures describe how the Constitution, By-Laws and Policies are carried out and detail the steps that are taken by the Board, Committee, appointed representatives and members to attain the goals of the MRA. They are external operating guidelines of the MRA.

CONSTITUTION OF MANITOBA RINGETTE ASSOCIATION

ARTICLE 1 – NAME OF ASSOCIATION

The name of the Association will be Manitoba Ringette Association (Hereinafter called the Association).

ARTICLE 2 – MISSION STATEMENT AND GOALS

The Mission Statement Vision and Values of the Association are as follows:

Mission

Ringette Manitoba leads development, promotes growth, strives for excellence and maximized exposure of Ringette as a sport for life throughout Manitoba.

Vision

Ringette is a positive, inspiring sport experience reflective of high quality programs and a growing, diverse community of athletes, coaches, officials and volunteers across Manitoba.

Values

Respect

- Everyone deserves respect at all levels – players, officials, volunteers, staff.
- Differences are valued – Value the decision making process and honor the decision.

Integrity

- Obligates us to be at all levels:
 - Honest and candid with each other.
 - Transparent and responsible in our actions.
 - Fulfill the promises we make.
 - Admit when we make mistakes.

Fairness

- Positive Environment.
 - Fun
 - Safe
 - Fair
 - Inclusive
 - Holistic development at all levels.

Excellence

- Is an attitude that permeates out policies and practices.
- Is a pursuit worthy of recognition at all levels.
- Being the best you can be at any level.

Teamwork

- All roles are Important and everyone contributes sharing ideas and learning from experiences both positive and negative.
- We work together and make decisions to benefit Ringette across Manitoba.

MANITOBA RINGETTE ASSOCIATION BY-LAWS

ARTICLE 1 - GENERAL

- 1.1 **PURPOSE** – These by-laws relate to the general conduct of the affairs of the Manitoba Ringette Association, a corporation incorporated under the Manitoba Corporations Act and referred to as the “Association” in these By-Laws.
- 1.2 **DEFINITIONS** – The following terms have these meanings in these By-Laws:
- a) Act – the Manitoba Corporations Act (C.C.S.M. c. C225).
 - b) Association – Manitoba Ringette Association
 - c) Auditor – an individual appointed by the Members at the Annual General meeting to audit the books, accounts and records of the Association for a report to the Members at the next Annual General Meeting. The Auditor shall not be an Employee or a Director of the Association.
 - d) Board – the Board of Directors of the Association.
 - e) Constitution – A statement compromising the Associations purposes.
 - f) Director – an individual elected or appointed to serve on the Board pursuant to these By-laws.
 - g) Membership Year – September 1 – August 31.
 - h) Member – will include all categories of membership pursuant to these By-laws.
 - i) Officer – an individual elected or appointed to serve as an Officer of the Association pursuant to these By-laws.
 - j) Ordinary Resolution – a resolution passed by the majority of votes cast in a General Meeting of Members for which proper notice has been given.
 - k) Special Resolution – a resolution passed by not less than two-thirds of the votes cast at a General meeting of Members for which proper notice has been given.
- 1.3 Interpretation – Words stating the singular shall include the plural and vice-versa, and words stating the male gender shall include female gender as well as corporate bodies.
- 1.4 Ruling on By-laws – Except as provided in the Act, the Board shall have the authority to interpret any provision of these By-laws, which is contradictory, ambiguous or unclear.
- 1.5 Head Office – The head office of the Association will be in Winnipeg, Manitoba at such place therein as may from time to time be determined by the Board.
- 1.6 Corporate Seal – The Association may have a corporate seal which may be adopted and may be changed by resolution of the Directors
- 1.7 No Gain for Members – The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objects.
- 1.8 Conduct of Meetings – Unless otherwise specified in the Act of these By-laws, meetings of the Members and meeting of the Board will be conducted according to Roberts Rules of Order (current edition).

ARTICLE 2 – MEMBERSHIP

CATEGORIES OF MEMBERSHIP

- 2.1 **CATEGORIES** – The Association has the following classes of membership:
- a) Full Members
 - b) Associate Members
 - c) Honorary Life Members
 - d) Affiliate Members
 - e) Ex-Officio Members

QUALIFICATIONS FOR MEMBERSHIP

- 2.2 FULL MEMBER – Any formally constituted Local Ringette Association (and its delegates) listed below, who is registered as a member of the Association, has agreed to abide by the Association's by-laws, policies, procedures and rules and regulations, has paid the dues established by the board:

SIX URBAN ASSOCIATIONS

- a) St. James Ringette Association
- b) North Winnipeg Ringette Association
- c) River East Ringette Association
- d) Transcona Ringette Association
- e) St. Boniface/St. Vital Ringette Association
- f) Assiniboine Park/Fort Garry Ringette Association

SEVEN RURAL ASSOCIATIONS

- g) Central Ringette Association
- h) Eastman Ringette Association
- i) Interlake Ringette Association
- j) Macdonald Ringette Association
- k) Norman Ringette Association
- l) Westman Ringette Association
- m) Parkland Ringette Association

- 2.3 ASSOCIATE MEMBER – Any Ringette League which is registered as a member of the Association, has agreed to abide by the Association's by-laws, policies, procedures and regulations.
- 2.4 HONORARY LIFE MEMBERSHIP – Any individual who has rendered exceptional service to the Association and approved by Special Resolution of the voting members at an Annual General Meeting. Nominations for Honorary Life Members will be submitted to the Head Office ninety (90) days prior to the Annual General Meeting.
- 2.5 AFFILIATE MEMBER – Any Local Association, Community Center or Town that are members of Ringette Canada, which is registered as a member of the Association, has agreed to abide by the Association's by-laws, policies, procedures and rules and regulations.
- 2.6 EX-OFFICIO MEMBERS – Any individual elected or appointed as a Director of the Association.

ADMISSION OF MEMBERS

- 2.7 ADMISSION OF MEMBERS – No individual or organization, excluding Ex-Officio Members, will be admitted as a Member of the Association unless:
- a) The candidate member has made an application for membership in a manner prescribed by the Association no later than November 15th of each year or a date determined by the Board;
 - b) The candidate member has met one of the requirements defined in section 2.2-2.6;
 - c) The candidate member has been approved by majority vote as a member by the Board or by any committee or individual delegated this authority by the Board;
 - d) If the candidate member was at any time previously a member, the candidate member was a member in good standing at the time of ceasing to be a member; and
 - e) The candidate member has paid dues if any, as prescribed by the Board.

REQUIREMENTS OF MEMBERSHIP

- 2.8 FULL MEMBERS – Full Members seeking admission, or upon the demand of the Association, must:
- a) Submit the following:
 - A copy of their current Constitution and By-laws
 - The names and addresses of their Board of Directors, Executive, Community Center or Town Convenors
 - Current list of Full Members' Members
 - Annual report
 - Dates of invitation, regional and inter-provincial tournaments
 - b) Register all players under their jurisdiction with the Association and pay prescribed fee.

MEMBERSHIP DUES

- 2.9 YEAR – Unless otherwise determined by the Board, the membership year of the Association will be September 1st – August 31st.
- 2.10 DUES – Membership dues for all categories of Membership will be determined annually by the Board of Directors.
- 2.11 PARTICIPATION – All Members and teams of Members must be registered with the Association and fees paid prior to participation in any Association tournament or sanctioned league.
- 2.12 DEADLINE – The Board will determine the deadline date by which membership dues, where levied, must be paid and any applicable penalties upon late payment.

WITHDRAWAL OR TERMINATION OF MEMBERSHIP

- 2.13 TERMINATION – Membership in the Association will terminate immediately upon:
- a) Dissolution of the Association
 - b) Two thirds (2/3) vote of the Directors or the Members at a duly called meeting, provided reasonable notice is provided and the Association is provided an opportunity to be heard.
 - c) Failing to pay membership dues or monies owed to the MRA by the deadline dates prescribed by the MRA.
- 2.14 MAY NOT RESIGN – A member may not resign from the Association when the Member is subject to disciplinary investigation or action of the Association.

GOOD STANDING

- 2.15 DEFINITION – A member of the association will be in good standing provided the Member:
- a) Has not ceased to be a Member
 - b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
 - c) Has completed and remitted all documents as required by the MRA.
 - d) Has complied with the Constitution, By-laws, policies and the rules of the Association.
 - e) Is not subject to a disciplinary investigation or action by the MRA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
 - f) Has paid all required membership dues.
- 2.16 CEASE TO BE IN GOOD STANDING – Members who cease to be in good standing, as determined by the Board of Directors, Discipline or Appeals Panels, will not be entitled to vote at meetings of Members, receive notice of member meetings, attend member meetings, speak at member meetings and, where the Member is a Director, at meetings of Directors, or be entitled to the benefits and privileges of membership, including but not limited to programs or competitions, until such time as the Board is satisfied that the member has met the definition of good standing as set out above.

ARTICLE 3 – MEETINGS OF MEMBERS

- 3.1 TYPES OF MEETINGS – Meetings of Members will include Annual General Meetings and Special Meetings.
- 3.2 ANNUAL GENERAL MEETING – The Association will hold an Annual General meeting on such a date and at such a time and place as may be determined by the Board, provided the Annual General Meeting is held within sixty (60) days of the MRA's fiscal year end.
- 3.3 SPECIAL MEETING – A Special meeting of the Members may be called at the written request of at least six (6) Local Association Presidents. Notice of such Special Meeting must be forwarded by mail or e-mail a minimum of fourteen (14) days prior to the date of such meeting, to all members of the Association. The Agenda of Special Meetings will be limited to the subject matter for which the meeting was duly called.
- 3.4 LOCATION AND DATE – The Association will hold meetings of Members at such date, time and place as determined by the Board.
- 3.5 NOTICE – Written notice of the Annual General Meeting will be given to all Members at least forty-five (45) days prior to the date of the meeting. Notice will contain a proposed agenda and reasonable information to permit members to make informed decisions.

- 3.6 MEETINGS BY TELECOMMUNICATIONS – A member may participate in a meeting of members by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a member participating in the meeting by that means is deemed to be present at that meeting.
- 3.7 ADJOURNMENT – Any meetings of Members may be adjourned to any time and place as determined by the Board and such business may be transacted at such adjourned meeting as might have transacted at the original meeting. No notice will be required for any adjourned meeting.
- 3.8 AGENDA – The agenda for the Annual General Meeting will at least include:
- a) Call to order
 - b) Establishment of Quorum
 - c) Appointment of Scrutineers
 - d) Approval of Agenda
 - e) Adoption of Minutes of the previous Annual Meeting
 - f) Board, Committee and Staff Reports
 - g) Approval of Auditors Report and Financial Statements
 - h) Appointment of Auditors
 - i) Business as specified in the meeting notice
 - j) Election of new Directors
 - k) Adjournment
- 3.9 NEW BUSINESS – Any Member who wishes to have new business placed on the agenda for the AGM will give written notice to the MRA at least ten (10) days prior to the AGM or upon the sole discretion of the President or designate.
- 3.10 QUORUM – Quorum at a General Meeting will be fifty percent (50%) plus one (1) of the total Voting Full Members.
- 3.11 CLOSED MEETINGS – Meetings of Members will be closed to the public except by invitation of the Board.

VOTING AT MEETINGS OF MEMBERS

- 3.12 VOTING PRIVILEGES— Members, who must be the age of majority, will have the following voting rights at all meetings of Members:
- a) Full Members may appoint a Delegate in accordance with Section 3.13 who may attend meetings of members.
 - The total of Association votes shall be two (2) per Local Association.
 - The total number of popular votes shall be 19 and will be reviewed by the MRA Board every four (4) years upon special request of 2.3 of the general membership.
 - Popular vote is calculated by taking each Local Associations registered playing population on the current year and dividing it by the total playing population within the Association.
 - Local Association registered population will be based on numbers as of the January 15th deadline of the current season. That number is then multiplied by the total popular votes to arrive at each Association's additional votes.
 - b) Associate Members may appoint a Delegate in accordance with Section 3.13 who may participate in meetings of members but is not entitled to vote.
 - c) Honorary Life Members eighteen (18) years of age or older may attend and participate in meetings of members but are not entitled to vote.
 - d) Affiliate Members may appoint a Delegate in accordance with Section 3.13 who may participate in meetings of members but if not entitled to vote.
 - e) Ex-Officio Members may attend and participate in meetings of members and are entitled to one (1) vote.
 - f) There will be no cost associated with a member casting any vote they are granted by this constitution.

- 3.13 DELEGATES – Full, Associate and Affiliate Members will appoint in writing (inclusive of electronic notice) to the Association, seven (7) days prior to the meeting of members, a Delegate to represent the Full, Associate or Affiliate Member. Delegates must be eighteen years of age and older.
- 3.14 SCRUTINEERS – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.
- 3.15 PROXY VOTING – There will be no voting by proxy.
- 3.16 DETERMINATION OF VOTES – Votes will be determined by a show of hands or orally unless a secret or recorded ballot is requested by the majority of those Members voting.
- 3.17 MAJORITY OF VOTES – Except as otherwise provided in the Act or these By-laws, an Ordinary Resolution of Members present who vote will decide each issue. In the case of a tie, the issue is defeated.

ARTICLE 4 - GOVERNANCE

COMPOSITION OF THE BOARD

- 4.1 DIRECTORS – The Board will be composed as follows:
- a) President
 - b) Vice-President Administration
 - c) Director of Finance
 - d) Director of Urban/Rural Development
 - e) Director of Coaching
 - f) Director of Games and Tournaments
 - g) Director of Officiating
 - h) Director of Player Development
 - i) Director of Publicity and Public Relations
 - j) Director of High Performance
 - k) Past President
 - l) Director of League – WRL President or Designate

APPOINTMENT OF DIRECTORS

- 4.2 IMMEDIATE PAST PRESIDENT – The immediate Past President is defined as the immediate last person to occupy the position of President who completed their full term and was not re-elected as a Director, removed or resigned.
- 4.3 TERM OF IMMEDIATE PAST PRESIDENT – The Immediate Past President will serve a maximum of one year, unless they resign, are removed from or vacate their office.
- 4.4 VACANCY OF IMMEDIATE PAST PRESIDENT – If there is no Immediate Past President, as defined in Section 4.2, the position of Immediate Past President will remain vacant.

ELECTION OF DIRECTORS

- 4.5 ELIGIBILITY – Any individual who is eighteen (18) years of age or older, who is a resident of Manitoba, who is not an employee of the Association, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, and who does not have the status of bankrupt and is not a director or officer of any Association Member Club may be nominated for election as an elected Director.
- 4.6 NOMINATING COMMITTEE – The Board may appoint a Nominating Committee, which will be comprised of three individuals appointed by the Board of Directors. The nominating committee will be responsible to solicit nominations for the election of Directors.
- 4.7 NOMINATION – Any nomination of an individual for election as Director will:
- a) Include the written consent of the nominee by signed or electronic signature; and
 - b) Be submitted to the Head Office of the Association seven (7) days prior to the Annual General Meeting.
- 4.8 NOMINATIONS FROM THE FLOOR – Nominations will not be accepted from the floor unless a nominee has not been brought forward by the Nominating Committee.

- 4.9 INCUMBENTS – Individuals currently on the Board of Directors wishing to be re-elected are not subject to nomination but must provide written notice to the Head Office of the Association seven (7) days prior to the Annual General Meeting.
- 4.10 CIRCULATION OF NOMINATIONS AND PLATFORMS – valid nominations will be circulated to all voting members prior to elections.
- 4.11 ELECTION – The election of Directors will take place annually at the Annual General Meeting as follows:
- a) The Vice-President Administration , Director of Finance, Director of Coaching, Director of Games and Tournaments and Director of High Performance will be elected by the membership at the Annual General meeting held in alternate years to those elected in accordance with subsection b.
 - b) The President, Director of Player Development, Director of Publicity and Public Relations, Director of Officiating and Director of Urban/Rural Development will be elected by the membership at the Annual General Meeting held in alternate years to those elected in accordance with subsection a.
- 4.12 DECISION – Elections will be decided by majority vote of the Members in accordance with the following:
- a) One Valid Nomination – winner declared upon an ordinary resolution of votes present to accept the nomination.
 - b) Two or More Valid Nominations – Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two nominees or a winner is declared. If only two nominees remain and there continues to be a tie, the winner will be decided by the Board of Directors by resolution.
- 4.13 TERMS – Elected Directors will serve terms of two years to a maximum of two consecutive terms or until their successors have been duly elected or appointed in accordance with these By-laws, unless they resign, are removed from or vacate their office. However, if there are no other candidates, then the incumbent may hold that position for another full term or until such time as another person is found. Directors may not hold two (2) positions on the board at the same time.

RESIGNATION AND REMOVAL OF DIRECTORS

- 4.14 RESIGNATION – A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the request is approved by the Board. Where a Director who is subject to a disciplinary investigation or action of the Association resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
- 4.15 VACATE OFFICE – The office of any Director will be vacated automatically if:
- a) The Director, without approval, fails to attend three (3) regular Board meetings;
 - b) The Director is found by a court to be of unsound mind;
 - c) The Director becomes bankrupt;
 - d) The Director is not a member; and
 - e) Upon the Director's death.
- 4.16 REMOVAL – An elected Director may be removed before the expiration of their term by Ordinary Resolution of the voting Members present at an Annual General meeting or Special Meeting. Provided the Director has been given written notice of and the opportunity to be present and to be heard at such a meeting.

FILLING A VACANCY ON THE BOARD

- 4.17 VACANCY – Where the position of an Elected Director becomes vacant for whatever reason and there is still quorum of Board Members, the Board may appoint a qualified individual to fill the vacancy for the remainder of vacant position's term of office.

MEETINGS OF THE BOARD

- 4.18 CALL OF MEETING – The meetings of the Board of Directors will be held at any time and place as determined by the Board of Directors or the President.
- 4.19 NOTICE – Written notice, served other than by mail, of Board Meetings will be given to all Directors at least forty-eight (48) hours prior to the scheduled meeting. Notice served by mail will be sent at least seven (7) days prior to the meeting. No notice of a meeting of the Board of Directors is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence.
- 4.20 NUMBER OF MEETINGS – The Board will hold at least eight (8) meetings per year.
- 4.21 QUORUM – At any meeting of the Board of Directors, quorum shall be 50% plus one (1) of the Directors holding office.
- 4.22 CHAIR – The chair of a Directors meeting will be the President, and in the President's absence, the Vice-President. If both the President and Vice-President are absent from the meeting, the Board will appoint from among its members a Director to preside over the meeting.
- 4.23 VOTING – Each Director is entitled to vote. Voting will be by a show of hands or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favor of the resolution. In the event of a tie, the Chair is entitled to a second vote to decide the issue.
- 4.24 CLOSED MEETINGS – Meetings of the Board will be closed to Members and the public except by invitation of the Board.
- 4.25 MEETINGS BY TELECOMMUNICATIONS – A Director may, if all Directors of the Association consent, participate in a meeting of Directors or of a committee of Directors, by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a director participating in the meeting by that means is deemed to be present at that meeting.
- 4.26 DECISIONS IN LIEU OF MEETINGS – If all voting members agree to and sign a resolution, it will be as valid as one passed at a meeting. It is not necessary to give notice for a decision in lieu of a meeting. The date on the resolution is the date it is passed.

POWERS OF THE BOARD

- 4.27 POWERS OF THE ASSOCIATION – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Association and may delegate any its powers, duties and functions. The Board shall be vested with the charge and control of Association and of its affairs, funds and properties.
- 4.28 MANAGING THE AFFAIRS OF THE ASSOCIATION – The Board may make policies, procedures, and manage the affairs of the Association in accordance with the Act and these By-laws.
- 4.29 DISCIPLINE – The Board may make policies and procedures relating to discipline of Members, and will have the authority to discipline Members in accordance with such policies and procedures.
- 4.30 EMPLOYMENT OF PERSONS – The Board may employ or engage under contract such persons as it deems necessary to carry out the work of the Association.
- 4.31 BORROWING POWERS – The Board may borrow money upon the credit of the Association as it deems necessary.

ARTICLE 5 – OFFICERS

- 5.1 COMPOSITION – The Officers will be comprised of the President, Vice-President Administration, Director of Finance.

5.2 DUTIES – The duties of the Officers are as follows:

- a) The President will be responsible for general supervision of the affairs and will be the official spokesman of the MRA, will oversee and supervise office staff, provide leadership, present a report to be presented at the Annual General Meeting and will perform other duties as may from time to time be established by the Board.
- b) The Vice –President Administration will support and assist the President in all duties, assume the duties of the President in their absence, will be responsible for the documentation of all amendments to the Association's Constitution and By-laws, will ensure that all official documents and records of the Association are properly kept, cause to be recorded the minutes of all meetings of Members, Board of Directors and Committees of the Association and will perform such other duties as may from time to time be established by the Board.

5.3 REMOVAL – An Officer will be removed automatically if they are no longer a Director or may be removed by Special Resolution of the voting members in a meeting, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to vote.

5.4 VACANCY – Where the position of an Office becomes vacant for whatever reason and there is still a quorum of Board member, the Board may appoint another qualified individual to fill the vacancy for the remainder of the vacant position's term of office.

Committees

5.5 APPOINTMENT OF AD-HOC COMMITTEES – The Board may appoint such ad-hoc committees as it deems necessary for managing the affairs of the Association and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees, and may delegate to any committee and of its powers, duties, and functions except where prohibited by the Act, the Constitution or these By-laws.

5.6 COMMITTEE MEMBERS – Any individual may be appointed to any committee by the Board or be recommended by a Local Association. The final approval of committee members rests with the MRA Board. Once an individual has been appointed they will be a voting member of the committee, except where expressly prohibited by the Board or where the individual appointed to the committee is a staff person and thus a non-voting member.

5.7 QUORUM – A quorum for any committee will be the majority of its voting members.

5.8 TERMS OF REFERENCE – The Board will establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties or functions to any Committee.

5.9 VACANCY – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

5.10 PRESIDENT EX-OFFICIO – The President will be an ex-officio (non-voting) member of all Committees of the Association.

5.11 REMOVAL – The Board may remove any member of any Committee.

REMUNERATION

5.12 NO REMUNERATION – All Directors, Officers and members of Committees, excluding the Executive Director, will serve their term of office without remuneration except for reimbursement of expenses as approved by Board.

CONFLICT OF INTEREST

5.13 CONFLICT OF INTEREST – A Director, Officer, or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE 6 – FINANCE AND MANAGEMENT

- 6.1 FISCAL YEAR – The fiscal year of the Association will be May 1st to April 30th, or such period as the Board may from time to time determine.
- 6.2 BANK – The banking business of the Association will be conducted at such financial institution as the Board may designate.
- 6.3 DEPOSITS AND WITHDRAWALS – All cheques will be made out to the Manitoba Ringette Association and all securities, monies and cheques of the Association will be deposited for safe keeping in one of the Association's bank accounts and may be withdrawn by ordinary resolution of the Board of Directors.
- 6.4 EXPENDITURES OVER FIVE THOUSAND – Expenditures over five thousand dollars (\$5000) will be decided by the Board of Directors by special resolution at an in person Board of Directors Meeting.
- 6.5 SIGNING AUTHORITY – All written agreements and financial transactions entered into in the name of the Association will be signed by any two of the President, Director of Finance or the Executive Director. The Board of Directors may authorize other persons to sign on behalf of the Association.
- 6.6 ANNUAL BUDGET – The Director of Finance and the Executive Director will produce a formal fiscal year budget proposal for discussion and approval by ordinary resolution by the Board of Directors at the first Board meeting of the fiscal year.
- 6.7 AUDITORS – At each Annual General Meeting the Members will appoint an auditor (Certified Accountant) to make a report to the members on the financial statements of the Association and whether in the opinion of the auditor the financial statements fairly represent the financial position of the Association in accordance with generally accepted accounting principles. The auditor will maintain this appointment until the next Annual Meeting. The auditor will not be an Employee of a Director of the Association.
- 6.8 BOOKS AND RECORDS – The necessary books and records of the Association required by these By-laws or by applicable law will be necessarily and properly kept.
- 6.9 PROPERTY – The Association may acquire, lease, sell or otherwise dispose of securities, lands, buildings, or other property, or any right of interest therein, for such consideration and upon such terms and conditions as the Board may determine.
- 6.10 BORROWING – The Association may borrow funds upon such terms and conditions as the Board may determine.

ARTICLE 7 – AMENDMENT OF BY-LAWS

- 7.1 MEMBER AMENDMENT – Any voting member of the Association, in good standing, may propose an amendment to the By-laws of the Association. This proposal must be submitted in writing to the Association's Board of Directors at least forty-five (45) days prior to the meeting at which it is to be considered. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. No amendment to the By-laws of the Association shall be accepted from the floor at any meeting.
- 7.2 VOTING – These By-laws may only be amended, revised, repealed or added to by an affirmative Special Resolution 2/3 majority vote of the total available member votes present at a meeting duly called to amend, revise or repeal these By-laws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately.
- 7.3 NOTICE IN WRITING – Notice in writing is to be delivered to the Board forty-five (45) days prior to the date of the meeting at which it is to be considered, and it is to be delivered to voting members fourteen (14) days prior to the meeting at which it is to be considered.

ARTICLE 8 – NOTICE

- 8.1 WRITTEN NOTICE – In these By-laws, written notice will mean notice which is hand-deliver or provided by mail, fax, electronic mail or courier to the address of record of the Association, Director or Member, as the case may be.
- 8.2 DATE OF NOTICE – Date of notice will be the date on which receipt of notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or e-mailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five days after the date the mail is post-marked.
- 8.3 ERROR IN NOTICE – The accidental omission to give notice of a Meeting of the Directors or the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action take at the Meeting.

ARTICLE 9 – DISSOLUTION

- 9.1 DISSOLUTION – Upon dissolution of the Association and after payment of all debts and liabilities, its remaining property will be distributed to other charitable organizations in accordance with the provisions of the Act.

ARTICLE 10 – INDEMNIFICATION

- 10.1 WILL INDEMNIFY – The Association will indemnify and hold harmless out of the funds of the Association each Director and Office, their heirs, executors and administrators from and against all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
- 10.2 WILL NOT INDEMNIFY – The Association will not indemnify a Director of Officer or any other person for acts of fraud, dishonesty, or bad faith.
- 10.3 INSURANCE – The Association will, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.

MANITOBA RINGETTE ASSOCIATION POLICIES AND PROCEDURES

SECTION 1 – ADMINISTRATION

POLICIES

1. OPERATING GUIDELINES

- 1.1 The guidelines for the operation of the MRA are divided into four (4) separate areas:
 - a) Constitution
 - b) By-Laws
 - c) Policies
 - d) Procedures
- 1.2 The day-by-day business of the MRA is the responsibility of the Board of Director, to accomplish these affairs, the MRA has an office currently located at 145 Pacific Ave.

2. DUTIES OF THE BOARD MEMBERS

All Board Members shall be responsible for abiding by the Constitution, By-Laws, Policies and Procedures of the MRA.

- 2.1 Attend the meetings of the Board of Directors and/or Executive Committee.
- 2.2 Submit, to the Executive Director, a written monthly meeting report, 3 business days prior to the meeting (or as stated in the Board Orientation Manual). Verbal reports will not be accepted.
- 2.3 Prepare an annual budget for programs under his/her jurisdiction.
- 2.4 Present recommendations to the Board.
- 2.5 Promote a positive image of the MRA.
- 2.6 Objectively represent the decisions made by the Board and its Full Members.
- 2.7 Other duties as outlined in the By-Laws by the Board.

3. STAFF

- 3.1 The Executive Director, Program Coordinator and Office Manager are the full time staff of the Association.
- 3.2 Part-time staff shall be hired from time to time as required by the MRA. They shall be responsible to the Executive Director and perform such duties as required.

4. INSURANCE

- 4.1 The Association will, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.
- 4.2 The MRA will notify the membership on a yearly basis of insurance coverage available through Sport Manitoba.
- 4.3 The MRA provides insurance coverage for Sanctioned player recruitment events.
- 4.4 Sanctioned events being run with unregistered players may be charged \$5.00 per unregistered player for insurance purposes. A list of unregistered players must be provided to the MRA in order to receive a sanction.

SECTION 2 – MEETINGS

POLICIES

1. BOARD OF DIRECTORS

- 1.1 The Board will hold at least eight (8) meetings per year.
- 1.2 Additional meetings may be called by the President as required.
- 1.3 At any meeting of the Board of Directors, quorum shall be 50% plus 1 of the Directors holding office.
- 1.4 In the event of a tie, the Chair is entitled to a second vote to decide the issue.
- 1.5 An agenda shall be prepared by the Executive Director.
- 1.6 Minutes of the Board Meeting shall be circulated to all Local Association Presidents with sensitive material excluded at the discretion of the board.

2. ANNUAL GENERAL MEETING

- 2.1 The MRA will hold an Annual General Meeting on such date and at such time and place as may be determined by the Board, provided the AGM is held within sixty (60) days of the MRA's fiscal year end.
- 2.2 At least forty-five (45) days notice of the AGM must be given to all Members.
- 2.3 The agenda for the Annual General Meeting will be as per MRA By-laws, Article 3, Meetings of Members, 3.8 Agenda.

3. PRESIDENTS MEETINGS

- 3.1 A Presidents Meeting shall be convened at least once per year.
- 3.2 Attendees at this meeting shall be Members of the Board and Presidents of the (13) Local Associations. (Vice-Presidents of Local Associations are encouraged to attend).
- 3.3 Notice shall be given at least once month prior to the Meeting.
- 3.4 Agenda items may be submitted by any Member one month prior to meeting.

4. SPECIAL MEETINGS

- 4.1 A Special Meeting of the Members may be called at the written request of 6 Local Association Presidents.
- 4.2 The agenda of Special Meetings will be limited to subject matter for which the meeting was duly called.
- 4.3 Notice of such Special Meeting must be forwarded by mail or e-mail a minimum of fourteen (14) days prior to the date of such meeting, to all members of the Association.

PROCEDURES

1. BOARD MEETINGS

- 1.1 Board may submit items for discussion under New Business.
- 1.2 Board Members must submit, to the Executive Director, a written monthly meeting report, 3 business days prior to the meeting (or as stated in the Board Orientation Manual). Verbal reports will not be accepted.
- 1.3 President or Vice President (in absence of President) shall Chair the meeting.
- 1.4 Decisions shall be based on a majority vote.
- 1.5 Board minutes from each board meeting will be sent out to the members of the board within seven (7) working days of any meeting of the Board.
- 1.6 Board packages, which will include but not be limited to, any amended meeting minutes, Agenda, Financial Report, Correspondence, Staff and Board reports will be distributed to the Board electronically 3 business days prior to the Board meeting.

2. ANNUAL GENERAL MEETING

- 2.1 The Vice-President Administration and the Executive Director are responsible to coordinate activities of the Annual General Meeting.
- 2.2 The President or designate shall Chair the Annual General Meeting.
- 2.3 The Agenda shall be approved as the first order of business.
- 2.4 Each Director shall submit an Annual Report which shall contain a summary of the activities of the Board Member during the preceding year.
- 2.5 Any member who wishes to have new business placed on the agenda for the AGM will give written notice to the MRA at least ten (10) days prior to the AGM or upon sole discretion of the President or designate.
- 2.6 Board Members expenses shall be covered in full for the AGM.
- 2.7 Guest speakers and special guest expenses are covered upon Board approval.

3. PRESIDENTS MEETING

- 3.1 The President and the Executive Director are responsible to coordinate this meeting.
- 3.2 Local Association Presidents are informed at least one (1) month prior to the date of the meeting.
- 3.3 Local Association Presidents may submit agenda items at least one (1) month prior to the meeting.
- 3.4 Local Associations are encouraged to have their Vice Presidents attend.

4. SPECIAL MEETINGS

A Special Meeting of the Members may be called at the written request of at least twenty (20) full members of the MRA in good standing and/or President and the written request of at least six (6) Local Association Presidents.

- 4.1 Notice of such Special Meeting must be forwarded by mail or e-mail a minimum of fourteen (14) days prior to the date of such meeting, to all members of the Association.
- 4.2 The Agenda of Special Meetings will be limited to the subject matter for which the meeting was duly called.

SECTION 3 – FINANCIAL MANAGEMENT

POLICIES

1. REVENUE

- 1.1 The revenue of the MRA is derived primarily from:
 - a) Sport Manitoba Grants
 - b) Manitoba Lotteries (bingos)
 - c) Membership
 - d) Players registration
 - e) Sale of MRA resources
 - f) Interest on investments
- 1.2 Other fundraisers may be approved by the Board from time to time as necessary.

2. DISBURSEMENT OF FUNDS

- 2.1 All cheques are prepared by the Executive Director and countersigned by the Director of Finance or President. Any two (2) of the President, Director of Finance or Executive Director have signing authority.
- 2.2 Invoices for expenses must be approved by the Director of Finance.

3. MANAGEMENT OF ASSOCIATION FUNDS

The Director of Finance and the Executive Director will produce a formal fiscal year budget proposal for discussion and approval by ordinary resolution by the Board of Directors at the first Board meeting of the fiscal year. The Executive Director shall monitor the ongoing finances of the MRA. Each Director is responsible for operating program(s) within the framework of the budget. Should expenditures be required that have not been previously included in the budget, the Board must approve the expenditures.

- 3.1 The Executive Director shall:
 - a) Issue receipts for all revenue
 - b) Record and make deposits
 - c) Prepare monthly bank statements
 - d) Post all expenses and revenue in computer accounting program.
 - e) Balance expense and revenue
 - f) Prepare expenses and revenue for approval at monthly Board Meetings
- 3.2 The Director of Finance shall:
 - a) Reconcile the bank statement
 - b) Review the posting journal to assure accuracy of the revenue and expenses
 - c) Draft the balance sheet
 - d) Present monthly financial statements to the Board of Directors
- 3.3 Reserve Fund
The Director of Finance shall make a recommendation to the Board regarding the minimum amount that must be maintained in the MRA account.
- 3.4 The Director of Finance shall manage the investment of the MRA and make recommendations to the Board regarding the same.

4. PERSONAL CLAIMS OF BOARD MEMBERS

All personal claims must be submitted to the MRA office by completing the form entitled "Travel and Administrative Expense Claim Form." All claims shall be approved by the Executive Director and/or Director of Finance prior to payment.

5. STORAGE OF FINANCIAL DOCUMENTS

On a monthly basis, all accounting documents that have been processed by the Director of Finance shall be maintained at the MRA office. These documents include expense claim forms, bank statements, cheque stubs and receipt books. Storage of financial records shall be maintained by the MRA for a period of seven years.

6. BOARD/STAFF TRAVEL POLICY

6.1 General Guidelines:

- a) MRA shall determine a travel agent to provide them with travel services.
- b) All travel for Board Members and staff to Canadian Ringette Championships, Western Championships or Ringette Canada meetings shall be done through the MRA office.
- c) Executive Director shall take full advantage of special rates on airlines, sport rates at hotels and other discounts applicable.
- d) Receipts are required for all expenditures being claimed, excluding those for ground travel and meals.

6.2 Transportation – Air

- a) Airline transportation shall be arranged at lowest available fare.

6.3 Ground Transportation (own vehicle)

- a) MRA will pay for travel in private owned vehicles at the rate of \$0.35 per kilometer. The claim must not exceed the equivalent of the lowest available airfare at the time of travel. Mileage expenses will only begin from outside the perimeter.
- b) Persons travelling to same destinations shall pool their transportation whenever possible.
- c) In the case that more than one person is travelling in the same motor vehicle, only one person may claim for transportation.

6.4 Ground Travel (rental)

- a) Vehicles may be rented as necessary and as approved by the Executive Director.
- b) A reasonable amount shall be deducted (by the renter) for any personal use of a rental vehicle while rental is being paid for by the MRA.

6.5 Accommodations

- a) All accommodations will be booked through the MRA office.
- b) Persons attending Ringette business will have total room costs paid.
- c) Persons requiring a single accommodation and bring their spouse shall pay the difference for double occupancy rate.
- d) Persons requesting a single occupancy though another Board Member could share a room, will pay the required difference between the single and double rate.
- e) Anyone wishing to extend their stay will pay the additional accommodation costs.

6.6 Meals

- a) Eligible persons will be entitled to a per diem meal allowance up to \$45.00 per day.
- b) Claims will be based on the following guidelines for partial meeting days, or individual meal claims: (i.e) Breakfast \$8.00 Lunch \$12.00 Dinner \$25.00
- c) Eligibility on partial meeting days will be based on the following:
Breakfast – travelling to or from a meeting or commencing meeting prior to 8:30am
Dinner – travelling to or from a meeting or attending a meeting that covers the hours of 5:00pm-8:00pm.
- d) Receipts will be required for all meal claims at all times.
- e) Persons who are on a flight or train which provide meals as part of the service are not eligible to claim those meals as expenses.

7. ADMINISTRATIVE EXPENSES

- a) For Executive Committee, Board Members, and Committee Members, claims are allowed for postage, telephone, and other pre-approved expenses (e.g. stationary, supplies, duplicating).
 - b) Long distance calls made by Board Members shall be charged to their home or business phone and a bill submitted for reimbursement on Claim Forms.
 - c) Claims require original receipts.
- 7.1 Use of Corporate Card
- a) MRA is the holder of a credit card.
 - b) The credit card remains in the possession of the Executive Director.
- 7.2 Cash Advances
- a) Management staff shall be provided cash advances for travel expenses.
 - b) Board Members shall also receive cash advances for Board business.
 - c) All advances are subject to prior approval of eligible expenses.
- 7.3 Payment of Expenses by MRA.
- a) Expense Claim Forms must be sent to MRA within 10 days of event with all receipts.
 - b) Expense Claim Form to be signed by applicant.
- 7.4 Petty Cash
- a) The Executive Director will be advanced and accountable for a petty cash fund of \$100.00. Cash and receipts for disbursements must balance at all times.

PROCEDURES

1. TRAVEL EXPENSES

- a) Board/Staff members traveling on MRA business must complete an MRA Travel Administrative Expense Claim Form and submit it to the MRA office.
- b) Executive Director and Director of Finance will approve claims submitted. Original receipts must accompany an expense claim except for ground travel and meals.
- c) All Claim Forms must be signed by the applicant.
- d) Any claims for vehicle rentals and/or accommodations must be submitted with any deductions as outlined in **Section 3 Financial Management - # 6**

2. Administrative Expenses

- a) Board/Staff members doing business on behalf of the MRA must complete a MRA Travel/Administrative Expense Claim Form and submit it to the MRA Office.
- b) The Executive Director and Director of Finance will approve all claims submitted.
- c) Original receipts must accompany an expense claim.
- d) All Claim Forms must be signed by the applicant.

SECTION 4 - MEMBERSHIP

POLICIES

1. REVENUE

Membership in the MRA is detailed in the By-Laws, Article 2. Application for Membership and obligation of Membership are set out in By-Laws, Article 2, 2.7 & 2.8

2. MEMBERSHIP PRIVILEGES

2.1 Full Members are entitled to:

- a) One electronic copy of:
 - Constitution, By-Laws and Policy/Procedure Manual
 - Minutes from Annual, Special Meetings and Board Meetings
 - Ringette Directory (Local Association President)
- b) Have Local President (or designate) attend Presidents meeting(s)
- c) Register teams with the MRA

2.2 Associate Members are entitled to:

- a) Attend Annual or Special Meetings (non-voting)

2.3 Honorary Members are entitled to:

- a) Attend Annual or Special Meetings (non-voting)

3. MEMBERSHIP FEES

3.1 Fees shall be set annually by the Board and ratified by the Full Members at the Annual General Meeting. Fee categories shall include:

- a) Local Association
- b) Community Club/Town Player Fee
- c) Teams
 - U10-Adult division
- d) Ringette 4 U Squads

3.2 Additional fees for late registration will be assessed as per By-Laws, Article 2 Membership – 2.12 Deadline.

3.3 Fees for Provincial Championships will be set at the discretion of the MRA Board.

PROCEDURES

1. MEMBERSHIP FEES

- a) Leagues or Local Associations shall be responsible for the collection of membership fees. Fees are to be submitted on the Membership Form.
- b) Complete form applicable to the Association (urban or rural)
- c) If you are a Community Club, complete the Community Club Submission Form and forward the form and a cheque to your Local Association.
- d) Cheques must accompany all application forms.
- e) Mail or drop off cheques and forms to the MRA Office.

SECTION 5 - REGISTRATION

POLICIES

1. GENERAL

- 1.1 Local Associations are required to register all players on the current MRA Registration form, as provided by the MRA. The minimum registration is seven (7) players with a maximum of eighteen (18) players per team. All teams must indicate any changes in surname.
- 1.2 The MRA will register all players with Ringette Canada annually. The MRA shall pay 50% of the player fees to Ringette Canada by December 31st and the remaining balance by February 28 of each year.
- 1.3 Manitoba Ringette Association Team Registration Forms shall be submitted electronically with all fields fully completed to the MRA accompanied by registration fees by the following dates:
 - a) "AA" teams – May 31st (exceptions can be made in CWG year)
 - b) Urban and Rural teams participating in the WRL – October 15
 - c) Rural teams not participating in the WRL – November 15
 - d) Ringette 4 U – October 27
- 1.4 Local Associations are responsible for verifying proof of birth date for all players not registered in the previous season. Acceptable documentation includes a copy of Birth Certificate, Valid Manitoba Drivers License, Baptismal Paper, Passport or Medical Card.
- 1.5 Changes to registrations of all teams (additions/deletions) may be made up to and including January 15th of each year. MRA to use their discretion where a player has been inadvertently left off roster if adequate proof of participation is shown.
- 1.6 "AA" deletions by coaches may be made up to and including September 30th of each year. Additions to "AA" teams up to and including January 15th are allowed with the approval from the Local Association and coach of the team on which the player is currently registered. These players are to be from a lower level of competition (ie U19 AA team may pick up a player from a U19 A or B team) "AA" players may return to their Community Center or Town teams up to and including November 30.
- 1.7 All Local Associations are allowed to have AA teams. These teams are to be comprised of players from within a Local Association. The MRA recognizes that Magic may include St. James, Interlake, North Winnipeg, Macdonald and River East in any given year.
- 1.8 The NRL players will register with the MRA and will be the highest level of Open in MB.
- 1.9 Age advancement.
 - a) In a situation where a player has to be moved up because of lack of numbers in an older age group.
- 1.10 Double carding is not permitted at any age division or level/category.
- 1.11 Teams are not eligible to play until the teams are registered with the MRA. Conversely, no player will be allowed to compete before they have registered with their Local Association and the MRA as well as providing the Local Association with proof of birth.
- 1.12 Players may register with only one team per format per season. Format will be defined by team gender and/or game style. For example, a player could register to play on both an all female team as well as a mixed or co-ed team. Alternatively should 3 on 3 ever become a sanctionable event, a player could register to play both traditional Ringette and 3 on 3.
 - a) Any player wishing to play on another team in the same format must be released from the team on which they are registered.
 - b) Anyone registering with more than one team without proper release may be suspended with a right to appeal.
 - c) Players may register on multiple team rosters where the format is different so long as none of the teams on which they play could be scheduled to play each other.
- 1.13 Players who register with a Community Center/Town or Local Association for three (3) consecutive years shall be considered a member of that Community Center/Town or Local Association with all the rights and privileges of that Local Association.

- 1.14 Previously registered players who move to an area governed by a different Local Association must register with that Local Association unless they were registered for three or more consecutive years with the former Local Association. In such cases, the choice of registration is the players. Once the decision is made they must participate with said Community Center/Town or Local Association in subsequent seasons, unless approval is granted by the MRA.
- 1.15 Late charges will be levied should a Local Association not register teams by the dates stipulated in **1.3** above. The late fee shall be \$25.00 per team or \$100.00 per Local Association per week, whichever is the lesser of the two.
- 1.16 Local Associations shall determine placement of their U10 and U12 teams and older teams in the A, B or C categories. The Manitoba Ringette Association may overrule said placement for valid reasons. The Manitoba Ringette Association shall accept the philosophy that players in the U12 level and up be allowed to play at their level of competitiveness.
- 1.17 a) The MRA will implement the Ringette 4 U program Province wide beginning in the 2013/2014 season. An Association or Town/Club opting to not fully participate in the Ringette 4 U program as outlined by the MRA, will be considered to be a member not in good standing as per the MRA constitution. The sanctions will include but not limited to, member participation in or hosting of all tournaments, up to and including MRA Provincial Championships. These sanctions will apply intra and inter-provincially and will be for all age categories and levels, including AA, A, B and C.
b) Local Associations are responsible for team formation at U10 and U12 and the appropriate placement of team(s) in A, B or C categories. (For those who participate in the WRL). Where numbers permit an Association can form more than one U10 or U12 team.
- 1.18 In rural regions only, overage players may be added to a roster and can apply to the MRA Board, in writing to have the over age player(s) play at Provincials.
- 1.19 In the event of unforeseen circumstances, the Board will consider application from a player and her parents requesting placement on a team by deviating from the policies as stated above.
- 1.20 At the U14 A, B & C division and below, males will be eligible to play any position. At the U16 A, B & C and up divisions no male will be allowed to play on a female only team. However a team can apply to the MRA to use a male goaltender only if the goaltender(s) have been registered with a Ringette team prior to May 7, 2005.
- 1.21 For Provincial play, no player regardless of age, shall be allowed in a lower level age group than that in which he/she is registered (ie: a U12 moved up to a U14 team cannot go back and play on the U12 team until the following season).

Open (18+) will be divided into:

Open 1 (AA/A) Open 2 (A/B) Open 3(B/C) Open 4 (Recreational)

- 1.22 If you intend to appeal a WCRC ruling on player eligibility the protest must be received in the MRA office by December 1st of the current playing season.

2. Player Residence/Transfers

- 2.1 Player registrations are in effect for one year and shall expire September 1st annually.
- 2.2 For annual registration purposes a player's residence shall be determined as of September 15. She/he may remain on the team related to their residence of September 15 or may register with the team at their new residence up to and including September 15.
- 2.3 Players in the U19 and below divisions shall register with the Local Association in which they reside (Town/Community Center) or with the closest Community Center/Town offering a Ringette program in their Local Association. Should the Local Association not provide a Ringette Program, the player shall complete the Application for Release and submit it to the MRA for transfer to another Local Association. The MRA will determine placement of said player.

- 2.4 In the Open (18+ divisions the MRA will allow Local Associations to accept players from other Local Associations/Towns/Community Clubs without requiring a Transfer form or a Player Release Form.
- 2.5 U10 eligible players shall remain at their home Community Club/Town. If a Community Club/Town does not have sufficient U10 eligible players to form a team, the players from that Community Club/Town shall, wherever possible, be transferred as a group to the nearest Community Club/Town requiring players.
- 2.6 If a player resides in the boundaries of a Community Center or Town which does not have a team of their age category, or where a player is unable to be included on a team, they shall complete an Application for Release Form and submit to their Local Association for permission to play for a team in their age category at the nearest Community Center/Town that requires their services, provided they do not replace any other player(s) in said Community Center/Town team.
- 2.7 Any community club or Local Association who KNOWINGLY registers a player(s) from outside of their Community Club/Local Association boundaries without prior completion of an Application for Release Form or an Application for Transfer Form may be fined \$100.00 per infraction by the MRA. Should a Community Club/Local Association discover registered player(s) live outside its boundaries, it must immediately notify the parents and the appropriate Community Club/Local Association to resolve the situation or a \$100.00 fine may be assessed.
- 2.8 A transfer shall not be considered by a Local Association for a player who has not reported to her said Community Center or Town. Transfers require signature of the Community Center or Town Convenor and President of the Local Association.
- 2.9 If a team uses a player before being granted permission by the Local Association, they will be liable for suspension.
- 2.10 Transfers between two Local Associations must be first approved by the Local Associations concerned, with final approval being granted by the MRA.
- 2.11 A Community Center or Town will normally not be permitted to transfer a player out and also transfer in from another Community Center or Town in the same age division and category of play.
- 2.12 All transfers are granted on a one year basis and transferred players shall report to their home Community Center or Town the following year.
- 2.13 All Transfer Applications for players between Community Clubs or Towns are the jurisdiction of the Local Association and are to be submitted to their respective leagues. (Leagues will honor Local Association transfers of players).
- 2.14 At the discretion of the Local Association and final approval from the MRA, a transfer may be granted after January 15th of the current playing season.
- 2.15 Community Centers or Towns cannot combine boundaries without approval from the MRA.
- 2.16 U12 and up may transfer between Community Clubs/Towns to play at their level of competitiveness at the discretion of their Local Association.
- 2.17 Amalgamations exceeding two (2) associations in the U14 and younger ages must have Manitoba Ringette Association approval.

3. Seeding

- 3.1 In the event that a coach, convenor, or member of the local association wishes to file an appeal in regards to an A,B or C rating of a team, they can do so by filing a grievance to be initially forwarded to the local association in question, where it will be dealt with, with the opportunity for one appeal to the local association by either a coach, convenor or member of the local association involved. If a further appeal is requested by either a coach, convenor or a member of a local association the appeal is to be forwarded and dealt with by the MRA board by January 30th yearly. The MRA's decision will be final with no opportunity for further appeals.
- 3.2 The grievance must be filed with the Local Association by January 1st yearly.
- 3.3 Leagues may seed teams at U10 and U12 to produce balanced competitive play.

PROCEDURES

1. All teams must register with their Local Association and the MRA using the Manitoba Ringette Association Registration Form.
2. Forms must be completed in its entirety prior to submission.
3. For all new players to Ringette a proof of birth date document is required as outlined in **Section V – Registration - 1.4**
4. Once the registration form is completed and submitted to the Local Association and the MRA, additions/deletions will only be accepted on the Additions/Deletions Form.
5. A release form must be completed for athletes who wish to compete for a team other than that on which they are registered.

SECTION 6 - SANCTIONING

1. All Full Members of the MRA are deemed to be sanctioned upon registering and payment of fees to the MRA.
2. The MRA will sanction tournaments upon receiving application from the hosting Local Associations. All teams participating in a sanctioned tournament must be registered with the MRA, or another Provincial Association and Ringette Canada.
3. The MRA will sanction Ringette 4 U tournaments upon receiving application from the hosting Local Associations. All squads participating in a sanctioned Ringette 4 U tournament must be registered with the MRA and Ringette Canada.
4. Teams wishing to participate in Inter-Provincial or International Tournaments must apply to the MRA in writing, for approval.
5. Teams travelling outside of Canada must notify the MRA in writing ten (10) days prior to departure.
6. Local Associations hosting out of country teams, Inter-Provincial and International Tournaments are required to notify the MRA sixty (60) days in advance.
7. The MRA will respect existing boundaries of various leagues and Local Associations and may sanction more than one Local Association in any region.

SECTION 7 - BOUNDARIES

1. CENTRAL REGION

East Boundary Hwy. 1 and the junction of Hwy. 13 north to Hwy. 227.
Junction of Hwy. 3 and Hwy. 305 east to Hwy. 7, small cut back to Hwy. 332.
West Boundary Corner of Hwy. 50 and Hwy. 352 to US Border.
North Boundary Hwy. 261 and Hwy. 462.
South Boundary US Border and Hwy. 332.

2. MACDONALD REGION

East Boundary Hwy. 241 to the Perimeter to include the Southwest corner inside the Perimeter to McCreary Road. South of the perimeter is Murphy Road to Hwy. 305. East to Hwy. 75.
West Boundary Hwy. 13 and Hwy. 3
South Boundary Hwy. 305.
North Boundary Hwy. 241 to Hwy. 1 to Hwy. 13

3. INTERLAKE REGION

East Boundary Hwy. 9 including area to Red River.
West Boundary Hwy. 6 including area to Lake Manitoba, Southwest corner of Hwy. 227 and Hwy. 430.
South Boundary Perimeter Hwy. @ #9, west to Hwy. 221, north to Hwy. 248 to connect with Hwy. 6.
North Boundary Hwy. 328.

4. EASTMAN REGION

East Boundary Manitoba/Ontario border from 53rd. Parallel to US Border.
West Boundary From 53rd. Parallel South along East Shoreline of Lake Winnipeg to Beaconsia. Beaconsia East to Hwy. 59, Hwy. 59 South to the Northern limits of the RM of East St. Paul, South along the East limits of the RM of East St. Paul to the floodway, floodway South to Hwy. 75 using Courchaine Road to connect to Hwy. 75, Hwy. 75 South to Municipal Road 34 North, West on Municipal Road 34, North (which becomes Hwy. 205) to Hwy. 332, South on Hwy. 332 to Hwy. 23 continue straight south on Municipal Road 6 West to the Canada/US Border.
South Boundary Canada/US Border.
North Boundary 53rd. Parallel from East Shore of Lake Winnipeg to the Ontario border.

5. RIVER EAST REGION

East Boundary Hwy. 59 taking a small jaunt and continuing on to Hwy. 202 including area to Red River Floodway. A small section East of Hwy. 59 to Deacon Road by Bird's Hill Park. Within City limits, Lagimodiere Blvd. Lagimodiere Blvd. to Plessis to include the Harbour View South development.
West Boundary Henderson Highway to the Red River
South Boundary Nairn Avenue
North Boundary Hwy. 44

6. TRANSCONA REGION

East Boundary Perimeter Hwy. East
West Boundary Lagimodiere Blvd.
South Boundary Fermor Avenue/Trans Canada Hwy. 1.
North Boundary Perimeter Hwy. North.

7. BVRA REGION

East Boundary	Lagimodiere Blvd. and Perimeter Hwy. East
West Boundary	St. Mary's Road to include up to the Red River
South Boundary	South of the Perimeter to the Floodway (St. Vital/Perimeter South)
North Boundary	Provencher Blvd. to include up to the Red River (East side)

8. APFG REGION

East Boundary	Pembina Hwy. merged with University Crescent to include up to the Red River (West side).
West Boundary	Perimeter Hwy. excluding the Southwest corner inside the Perimeter to McCreary Road.
South Boundary	Perimeter Hwy. south to include Hwy. 80 to Hwy. 247 to Hwy. 75 (to include up to the Red River, St. Norbert area).
North Boundary	All area south of the Assiniboine River.

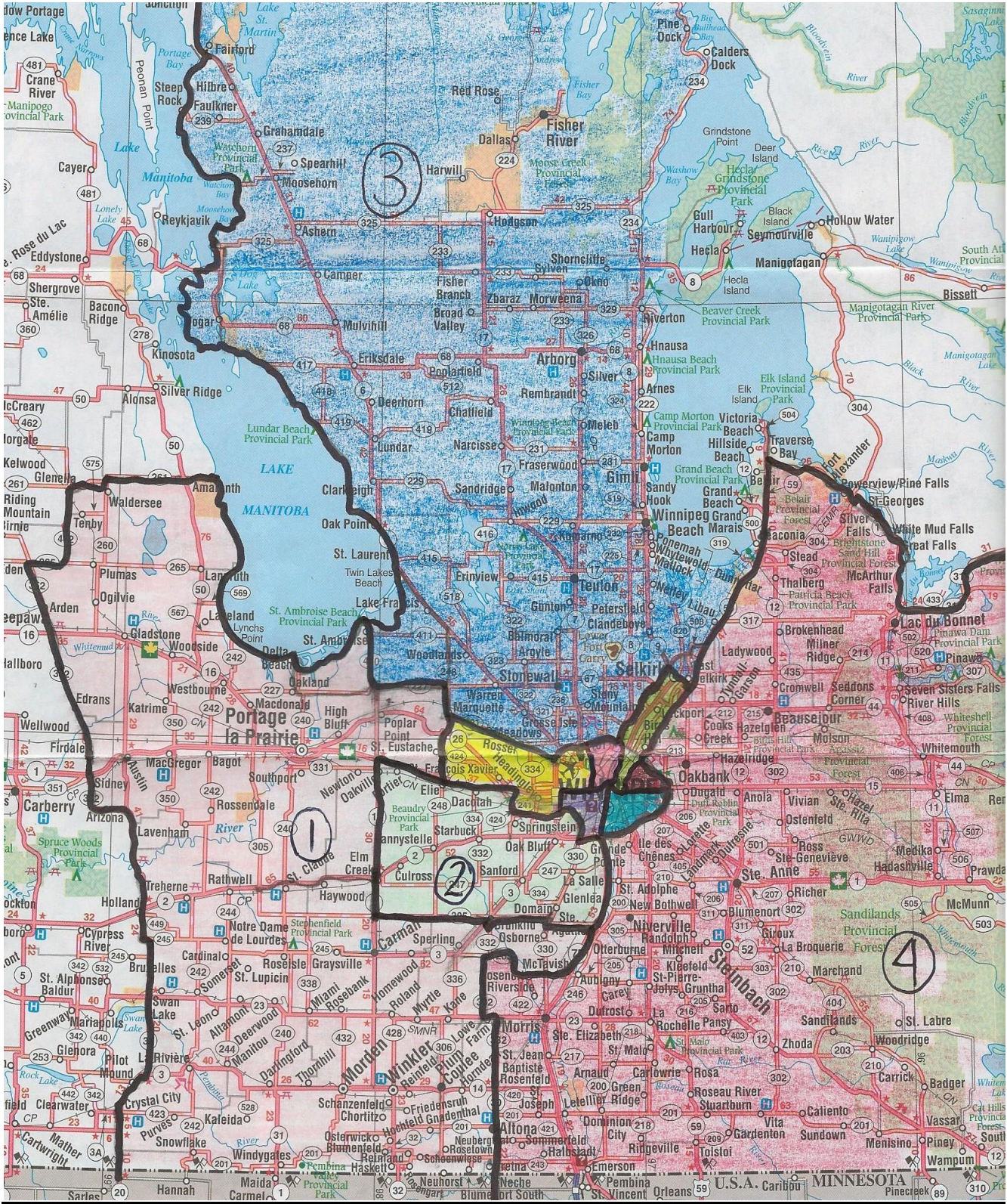
9. ST. JAMES REGION

East Boundary	Brookside Blvd., Route 90, King Edward to the Assiniboine River.
West Boundary	Perimeter Hwy. to include the area within Hwy. 425 (Saskatchewan Ave.) to Hwy. 334 (Dodds Rd.) to Hwy. 427 (Wilkes Ave.)
South Boundary	North side of the Assiniboine River.
North Boundary	Perimeter Hwy.

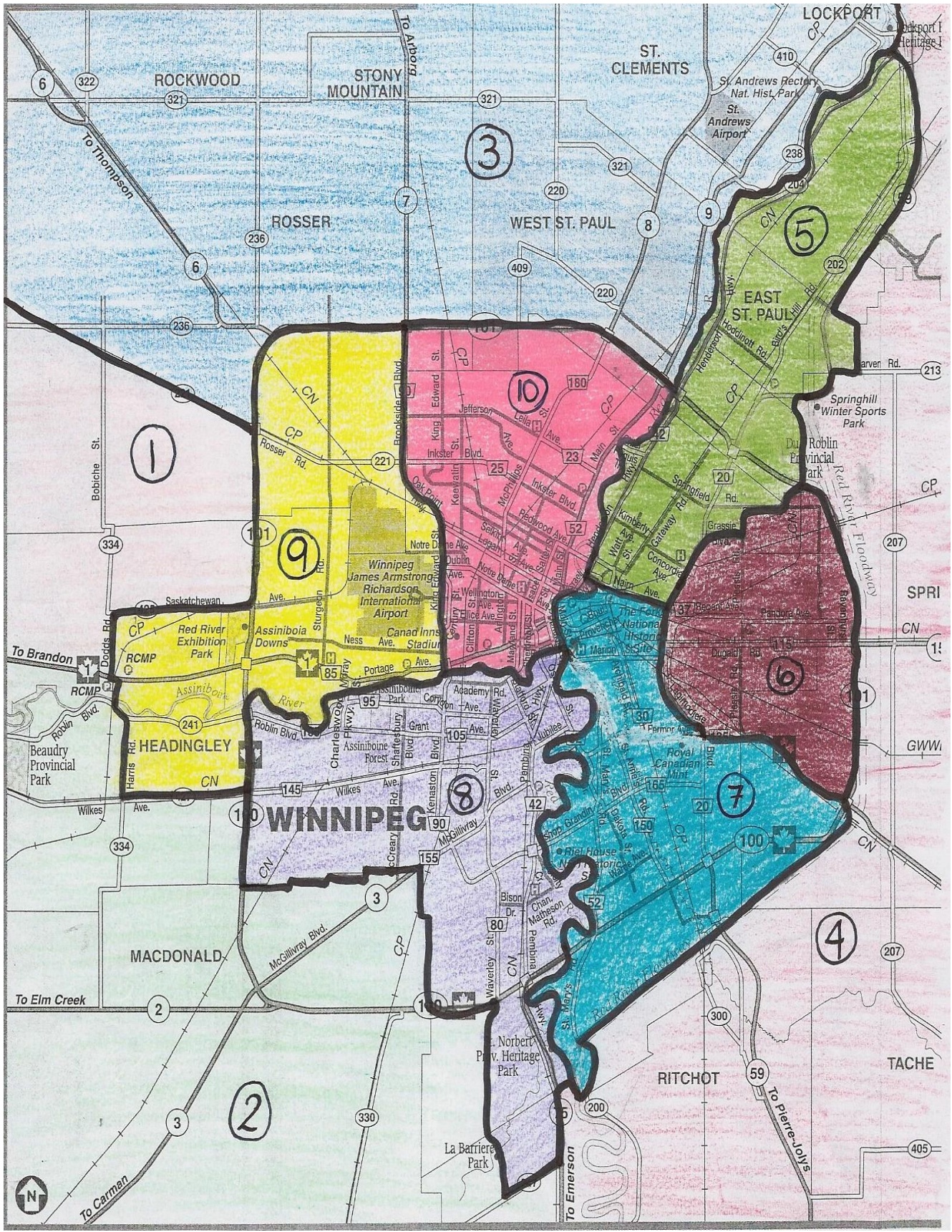
10. NORTH WINNIPEG REGION

East Boundary	West side of the Red River within the Perimeter
West Boundary	Brookside Blvd, Route 90, King Edward to North of the Assiniboine River.
South Boundary	North of the Assiniboine River to include the Wolseley area.
North Boundary	Perimeter Hwy. East to the Red River

RURAL BOUNDARIES



URBAN BOUNDARIES



SECTION 8 – COMPETITIONS

1. ABC PROVINCIAL CHAMPIONSHIPS

1.1 General

- a) Provincial Championships shall be held in March and no later than the first week of April of each calendar year. Whenever possible in the adult divisions, no games will begin prior to 6:00pm on a weekday. All divisions may begin competition as early as Monday of the Provincial weekend. For the U14, U16 and U19 divisions, games may not be played prior to 6:00pm until the Friday of the Provincial weekend.
- b) The MRA will create a ladder assigning specific Provincial weekend at each division
 - U16 & U19 AA Provincial weekend must be completed by the 4th weekend in February. (U14 AA Provincials run in conjunction with U16 & U19 AA)
 - AA Provincial Championships and Open age group championships must not take place at the same time.
 - U16 & U19 A Provincial weekend must be completed a minimum of 3 weeks prior to the commencement of the Western Canadian Ringette Championships.
 - Open 1, 2 & 3 – 3rd weekend in March (even years), 4th weekend (odd years).
 - U14 A, B, C/U16 & U19 B – 3rd weekend in March (odd years), 4th weekend (even years).
 - No more than two (2) Provincials are allowed to take place at the same time. Any Local Association Host who requires a weekend other than assigned on the ladder, must apply to the MRA Board for approval.
- c) The MRA is responsible for the A, B & C and AA Provincials.
- d) Each rural Local Association may enter one team in each of the A, B and C categories from U14 to Open and the urban Local Associations may enter the top three city teams in each of the A, B and C categories from U14 to Open.
- e) Every team must complete an A, B & C Provincial Championships Team Registration Form in order to be considered for Provincial Play.
- f) No team participating in the Western Provincial Weekend shall play more than two games on the same day.
- g) Consolation rounds will be held in U14 division only, unless a division includes a team who doesn't participate in WRL and must travel more than 200 kms to attend.
- h) Coaches as the leaders of the teams shall make every effort to ensure there is not more than a 7 goal spread during Provincial games. The MRA will not tolerate goal spreads of 7 or more. Should a team exceed 7 goals a letter may be sent to the coach notifying them that this game result is unacceptable. Provincials should be run with fair play and players should respect the rules as well as their opponents.
- i) Provincials will be played according to the current Ringette Canada rulebook.
- j) Provincial Championship fees will be set at the discretion of the MRA Board.
 - A, B & C fees are due December 15th yearly. One half of the registration amount is non-refundable between Dec. 15th and Jan. 15th. The full amount of registration is non-refundable after January 15th. Registration will be \$725.00
- k) All Provincial fees are due December 15th yearly. If fees are not received by the due date, that team will not be allowed to compete in Provincials – no exceptions.
- l) No players may be deleted from Provincials by coaches except for illness, injury, school/work commitments, or personal holidays. For U14 & U16 a written document from parents must be forwarded to the MRA stating the reason for the player not participating. For U19 and Open divisions, a written document from the player must be forwarded to the MRA stating the reason for the player not participating.
- m) If a team is eligible to participate in Provincials, they must submit a list of players eligible for competition, and have played 50% of regular scheduled league games after registration. Exceptions can be applied for in the case of illness, injury or other legitimate reasons. Rural teams without regular season play can apply for exemption.
- n) If a team requests that their male goaltender be used in place of their female goaltender, they must submit proof to the MRA that the goaltender has met eligibility guidelines.

- o) Should a team knowingly play with an ineligible player, all points will be removed from that team, and any medals will be stripped.
- p) A written request outlining the reason for the request, from the coach must be submitted to MRA Office when requiring temporary players for Provincials.
- q) A player may participate in more than one (1) Provincial Competition per year.
 - Players must be at least one age group or skill level lower.
 - Must adhere to conditions in 1.4 – Temporary Promotion. For Provincials teams may be allowed to add a maximum of three (3) players to bring roster up to ten (10) skaters in case of illness or players away on holidays.
 - Players cannot play in two (2) Provincial Championships on the SAME weekend.
- r) No official may knowingly be assigned to officiate a Provincial Championships game in a division they currently participate in should their team be entered in said Provincials or involving immediate family.
- s) Sizing for Provincial Champions will occur immediately following the gold medal games. A small space will be identified at the arena. All U16 and U19 A team members must report for sizing after the gold medal game.
- t) Games within a provincial tournament can be moved if required (giving 90 minutes for team recovery).
- u) When possible Provincials will be scheduled after the completion of City Playoffs and should not be scheduled at the same time.
- v) Any person, who engages in unsportsmanlike or abusive behavior in any form, including the internet, could be required to appear in front of a Disciplinary Panel, and fulfill any suspensions that may be assigned. Plus a person may be ineligible to represent Manitoba as a member of any Manitoba team.
- w) Provincial Divisions with less than 5 teams will be held at the discretion of the MRA.
- x) Shot Clocks will be used at all levels of Provincials.
- y) In the Open Division medals will not be given. Instead Gift Certificates will be given to the first, second and third place teams. First place will receive \$125.00, second place \$100.00 and third Place \$75.00
- z) At the Open Divisions, Provincials will not be held in the Open 3 loop.
- aa) The MRA reserves the right to reseed teams in the appropriate level to produce balanced competitive play.

1.2 Seeding for Provincials and Wildcards

- a) The provincial draw format will be as follows: City 1, 2 and 3 based on WRL Championships, 1 Rural spot per region. If the Rural representative participates in the WRL they shall only be allowed to register in the division they compete in for WRL playoffs, except by special permission by the MRA, and 1 Host spot (if applicable). Wildcard entries will be determined by the Games & Tournaments Committee based on the number of confirmed entries.
- b) Wildcards will be entertained in the A, B & C divisions only to ensure that a provincial competition can have an even number of teams whenever possible.
- c) No team from a higher skill level may participate in a lower skill level in Provincials.
- d) If a team from a lower skill level wishes to participate in a higher skill level for Provincials and all other teams are part of the Winnipeg Ringette League than that team(s) will occupy the lowest ranking on the Provincials playoff tree.
- e) Placement on the Provincial tree will be determined by a random draw, except when all eligible teams are participating in the WRL, in which case placement on the Provincial tree will be determined by the final placement in the WRL Championship. This will include placement of the Host and Wildcard position. (Except in Divisions eligible for Western Canadian Ringette Championships).
- f) For teams eligible for Western Canadian Ringette Championships placement will be determined by final standings in WRL league play, or standing in WRL one week before Provincial play if WRL league play is not completed. If a team who is not part of the WRL wishes to compete in these Provincials, they will be placed on the lowest rung of the ladder.

- g) Rural Associations are responsible for determining how their Provincial representative is chosen (i.e. Playoff between teams, random draw).
- h) In divisions where all teams are part of the WRL, if a wildcard is available it will be awarded to the highest ranking team (who indicated that they requested a wildcard) in the WRL playoffs who are not eligible for a position as City 1, 2, 3 or as a Rural Representative. When two (2) or more teams are eliminated from the WRL Championship in the same position in the standings then their final standing in the completion of WRL League play will determine their placement on the Provincial tree.
- i) Teams may enter wildcard entries by December 15th with provincial fee payment.
- j) When a division is not represented by both rural and urban teams, the provincials may, at the discretion of the MRA Board, still be held.
- k) In Provincials where a 4-team draw format is required, then where possible a wildcard position will be added to create a 5 team draw. When that is not an option a modified 4 team round robin will be implemented.

1.3 Players/Teams Eligibility for Provincials

a) General Rules:

- To qualify for a female-only, mixed, co-ed or male –only provincial tournament, the stated category must have a minimum of five teams – including at least one urban and one rural team – at a particular age/skill level. As previously stated those categories without enough teams, will not have a provincial tournament to play in that season.
- For Provincial play, no player regardless of age, shall be allowed in a lower level age group than that in which he/she is registered (i.e: a U14 player moved up to a U16 team cannot go back and play on the U14 team until the following season).
- The AdHoc Committee on Males in Ringette will review these policies in February each year to deal with any concerns.
- All A, B & C players must play in at least fifty percent (50%) of all regularly scheduled league games, after they have registered, to be eligible for provincial play. Exceptions can be applied for in the case of illness, injury or other legitimate reasons. As well, rural teams without regular season play can also apply for an exemption.
- In Provincials:
 - A female player may play in a Female Provincial, and one other division.
 - A Male player may play in a Male Provincial and one other division.

b) U16, U19 (14-18)

- *Female Only Division:* No males will be allowed to play on a female only team. However a team can apply to the MRA to use a male goaltender only if the goaltender(s) have been registered with a Ringette team prior to May 7, 2005.
- *Mixed Division:* Up to twenty percent (20%) of the team – to a maximum of four players, including the goaltender – may be male. If the numbers don't warrant the formation of enough mixed teams in a particular age group, mixed teams will not have a provincial tournament to play in that season.
- *Co-ed Division:* More than twenty percent (20%) of the team to a maximum of 50 percent (50%) may be male. If the numbers don't warrant the formation of enough co-ed teams in a particular age group, co-ed teams will not have a provincial tournament to play in that season.
- *Males Only Division:* No females will be allowed to play on a male-only team. However, a team can apply to the MRA board to have a female goaltender if attempts to find a male goaltender are unsuccessful. If the numbers don't warrant the formation of enough male only teams in a particular age group, male only teams will not have a provincial tournament to play in that season.

c) Open (18+)

- *Female Only Division*: No males are allowed to play on a female only team. However, a team can apply to the MRA to use a male goaltender only if the goaltender(s) have been registered with a Ringette team prior to May 7, 2005.
- *Mixed Division*: 20 percent (20%) of the team – up to a maximum of four players, including the goaltender – may be male. If the numbers don't warrant the formation of enough mixed teams in a particular age group, mixed teams will not have a provincial tournament to play in that season.
- *Co-ed Division*: More than twenty percent (20%) of the team – to a maximum of fifty percent (50%) may be male. If the numbers don't warrant the formation of enough co-ed teams in a particular age group, co-ed teams will not have a provincial tournament to play in that season.
- *Males Only Division*: No females will be allowed to play on a male-only team. However, a team can apply to the MRA board to have a female goaltender if attempts to find a male goaltender are unsuccessful. If the numbers don't warrant the formation of enough males-only teams in a particular age group, male only teams will not have a provincial tournament to play in that season.

1.4 Temporary Promotion

- a) For Provincial Championships, teams may be allowed to add a maximum of three (3) players to bring their roster up to ten (10) skaters in case of illness, injury, school/work commitments or players away on holidays. A letter from a parent, guardian, player, doctor or Local Association must accompany this request. Players must come from one age group or skill level lower unless the player is to play in the Open 3 Provincials. Open 3 may use an Open 3 player whose team is not participating in Provincials. Temporary players must come from their own Community Center/Town, however if no player is available, they must then contact another Community Center/Town in their Local Association. If a player is still not available, they may then go to the next nearest Local Association. Players must be a currently registered Manitoba Ringette player. No AA player registered on a MRA sanctioned roster may be used as a temporary player for Provincial competitions at the A, B or C divisions. This includes double carded AA players. All requests for Temporary Promotion must be received in the office 24 hours prior to the commencement of the first Provincial game in that age division. If less than 24 hours, requests will only be accepted in extreme circumstances and must be submitted to the Tournament Chair and one MRA board member for approval.
- b) For Provincial Championships, a goaltender may be replaced because of illness, injury, school/work commitments, or away on holidays. A letter from a parent, guardian, player, doctor or Local Association must accompany this request. The goaltender must be at least one age group or skill level lower unless goaltender is to play in the Open 3 Provincials. Open 3 may use an Open 3 goaltender whose team is not participating in Provincials. A male goaltender may not be used as a TP unless no female goaltenders are available. The goaltender must come from their own Community Center or Town; however, if no goaltender is available, they may contact the next nearest Community Center or Town. (The intent of this policy is to ensure that each team has one goaltender). Goaltenders must be a currently registered Manitoba Ringette player.
- c) All open divisions may not pick up from the U19 division.

1.5 Protest/Appeals Committee for Provincial Competitions

- a) The Protest Committee shall consist of three of the following: Director of Games and Tournaments or designate, Director of Officiating or designate, any MRA board director not previously mentioned and Chairperson of Host Committee should the Provincial be hosted by a Local Association.
- b) In the event of a protest/appeal, a \$50.00 protest/appeal fee must accompany any protest/appeal within one half-hour (30 minutes) after completion of the game or protest decision.
- c) No protest will be considered over the official's decision such as scoring of goals or blue line infractions, or judgment of the officials.
- d) No protest will be allowed over a timekeeping error if the result gives an equal opportunity to both teams
- e) The Protest Committee shall decide whether the person initiating the protest has legitimate grounds for a protest.
- f) Protest Committee Members shall not be directly involved with any of the teams involved in a protest.
- g) The Protest Committee shall decide whether a game shall be replayed at all, replayed in its entirety, or replayed from the point of dispute should a protest be upheld.
- h) Any appeal may be submitted by the team affected by the protest decision, providing it is not the team submitting the original protest, after both parties have had the opportunity of protest/appeal. Decision of the Protest Committee shall be final and binding on all parties.

1.6 Game Forfeiture

- a) Any team not showing for a game during the Provincials will receive an automatic suspension from further play to start immediately. This suspension will be in effect until the coaching staff appears before the MRA Board Disciplinary Committee.
- b) The only situations that would nullify this automatic suspension would be in the case of weather, ie heavy storms where police warn it is too dangerous for highway travel or an act of God – hotel fire, car accident or such drastic occurrences. Coach to supply adequate proof before suspension is lifted.
- c) Further penalties will be issued to a team which defaults:
 - A fine will be levied to the Local Association, Community Center or Town.

1.7 Provincial Hosts

- a) Local Associations, Clubs/Towns are responsible for the entire cost of hosting provincials. Hosts will, however receive all profits from the competition. The MRA is responsible for providing the Provincial Host with a hosting banner.
- b) Local Associations, Clubs/Towns are responsible to assign certified minor officials for the provincial competition.
- c) Provincial Hosts in the U16 A and U19 A categories must provide the MRA with a small, secure area on the final day of competition. This area will be used for sizing Provincial Champions for their Westerns walk-on uniforms.

1.8 Funding

- a) The MRA will levy a \$5.00 per player fundraising fee on all age groups eligible for Provincials. The levy will go into a grant for each division, based on the number of players.
- b) Only players travelling to Provincials/Westerns over 200km (one way) will receive funding.

2. Western Canadian Ringette Championships

2.1 General

- a) U14 AA, U16 A, U19 A Provincial Champions and Open 1 Elite League Champions will represent Manitoba at the Western Canadian Ringette Championships. Any second place or wildcard team will attend as a club team, but will also be representing the MRA.
- b) The participating teams once victorious at the Provincial Championships will become Team Manitoba and therefore must follow policies/procedures as set out in the MRA policies. This will also apply to any team attending as a host, wildcard, or second place team.
- c) Each representative must submit to the MRA a team contact that will liaise with the MRA exclusively.
- d) Teams at the U14 AA, U16 A, U19 A and Open Elite levels will be required to submit an application and \$1000.00 cheque with their commitment to attend by December 15th annually.
- e) Teams who withdraw their commitment to attend after the deadline will lose their deposit of \$1000.00 and will be fined \$5000.00 by the WCRC Host

2.2 Travel

- a) MRA Executive Director shall:
 - Provide Westerns host hotel information to all teams that will be representing Manitoba at the Western Canadian Ringette Championships. Teams are responsible for booking their own accommodations; they **are required** to stay at one of the host hotels.
 - Order walk-on uniforms. The Games & Tournaments committee will determine what the walk-on uniform will consist of.
 - Order playing uniforms.
- b) Individual teams shall:
 - Be responsible for booking their own flights.
 - Be responsible for booking ground transportation during the event.
 - Book practice ice if available.
 - Be responsible for payment of all banquet tickets, team photos etc. as outlined in the Event information Package.
 - Any damages to hotel rooms or vehicles are the responsibility of the team.

2.3 Funding

- a) The MRA will pay for each team's registration fee in advance. Teams will pay the full amount back once they have been determined.
- b) The MRA will provide each team an event grant, grant determined by multiplying the number of registered athletes in the team's division by the travel fee.
- c) Funding shall be given to a maximum of three coaching staff per team.
- d) Teams not following Westerns policies as outlined will not receive any MRA funding.
- e) All expenses for travel and participation are the responsibility of the team travelling.
- f) The MRA will provide an event grant in the amount of \$200.00 to all referees participating in the Western Canadian Championships.

2.4 Registration

- a) At U14 AA no pickups will be allowed for Western Canadian Ringette Championships except in situations when a U14 AA team minimum is below 12 skaters plus a goalie. It is understood that the team complement will be 11 skaters and 2 goalies. Teams may pick up a goalie of the same age group and division if their team has only one (1) on their roster. In extenuating circumstances, teams may apply to the Manitoba Ringette Association Board to use a player from a skill or age group lower.

- b) U16 A, U19 A, and Open 1 teams participating in Western Canadian Ringette Championships are allowed to bring their roster to a maximum of eighteen (18) players. They cannot however, delete any players that were on their roster as of January 15th yearly. Teams can request to replace players that were on their roster as of January 15th in case of injury, school/work commitments, or players away on holidays. A letter from the player or players parent/guardian must be submitted with the request.
- c) For the Western Canadian Ringette Championships, Provincial teams may only choose additional players from their own division and skill level not currently registered as a player for a host team. In extenuating circumstances, they may apply to the Manitoba Ringette Association Board to use a player from a skill or age group lower.
- d) Teams participating in Western Canadian Championships must submit a roster to the MRA within two (2) days following the Provincial Championship.
- e) All team staff must be fully certified as specified annually by the MRA.
- f) There shall be no more than 5 team staff listed on the Official Western Canadian Ringette Championships roster. Team staff positions shall include and be limited to those of coach, assistant coach, manager and trainer. There will be a maximum of one (1) manager and one (1) trainer.

2.5 Conduct

- a) All players, coaches and team staff must sign a behavior and conduct declaration form prior to leaving for the tournament.
- b) All players, coaches and team staff must wear walk-on uniforms at all official team functions – including, but not limited to, travel to/from competition, travel to/from games, Opening Ceremonies, and watching other Team Manitoba games.

2.6 Equipment

- a) Teams are required to meet equipment guidelines set in the Ringette Canada rules.
- b) Playing Jersey-Team jerseys must be purchased by every player. Should a player already have a jersey, from previous seasons, that jersey can be used depending on team jersey numbering. Each team is responsible for any number changes to existing jerseys. Jerseys will be selected by the MRA.
- c) In the case where a host team is required, they will not be required to purchase jerseys, they will wear club jerseys.
- d) Only those individuals listed on the official WCRC team roster will be permitted to order any MRA merchandise offered by the MRA

3. AA PROVINCIALS

3.1 General

- a) U16 & U19 AA Provincial must be completed by the 4th weekend in February. (U14 A Provincials run in conjunction with U16 & U19 AA).
- b) Each Association may enter a AA team registered with MRA and Ringette Canada.
- c) The championships draw format will be determined by the MRA in consultation with the AA Committee.
- d) All Provincial Championships will be played according to the current Ringette Canada rulebook.
- e) Provincial Championship fees will be set yearly by the MRA.
- f) AA fees are due December 1st yearly (non refundable after December 31st yearly).
- g) No player may be deleted from Provincials by coaches except for illness, injury, school/work commitments, or personal holidays. For U14 & U16 players a written document from parents must be forwarded to the MRA stating the reason for the player not participating. For the U19 division, a written document from the player must be forwarded to the MRA stating the reason for the player not participating.
- h) A written request from the coach must be submitted to MRA office when requiring temporary players for Provincial Competition. **3.4 Temporary Promotion**
- i) A player may participate in more than one (1) Provincial Competition per year.

- j) Players must be at least one age group or skill level lower.
 - k) Players cannot play in two (2) Provincial Championships on the SAME weekend.
 - l) No official may knowingly be assigned to officiate Provincial Championship games involving any immediate family.
 - m) All Provincial winners will be informed of a time and place for sizing, immediately after the Gold Medal game.
- 3.2 Seeding – determined by the MRA in conjunction with the AA Committee
- 3.3 Players/Teams Eligibility
- a) Only registered AA teams/Provincial Teams are eligible to participate in AA Provincials and therefore Nationals.
- 3.4 Temporary Promotion – see **1.4 Temporary Promotion** under 1 – ABC Provincial Championships.
- 3.5 Protest/Appeals Committee for Provincial Competitions
- a) The Protest Committee shall consist of three of the following: Director of Games and Tournaments or designate, Director of High Performance or designate, Director of Officiating or designate, any MRA board director not previously mentioned and Chairperson of Host Committee should the Provincial be hosted by a Local Association.
 - b) In the event of a protest/appeal, a \$50.00 protest/appeal fee must accompany any protest/appeal within one half-hour (30 minutes) after completion of the game or protest decision.
 - c) No protest will be considered over the official's decision such as scoring of goals or blue line infractions, or judgment of the officials.
 - d) No protest will be allowed over a timekeeping error if the result gives an equal opportunity to both teams.
 - e) The Protest Committee shall decide whether the person initiating the protest has legitimate grounds for a protest.
 - f) Protest Committee Members shall not be directly involved with any of the teams involved in a protest.
 - g) Protest Committee shall decide whether a game shall be replayed at all, replayed in its entirety, or replayed from the point of dispute should a protest be upheld.
 - h) Any appeal may be submitted by the team affected by the protest decision, providing it is not the team submitting the original protest, after both parties have had the opportunity of protest/appeal. Decision of the Protest Committee shall be final and binding on all parties.
- 3.6 Game Forfeiture
- a) Any team not showing for a game during the Provincials will receive an automatic suspension from further play to start immediately. This suspension will be in effect until the coaching staff appears before the MRA Board Disciplinary Committee.
 - b) The only situations that would nullify this automatic suspension would be in the case of weather, ie heavy storms where police warn it is too dangerous for highway travel or an act of God – hotel fire, car accident or such drastic occurrences. Coach to supply adequate proof before suspension is lifted.
 - c) Further penalties will be issued to a team which defaults:
 - A fine will be levied to the Local Association, Community Center or Town.
- 3.7 Provincial Hosts
- a) Local Associations, Clubs/Towns are responsible for the entire cost of hosting provincials. Hosts will, however receive all profits from the competition. The MRA is responsible for providing the Provincial Host with a hosting banner.
 - b) Local Associations, Clubs/Towns are responsible to assign certified minor officials for the provincial competition.
 - c) Provincial Hosts will be responsible for providing the MRA with a small, secure area on the last day of competition. This area will be used for sizing for teams for their walk on uniforms.

4. CANADIAN RINGETTE CHAMPIONSHIPS

4.1 General

- a) U16 and U19 AA Provincial Champions will represent Manitoba at the Canadian Ringette Championships.
- b) The participating teams once victorious at the Provincial Championships, will become Team Manitoba and therefore must follow policies and procedures as set out in the MRA policies.
- c) U16 and U19 AA second place teams at Provincials will represent Manitoba at the Canadian Ringette Championships; they must follow the policies and procedures as set out in MRA policies.
- d) Each representative must submit to the MRA a team contact that will liaise with the MRA exclusively.

4.2 Travel

- a) MRA Executive Director shall:
 - Provide host hotel information to all Manitoba teams that will be participating. Teams are responsible for booking their own accommodations; they are **required** to stay at one of the Host hotels.
 - Order playing uniforms.
 - Order walk-on uniforms.
- b) Individual teams shall:
 - Be responsible for booking their own flights.
 - Be responsible for booking ground transportation during the event.
 - Book practice ice if available.
 - Be responsible for payment of all banquet tickets, team photos etc. as outlined in the Event information Package.
 - Any damages to hotel rooms or vehicles are the responsibility of the team.

4.3 Funding

- a) The MRA will pay for each team's registration fee in advance. Teams will pay the full amount back once they have been determined.
- b) The MRA will provide Team Manitoba U16 and U19 AA an event grant, grant determined by multiplying the number of registered athletes in the team's division by the travel fee.
- c) Funding shall be given to a maximum of three coaching staff per team.
- d) Teams not following Nationals policies as outlined will not receive any MRA funding.
- e) All expenses for travel and participation are the responsibility of the team travelling.
- f) The MRA will provide an event grant in the amount of \$500.00 to all referees participating in the Canadian Championships. Only officials asked by Ringette Canada to attend in an officiating or supervisory capacity are eligible.

4.4 Registration

- a) Team rosters may not be changed after the registration deadline in each team's province, or after January 31st of the competition year, whichever is earlier.
- b) Alterations to the team roster after the roster deadline shall be made only in the case of injury (with medical documentation indicating that the athlete is not medically fit to participate) and players may only be added to the roster if another has been removed due to medical reasons.
 - Players added to the rosters after the deadline may not have appeared on the roster of another team as of January 31st.
- c) All team staff must be fully certified as specified annually by the MRA.

4.5 Conduct

- a) All players, coaches and team staff must sign a behavior and conduct declaration form prior to leaving for the tournament.
- b) All players, coaches and team staff must wear walk-on uniforms at all official team functions – including, but not limited to, travel to/from competition, travel to/from games, Opening Ceremonies, and watching other Team Manitoba games.

4.6 Equipment

- a) Teams are required to meet equipment guidelines set in the Ringette Canada rules.
- b) Playing Jersey-Team jerseys must be purchased by every player. Should a player already have a jersey, from previous seasons, that jersey can be used depending on team jersey numbering. Each team is responsible for any number changes to existing jerseys. Jerseys will be selected by the MRA.
- c) Only those individuals listed on the official CRC team roster will be permitted to order any MRA merchandise offered by the MRA.

SECTION 9 – CODE OF CONDUCT POLICY

DEFINITIONS

1. The following terms have these meanings in this Code:
 - a) “Member – All categories of membership defined in Article 2 of the Manitoba Ringette Association (MRA) By-laws as well as all individuals employed by, or engaged in activities with, the MRA including, but not limited to, clubs, athletes, coaches, officials, volunteers, team managers, administrators, committee members, directors and officers of the MRA.

PURPOSE

2. The purpose of the Code is to ensure a safe and positive environment (within MRA programs, activities and events) by making Members aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the MRA. Further, the MRA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
3. Members who violate this Code may be subject to sanctions pursuant to the MRA's *Discipline and Complaints Policy*.

APPLICATION OF THIS CODE

4. This Code applies to Members' conduct during MRA business, activities and events including, but not limited to, competitions, tournaments, games, practices, tryouts, training camps, travel associated with MRA activities and any meetings.
5. This Code also applies to Members' conduct outside of the MRA's business, activities, and events when such conduct adversely affects relationships within the MRA (and its work and sport environment) and is detrimental to the image and reputation of the MRA. Such applicability will be determined by the MRA at its sole discretion.

BACKGROUND

6. Harassment and conduct issues can be humiliating and degrading, and undermines self-esteem and performance. It creates an intimidating, hostile or offensive environment for sport, recreation and athletic activity. Harassment and conduct issues can diminish athletic performance, become a barrier to the full and fair participation in sport, and even result in complete withdrawal from sport. The MRA will not tolerate any form of harassment or conduct issues and it is committed to taking all necessary steps to ensure these activities do not occur.

RESPONSIBILITIES

7. Members have a responsibility to:
 - a) Maintain and enhance the dignity and self esteem of MRA members and other individuals by:
 - Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious beliefs, political belief, disability, or economic status.
 - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members.
 - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - Consistently treating individuals fairly and reasonably.
 - Ensuring adherence to the rules of ringette and the spirit of those rules.

- b) 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. Types of behavior that constitute harassment include, but are not limited to:
- Written or verbal abuse, threats, or outbursts.
 - The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
 - Unwelcome remarks, jokes, nicknames, comments, innuendo, catcalls, whistles, taunts.
 - Linking skills with gender or sexual orientation.
 - Leering or other suggestive or obscene gestures.
 - Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - Any form of hazing.
 - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
 - Unwelcome sexual flirtations, advances, requests, or invitations.
 - Physical or sexual assault.
 - Behaviors 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.
 - Retaliation or threats of retaliation against an individual who reports harassment to the MRA.
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- Sexist jokes.
 - Display of sexually offensive material.
 - Sexually degrading words used to describe a person.
 - Inquiries or comments about a person's sex life.
 - Unwelcome sexual flirtations, advances, or propositions.
 - Persistent unwanted contact.
- d) Abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods. More specifically, the MRA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the MRA's *Discipline and Complaints Policy*. The MRA will respect any penalty enacted pursuant to a breach of the Canada Anti-Doping Program, whether imposed by the MRA or any other sport organization.
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Center for Ethics in Sport (CCES).
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- g) In the case of adults, take reasonable steps to manage the responsible consumption of alcohol in social situations associated with MRA events.
- h) Respect the property of others and not willfully cause damage.
- i) Promote ringette in the most constructive and positive manner possible.
- j) **Adhere to all federal, provincial, municipal and host country laws.**
- k) Comply, at all times, with the MRA's by-laws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

BOARD/COMMITTEE MEMBERS AND STAFF

8. In addition to section 7 (above), the MRA's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the MRA; not as a member of any other particular member of constituency.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of MRA business and maintenance of Member confidence.
 - c) Ensure that the MRA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the MRA.
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
 - g) Keep informed about MRA activities, the national ringette community, and general trends in the sectors in which it operates.
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the MRA is incorporated.
 - i) Respect the confidentiality appropriate to issues of a sensitive nature.
 - j) Respect the decisions of the majority.
 - 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 MRA governance documents.
 - m) Conform to the by-laws and policies approved by the MRA, in particular this *Code of Conduct* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*.

CLUBS

9. In addition to section 7 (above), clubs will:
- a) Deliver their services in compliance with the constitution, by-laws, policies, rules, regulations and procedures of the MRA, and, where necessary, amend their own rules to comply with those of the MRA.
 - b) Ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in good standing, of their respective organizations.
 - c) Engage only authorized coaches and sanctioned athletes.

COACHES

10. In addition to section 7 (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) Make distinctions between harassment and the use of discipline in training; whereby training involving touching or other physical contact shall only occur in an appropriate setting and only after verbal consent has been sought and received.
 - c) Be consistent in taking any corrective or punitive action without using derogatory slang, offensive terms or harassment.
 - d) 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.
 - e) 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.
 - i) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.
 - j) Provide athletes (and the parents/guardians or minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
 - k) Consider the academic pressures placed on student-athletes and conduct practices and events in a manner that support academic success.

- l) Respect other coaches.
- m) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the MRA's *Bench Staff Code of Conduct*.
- n) Report any ongoing criminal investigation, conviction, or existing bail conditions, including but not limited to, those for violence, child pornography, possession, use, sale of any illegal substance or offence related to a person being in a position of trust and authority.
- o) 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.
- p) Respect athletes participating 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.
- q) 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 an athlete.
- r) 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.
- s) Dress professionally, neatly and inoffensively.
- t) Use inoffensive language, taking into account the audience being addressed.

Athletes

11. In addition to section 7 (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) Participate and appear on-time, well nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events.
- c) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason.
- d) Adhere to the MRA's rules and requirements regarding clothing and equipment.
- e) Never ridicule a participant for a poor performance or practice.
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators.
- g) Act in accordance with the MRA's policies and procedures and, when applicable, additional rules as outlined by coaches.
- h) When traveling to represent the MRA, adhere to MRA's requirements regarding travel and accommodations.
- i) Sign a MRA Travel and Behavior Policy prior to departing for the competition.

Officials

12. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rule changes.
- b) Work within the boundaries of their position's description while supporting the work of other officials.
- c) Act as an ambassador of the MRA by agreeing to enforce and abide by national and provincial rules and regulations.
- d) Take ownership of actions and decisions made while officiating.
- e) Respect the rights, dignity, and worth of all individuals.
- f) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of the MRA, athletes, coaches, other officials and parents.
- g) Be fair, equitable, considerate, independent, honest, impartial in all dealings with others.
- h) Respect the confidentiality required by issues of a sensitive nature, which may include forfeits, discipline processes, appeals, and specific information or data about Members.
- i) Dress in proper attire for officiating.

SECTION 10 – DISCIPLINE AND COMPLAINTS POLICY

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) “*Complainant*” – The party alleging an infraction.
 - b) “*Days*” – Days irrespective of weekend and holidays.
 - c) “*Members*” – All categories of membership defined in Article 2 of the Manitoba Ringette Association (MRA) *By-laws* as well as all individuals employed by, or engaged in activities with, the MRA including, but not limited to, clubs, athletes, coaches, officials, volunteers, team managers, administrators, committee members, directors and officers of the MRA.
 - d) “*Parties*” – The complainant, Respondent, and any other Members or persons affected by the complainant.
 - e) “*Respondent*” – The alleged infracting party.

PURPOSE

2. The MRA is committed to providing an environment in which all MRA Members are treated with respect. Membership in the MRA, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the MRA's policies, by-laws, rules and regulations and *Code of Conduct*. Irresponsible behavior by Members can result in severe damage to the integrity of the MRA. Members who violate these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the MRA provides Members with the mechanism outlined in this policy so that complainants are handled fairly, expeditiously and affordably.

APPLICATION OF THE POLICY

3. This policy applies to all Members defined in the 'Definitions' section of this Policy.
4. This Policy applies to discipline matters that may arise during the course of MRA business, activities, and events including, but not limited to, competitions, games, tournaments, practices, tryouts, training camps, travel associated with MRA activities and any meetings.
5. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the MRA will be dealt with pursuant to the policies of these other entities unless requested and accepted by the MRA at its sole discretion.
6. This Policy does not apply to matters of employment or the rules of ringette.

REPORTING A COMPLAINT

7. Any Member may report any complaint to the MRA. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the MRA. Legal counsel may be retained by the Complainant at the Complainants own expense.
8. MRA's Executive Director may submit a complaint on behalf of the MRA.
9. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide written statement giving reasons for an exemption to his limitation. The decision to accept, or not accept, the complainant outside of the fourteen (14) day period will be at the sole discretion of the MRA. This decision may not be appealed.

MEDIATION

10. The MRA supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the discipline and complaints process, the Parties, by mutual agreement, may decide to pursue alternate dispute resolution under the MRA's *Alternate Dispute Resolution Policy*.
11. Before any complaint proceeds to the formal stage, the dispute will first be referred to a Dispute Resolution Officer for review, with the objective of resolving the dispute via mediation.
12. The Dispute Resolution Officer shall decide the format for the mediation and determine a deadline before which the parties must reach a negotiated decision.
13. Should a negotiated decision be reached through alternate dispute resolution, it shall be reported to and approved by the MRA and any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the MRA's approval.
14. Failing the resolution of the complaint through the alternate dispute resolution process, or if either Party chooses to forego alternate dispute resolution, the complaint shall continue to be addressed under this Policy.

CASE MANAGER

15. Upon accepting a complaint and failing the resolution of the complaint through alternate dispute resolution, the MRA will appoint a case manager who has sole discretion to determine whether the complaint is frivolous or vexatious, or if the complaint is potentially legitimate and involves either an incident classified as a minor infraction or an incident classified as a major infraction. The Case Manager is not required to be a member of the MRA. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. The appointment of the Case Manager, the Case Manager's determination of the legitimacy of the complaint, and the Case Manager's classification of the incident are all not appealable.
16. The Case Manager shall decide one of the following:
 - a) The Complainant is frivolous or vexatious and shall be immediately dismissed.
 - b) The complaint is outside of the MRA's jurisdiction it shall be dismissed and the Complainant shall be directed to the proper jurisdiction.
 - c) The complaint is potentially legitimate and the incident shall be dealt with as a minor infraction.
 - d) The complaint is potentially legitimate and the incident shall be dealt with as a major infraction.
17. The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Policy relating to minor or major infractions.
18. This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behavior that constitutes either a minor or major infraction. Any infraction and resulting corrective action must be reported to the MRA. Further sanctions may be applied in accordance with the procedures set out in this Policy.
19. A complaint may be withdrawn at any time; however such a complaint may be continued by the Executive Director on behalf of the MRA if the MRA does not consent to the withdrawal of the complaint.

MINOR INFRACTIONS

20. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, the MRA, or the sport of ringette. Examples of minor infractions can include, but are not limited to, a single incident of:
 - a) Disrespectful, offensive, abusive, racist or sexist comments or behavior.
 - b) Disrespectful conduct such as outbursts of anger or argument.
 - c) Conduct contrary to the values of the MRA.
 - d) Being late for, or absent from, MRA events and activities at which attendance is expected or required.
 - e) Non-compliance with the MRA's policies, procedures, rules, or regulations.
21. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or MRA decision-makers.
22. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
23. Penalties for minor infractions which may be applied singularly or in combination, include the following:
 - a) Verbal or written reprimand from the MRA to one of the Parties.
 - b) Verbal or other voluntary contribution to the MRA.
 - c) Service or other voluntary contribution to the MRA.
 - d) Removal of certain privileges of membership for a designated period of time.
 - e) Suspension from the current competition, activity, or event.
 - f) Any other sanction considered appropriate for the offense.
24. Minor infractions that result in discipline will be recorded and records will be maintained by the MRA. Repeat minor infractions may result in further such incidents being considered a major infraction.

MAJOR INFRACTIONS

25. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the MRA, or to the sport of ringette. Examples of major infractions include but are not limited to:
 - a) Repeated minor infractions.
 - b) Any incident of hazing.
 - c) Incidents of physical abuse.
 - d) Behavior that constitutes harassment, sexual harassment, or sexual misconduct.
 - e) Pranks, jokes, or other activities that endanger the safety of others.
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition.
 - g) Conduct that intentionally damages the MRA's image, credibility, or reputation.
 - h) Disregard for the MRA's by-laws, policies, rules and regulations.
 - i) Intentionally damaging MRA property or improperly handling MRA monies.
 - j) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics.
 - k) Any possession or use of banned performance enhancing drugs or methods.
26. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.
27. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

PROCEDURE FOR MAJOR INFRACTION HEARING

28. The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
29. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
30. If the respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purposed of determining an appropriate sanction.
31. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
32. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, 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) All Parties deem appropriate notice of the day, time and place of the hearing.
 - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
 - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
 - d) The Panel may request that any other individual participate and give evidence at the hearing.
 - e) The decision will be by a majority vote of the Panel Members.
33. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.
34. In fulfilling its duties, the Panel may obtain independent advice.

DECISION

35. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within a reasonable time after the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the MRA. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued within a reasonable time period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

SANCTIONS

36. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- a) Verbal or written reprimand from the MRA to one of the Parties.
 - b) Verbal or written apology from one Party to the other Party.
 - c) Service or other voluntary contribution to the MRA.
 - d) Expulsion from the MRA.
 - e) Removal of certain membership privileges.
 - f) Suspension from certain MRA teams, events, and/or activities.
 - g) Suspension from all MRA activities for a designated period of time.
 - h) Withholding of prize money or awards.
 - i) Payment of the cost of repairs for property damage.
 - j) Suspension of funding from the MRA or from other sources.
 - k) Any other sanction considered appropriate for the offense.
37. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
38. Major infractions that result in discipline will be recorded and records will be maintained by the MRA.

INTERIM MEASURES PENDING A HEARING

39. The MRA may determine that an alleged incident is of such seriousness as to implement interim measures pending a hearing and a decision of the Panel. Interim measures are not sanctions and they may take many forms including, but not limited to:
- a) Imposition of conditions upon continued participation in MRA work or activities.
 - b) Suspension from participation in MRA work or activities.
 - c) Suspension of membership privileges.

CRIMINAL CONVICTIONS

40. A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from the MRA and/or removal from MRA competitions, programs, activities and events upon the sole discretion of the MRA:
- a) Any child pornography offenses.
 - b) Any sexual offenses.
 - c) Any offence of physical or psychological violence.
 - d) Any offense of assault.
 - e) Any offence involving trafficking of illegal drugs.

CONFIDENTIALITY

41. The discipline and complaints 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 relating to the discipline or complaint to any person not involved in the proceedings; pursuant to the MRA's *Confidentiality Policy* and *Privacy Policy*.

APPEALS PROCEDURE

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

RECORD KEEPING

43. The MRA shall keep a secure record of every decision rendered under this Policy.

SECTION 11 – SUSPENSION POLICY

1. SUSPENSIONS

- a) Any member who violates any of the Constitution, By-laws, or Policy and Procedures of the MRA shall be subjected to discipline by the MRA.
- b) Any coach falsifying a player's registration on the Ringette Canada player registration form shall incur automatic suspension until the matter has been dealt with by the MRA Board.
- c) Any player who falsifies their birth date or place of residence on a registration form, shall incur automatic suspension and shall appear before the Board.
- d) Any player, coach, manager or game official who falsifies their signature on a game report sheet, shall incur automatic suspension until the matter has been dealt with by the MRA.
- e) Any player, coach, manager, or game official who is suspended, has the right to appeal in accordance with the appeal process of the MRA (See Appeal Policy Below).
- f) Any coach who knowingly plays an ineligible player will:
 - Be immediately suspended until the matter has been dealt with by MRA Board.
 - Forfeit all games involving an ineligible player in favor of the opposing team.

SECTION 12 – APPEAL POLICY

DEFINITIONS

1. The following terms have these meaning in this Policy:
 - a) “*Appellant*” – The Party appealing a decision.
 - b) “*Days*” – Days irrespective of weekends and holidays.
 - c) “*Member*” – categories of membership defined in Article 2 of the Manitoba Ringette Association (MRA) By-laws as well as all individuals employed by, or engaged in activities with, the MRA including, but not limited to, clubs athletes, coaches, officials, volunteers, team managers, administrators, committee members, directors and officers of the MRA.
 - d) “*Parties*” – The Appellant, Respondent, and any other Members or persons affected by the appeal.
 - e) “*Respondent*” – The body whose decision is being appealed.

PURPOSE

2. The MRA is committed to providing an environment in which all MRA Members are treated with respect. The MRA provides Members with this *Appeal Policy* to enable appeals of certain decisions made by the MRA. Further, some decisions made by the process outlined in the MRA's *Discipline and Complaints Policy* may be appealed under this Policy.

SCOPE AND APPLICATION OF THIS POLICY

3. This Policy applies to all Members as defined in the 'Definitions' section of this Policy. Any Member who is directly affected by a MRA decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy will **not apply** to decisions relating to:
 - a) Employment.
 - b) Infractions for doping offenses.
 - c) The rules of ringette.
 - d) Selection criteria, quotas, policies, and procedures established by entities other than MRA.
 - e) Substance, content, and establishment of selection criteria.
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments.
 - g) Budgeting and budget implementation.
 - h) The MRA's operational structure and committee appointments.
 - i) Decisions or discipline arising within the business, activities, or events organized by entities other than the MRA (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the MRA at its sole discretion).
 - j) Decisions of discipline arising within competition (appeals of these decisions shall be dealt with within competition under the competition's appeal process).
 - k) Commercial matters for which another appeals process exists under a contract or applicable law.

ALTERNATE DISPUTE RESOLUTION

5. The MRA supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the appeals process, the Parties, by mutual agreement, may decide to pursue negotiation or mediation in the process as outlined by the MRA's *Alternate Dispute Resolution Policy*. Failing the resolution of the appeal through that process, or if either Party chooses to forego alternate dispute resolution, the appeal shall continue to be addressed under this Policy.

TIMING AND NOTICE OF APPEAL

6. Members who wish to appeal a decision have fifteen (15) days from the date on which they received notice of the decision to submit, in writing to the MRA's Executive Director, the following:
 - a) Notice of the intention to appeal.
 - b) Contact information and status of the appellant.
 - c) Name of the respondent and any affected parties.
 - d) Date the appellant was advised of the decision being appealed.
 - e) A copy of the decision being appealed, or description of decision if written document is not available.
 - f) Grounds for the appeal.
 - g) Detailed reasons for the appeal.
 - h) All evidence that supports these grounds.
 - i) Requested remedy or remedies.
 - j) \$75 administration fee (which shall be refunded if the appeal is successful).
7. A Member wishing to initiate an appeal beyond the fifteen (15) 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 fifteen (15) day period will be at the sole discretion of the Case Manager and may not be appealed.

GROUND FOR APPEAL

8. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient ground include the Respondent:
 - a) Made a decision that it did not have authority or jurisdiction (as set out in the Respondent's governing documents) to make.
 - b) Failed to follow its own procedures (as set out in the Respondents 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 is unable to consider other views.
9. The Appellant bears the onus of proof and 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.

SCREENING OF APPEAL

10. Upon receiving notice of the appeal, the fee, and all other information (outlined in the 'Timing and Notice of Appeal' section of this Policy), the MRA will appoint a Case Manager who has sole discretion to decide whether there are sufficient grounds for the appeal.
11. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
12. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

PROCEDURE FOR APPEAL HEARING

13. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
14. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
15. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on review of documentary evidence, 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 the appropriate timeline determined by the Case Manager.
- b) The Parties will be given reasonable notice of the day, time and place of the hearing.
- 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) 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.
- g) The decision to uphold or reject the appeal will be a majority vote of Panel Members.

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

APPEAL DECISION

17. 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.
- d) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any Party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources.

18. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the MRA. In extraordinary circumstances, the Panel may first issue a verbal or summery decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

CONFIDENTIALITY

19. The appeals process is confidential and involves only the Parties, 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 with the proceedings.

FINAL AND BINDING

20. The decision of the Panel will be binding on the Parties and on all MRA Members.

21. No action or legal proceeding will be commenced against the MRA or its members in respect of a dispute, unless the MRA has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the MRA's governing documents.

SECTION 13 – ALTERNATE DISPUTE RESOLUTION POLICY

DEFINITIONS

1. The following term has this meaning in this Policy:

- a) "Member" – All categories of membership defined in Article 2 of the Manitoba Ringette Association (MRA) By-laws as well as all individuals employed by, or engaged in activities with, the MRA, including but not limited to, clubs, athletes, coaches, officials, volunteers, team managers, administrators, committee members, directors and officers of the MRA.

PURPOSE

- 2. The MRA supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes with and among Members. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, with litigation.
- 3. The MRA encourages all Members to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The MRA believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Members are strongly encouraged.

APPLICATION OF THIS POLICY

4. This Policy applies to all Members.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within the MRA when all parties to the dispute agree that such a course of action would be mutually beneficial.

FACILITATION AND MEDIATION

6. If all parties to a dispute agree to Alternate Dispute Resolution, a trained mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
7. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the MRA. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the MRA's approval.
9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, the dispute shall remit back to the Policy under which it was initially being addressed and continue being addressed at the stage of that Policy that the parties chose to pursue Alternate Dispute Resolution, or the dispute shall start being addressed under the Applicable Policy.
10. The costs of mediation and facilitation will be shared equally by the parties.

FINAL AND BINDING

11. Any negotiated decision will be binding on the parties and on all MRA Members. Negotiated decisions may not be appealed.
12. No action or legal proceeding will be commenced against the MRA or its members in respect of a dispute, unless the MRA has refused or failed to provide or abide by the dispute resolution processes set out in the MRA's governing documents.

SECTION 14 – CONFLICT OF INTEREST POLICY

DEFINITIONS

1. The following terms have these meanings in the Policy:
 - a) *"Conflict of Interest"* – An incompatibility between one's private interests and one's duties as a trustee of the organization.
 - b) *"Perceived Conflict of Interest"* – A reasonable perception by an informed person that a conflict of interest situation exists or may exist.
 - c) *"Stakeholder"* – Individuals employed by, or engaged in activities on behalf of the MRA including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members and directors and officers of the MRA.

BACKGROUND

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

PURPOSE

3. The MRA strives to reduce and eliminate nearly all instances of conflict of interest at the MRA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Stakeholders will conduct themselves in matters relating to real or perceived conflict of interest, and will clarify how Stakeholders shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Stakeholders.

OBLIGATIONS

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Stakeholder's personal interest and the interests of the MRA, shall always be resolved in favor of the MRA.

6. Stakeholders 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 the MRA, unless such business, transaction, or other interest is properly disclosed to the MRA and approved by MRA.
 - 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 the MRA, if such information is confidential or not generally available to the public.
 - e) Without the permission of the MRA, use MRA property, equipment, supplies, or services for activities not associated with the performance of their official duties with the MRA.
 - f) Place themselves in positions where they could, by virtue of being a MRA Stakeholder, influence decisions or contracts from which they could derive any direct or indirect benefit.
 - g) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by the virtue of being MRA Stakeholder.

DISCLOSURE OF CONFLICT OF INTEREST

- 7. Stakeholders shall disclose conflicts of interest to the MRA Board of Directors immediately upon becoming aware that a real or perceived conflict of interest exists.
- 8. Stakeholders shall also disclose any and all affiliations with any and all other ringette organizations with which the individual is associated. These associations include any of the following roles; athlete, coach, manager, official, staff member or board member.

MINIMIZING CONFLICTS OF INTEREST IN DECISION-MAKING

- 9. Decisions or transactions that involve a real or perceived conflict of interest that has been proactively disclosed by a MRA Stakeholder will be considered and decided with the following additional provisions.
 - a) The nature and extent of the Stakeholder'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 Stakeholder does not participate in discussion on the matter.
 - c) The Stakeholder abstains from voting on the decision.
 - d) For board-level decisions, the Stakeholder does not count towards quorum.
 - e) The decision is confirmed to be in the best interests of the MRA.

CONFLICT OF INTEREST COMPLAINTS

- 10. Any person who believes that a Stakeholder may be in a conflict of interest situation should report the matter, in writing, to the MRA Board of Directors.
- 11. Any person who believes that a Stakeholder has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the MRA to be addressed under the MRA's *Discipline and Complaints Policy*.

ENFORCEMENT

- 12. Failure to adhere to this Policy may permit discipline in accordance with the MRA's *Discipline and Complaints Policy*

DECLARATION REGARDING CONFLICT OF INTEREST

I have read the MRA 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 Director, as soon as it is known to me.

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

Name (printed)

Signature

Date

SECTION 15 – CONFIDENTIALITY POLICY

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) “Member” – All categories of membership defined in Article 2 of the Manitoba Ringette Association (MRA) By-laws as well as all individuals employed by, or engaged in activities with, the MRA including but not limited to, clubs, athletes, coaches, officials, volunteers, team managers, administrators, committee members, directors and officers of the MRA.

PURPOSE

2. The purpose of this Policy is to ensure the protection of Confidential Information within the MRA.

APPLICATION OF THIS POLICY

3. This policy applies to all Members.

CONFIDENTIAL INFORMATION

4. The term “Confidential Information” includes, but is not limited to, the following:
 - a) Personal Information of Members including:
 - Home address
 - Email address
 - Personal phone numbers
 - Date of birth
 - Financial Information
 - Medical history
 - Police Information Checks
 - b) Manitoba Ringette intellectual property, proprietary information, and business related to Manitoba Ringette programs, fundraisers, 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, software, financial information, and information that is not generally or publicly known or distributed.
5. Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
6. Members voluntarily publishing, or consenting to the publication of, basic personal information in a public form (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.

RESPONSIBILITY

7. Members will not, either during the period of their involvement/employment with Manitoba Ringette or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized by Manitoba Ringette to do so.
8. Members won't publish, communicate, divulge, or disclose to an unauthorized person, firm, third party, or corporation any Confidential Information without the express written consent of Manitoba Ringette.
9. Members will not use, reproduce, or distribute Confidential Information without the express written consent of Manitoba Ringette.
10. All files and written materials relating to Confidential Information will remain the property of MRA, and upon termination of involvement/employment with MRA or upon request of MRA, the Member will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

INTELLECTUAL PROPERTY

11. 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 MRA will be owned solely by MRA, which shall have the rights to use, reproduce, or distribute such material and works, in whole or in part for any purpose it wishes. Manitoba Ringette may grant permission for others to use its intellectual property.

Enforcement

12. A breach of any provision in the Policy may be subject to legal recourse, termination of the volunteer or employment position, or sanctions pursuant to MRA's *Discipline and Complaints Policy*.

DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE POLICY

Name of recipient: _____ (hereinafter "Recipient")

INTRODUCTION

1. Manitoba Ringette Association volunteers, elected and appointed, as well, employees of the Manitoba Ringette Association, may become exposed to Confidential Information and part of material and program development through the course of their involvement with Manitoba Ringette Association. In order to clearly define the parameters to such disclosure and involvement, the Parties agree as follows:

CONFIDENTIAL INFORMATION

2. The Confidential Information to be disclosed by Manitoba Ringette Association to the Recipient under this Agreement ("Confidential Information") can be described as and includes:
 - a) Technical and business information relating to Manitoba Ringette Association's proprietary ideas, copyrights and/or trade secrets, existing and/or contemplated products and services, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure;
 - b) Information relating to any athlete or group of athletes;
 - c) All personnel-related information;
 - d) Financial or Charitable Activities;
 - e) Strategic and operational plans; and
 - f) The content of all contracts and agreements, such as personal service contracts, and other licensing agreements.

RESPONSIBILITIES

3. The Recipient will:
 - a) Keep in strictest confidence, at all times, all Confidential Information.
 - b) Not publish, communicate, divulge or disclose to any unauthorized third party or parties, on a world-wide basis, any Confidential Information, without the prior written consent of Manitoba Ringette Association.
 - c) Not allow other third parties to access to the Confidential Information.
 - d) Comply with the requirements of the *Personal Information Protection and Electronic Documents Act*.
 - e) Not use the Confidential Information for personal advantage or private speculation.
 - f) Limit disclosure of Confidential Information within its own organization to individuals having a need to know.
4. When in doubt as to whether certain information is confidential, the Recipient will seek approval from Manitoba Ringette Association before disclosing it to anyone or any third party on a world-wide basis.
5. The Recipient will immediately notify Manitoba Ringette Association upon any actual, threatened or suspected breach or compromise of any Confidential Information.

WRONGFUL DISCLOSURE OF INFORMATION

6. The Recipients agrees that the Recipient will not, nor will the Recipient permit any of its employees, agents, affiliates or independent contractors (which term includes consultants), directly or indirectly, use the Confidential Information in any way, or disseminate or disclose the same to any other person, firm, corporation or other entity, for any reason or purpose whatsoever, except with the prior written consent of Manitoba Ringette Association.
7. The Recipients will not make use of or disclose the contact information or other personal information of Manitoba Ringette Association's customers and clients, except with the consent in writing of Manitoba Ringette Association.
8. The Recipient shall treat all Confidential Information with a degree of care that is not less than the degree of care used by it in safeguarding its own similar information or material, and in no event less than the degree of care generally accorded in the industry to confidential information of the same or similar nature.

OWNERSHIP AND RETURN OF CONFIDENTIAL INFORMATION

9. This Agreement will not be construed as creating, conveying, transferring, granting or conferring upon the Recipient any rights, license or authority in or to the information exchanged. Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement.
10. All Confidential Information shall remain the sole property of Manitoba Ringette Association. The Recipient shall have no right to (and agrees not to) copy, duplicate, or reproduce in any fashion any of the Confidential Information without Manitoba Ringette Association's prior written consent.
11. Upon written request by Manitoba Ringette Association, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide Manitoba Ringette Association with written confirmation of same.

REMEDIES UPON BREACH

12. In recognition of the irreparable harm that a violation of the Agreement would cause Manitoba Ringette Association, the Recipient agrees that in addition to any other relief afforded by law, the Manitoba Ringette Association's Discipline and Complaints policy is applicable.

TERM

13. The provisions of this Agreement will survive indefinitely on a world-wide basis.

ACKNOWLEDGEMENT

The Recipient acknowledges that he has read and understands this Agreement and voluntarily accepts the duties and obligations set forth herein.

Dated at _____ this _____ day of _____, 20_____

Print Recipient's Name _____

Recipient's Signature _____

Witness _____

SECTION 16 – COMMUNICATIONS/PERSONAL INFORMATION PROTECTION AND ELECTRONIC ACT (PIPEDA)

COMMUNICATIONS

1. All correspondence to the MRA including all aspects of MRA business must be directed to the Provincial office in the City of Winnipeg, Manitoba. The original copy of all incoming correspondence addressed to the MRA or its Board of Directors, member or staff, shall be placed on file at the MRA office, with copies distributed as required.
2. Any Board Member receiving or sending correspondence must file a copy with the MRA office, preferably at the time of sending. Outgoing correspondence sent by any of the Board of Directors shall have a copy kept on file in the MRA's office.
3. All correspondence will be maintained in an active file for one year, after which time it shall be placed in the inactive file for 5 years. At the end of five years, only material with archive significance will be maintained. All other materials will be shredded.
4. All records of the Manitoba Ringette Association shall be stored on hard drives with regular backups. All data will be deleted after five years with the exception of that which has archive signification.
5. Correspondence to Ringette Canada must be directed to the National office, Suite 201, 5510 Canotek Road, Gloucester Ontario, telephone (613) 748-5655 or fax (613) 748-5860.

PRIVACY POLICY

PURPOSE OF THIS POLICY

1. Privacy of personal information by the *Personal Information Protection and Electronic Documents Act* ("PIPEDA"). This policy describes the way that the MRA collects, uses, retains, safeguards, discloses, and disposes of personal information, and states the MRA's commitment to collecting, using, and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and the MRA's interpretation of these responsibilities.
2. Background
Our organization, MRA, is the governing body for the sport of Ringette in Manitoba, and provides these services to members and the public.
3. Personal Information
Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g. gender, age, income, home address or phone number, ethnic background, family status), their health (e.g. religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information however, does not include business information (e.g. an individual's business address and telephone number), which is not protected by privacy legislation.
4. Accountability
The Executive Director is the MRA Privacy Office and is responsible for the monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address: 145 Pacific Avenue, Winnipeg, Manitoba R3B 2Z6.

PURPOSE

5. Personal Information will only be collected by the MRA to meet and maintain the highest standard of organizing and programming the sport of Ringette. The MRA collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:
 - a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about the MRA's programs, events and activities.
 - b) NCCP number, education, resumes, and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
 - c) Credit card information for registration at conferences, travel administration, and purchasing equipment, coaching manuals and other products and resources.
 - d) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.
 - e) Banking information, social insurance number, criminal records check, resume, and beneficiaries for the MRA's payroll, company insurance and health plan.
 - f) Criminal records check and related personal reference information for the purpose of implementing the MRA's volunteer screening program.

- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in case of medical emergency.
 - h) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
 - i) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.
 - j) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
 - k) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure and program wants and needs.
 - l) Passport numbers and Aeroplan/frequent flyer numbers for the purposes of arranging travel.
 - m) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
6. If a purpose has not been identified therein, the MRA will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

CONSENT

- 7. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of information, consent will be obtained prior to the use or disclosure of that information. The MRA may collect personal information without consent where reasonable to do so and where permitted by law.
- 8. By providing personal information to the MRA, individuals are consenting to the use of the information for the purposes identified in this policy.
- 9. The MRA, will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- 10. An individual may withdraw consent to the collection, use or disclosure of information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to the MRA. The Privacy Officer will advise the individual of the implications of such withdrawal.

LIMITING COLLECTION

- 11. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. The MRA will not use any form of deception to obtain personal information.

LIMITING USE, DISCLOSURE AND RETENTION

- 12. Personal information will not be used or disclosed by the MRA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
- 13. Personal Information will be retained for certain periods of time in accordance with the following:
 - a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of the MRA, in the event that the individual chooses to return to the program;
 - b) Parental/family information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
 - c) Information collected by coaches will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
 - d) Personal Health Information will be immediately destroyed upon compilation and analysis of collected information.
 - e) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
 - f) As otherwise may be stipulated in federal or provincial legislation.

14. Personal Information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
15. The MRA may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the MRA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
16. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, MRA will ensure that the hard drive is physically destroyed.

ACCURACY

17. The MRA will use accurate and up to date information as necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

SAFEGUARDS

18. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure copying, use or modification.
19. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need to know access and technological measures including the use of passwords, encryption and firewalls.
20. The following steps will be taken to ensure security:
 - a) Paper information is either under supervision or secured in a locked or restricted area.
 - b) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
 - c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
 - d) Electronic information is transmitted either through a direct line or is encrypted.
 - e) Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
 - f) External consultants and agencies with access to personal information will provide the MRA with appropriate privacy assurance.

OPENNESS

21. The MRA will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on the MRA's website or upon request by contacting the Privacy Officer.
22. The information available to the public includes:
 - a) The name or title, address and telephone number of the MRA's Privacy Officer.
 - b) The forms that may be used to access personal information or change information.
 - c) A description of the type of personal information held by the MRA, including a general statement of its approved uses.

INDIVIDUAL ACCESS

23. Upon written request, and with assistance from the MRA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties whom the information has been disclosed.
24. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopy expenses, unless there are reasonable grounds to extend the time limit.
25. If personal information is inaccurate or incomplete, it will be amended as required.
26. An individual may be denied access to his or her personal information if:
 - a) This information is prohibitively costly to provide;
 - b) The information contains reference to other individuals;
 - c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
 - d) The information is subject to solicitor – client or litigation privilege.
27. Upon refusal, the MRA will inform the individual for the refusal and the associated provisions of PIPEDA.

CHALLENGING COMPLIANCE

28. An individual may challenge the MRA's compliance with this policy and PIPEDA, by submitting a challenge in writing.
29. Upon receipt of a written complaint, the MRA will:
 - a) Record the date the complaint was received;
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint.
 - c) Acknowledge receipt of the complaint by way of telephone conversation to clarify the nature of the complaint within three days of receipt of the complaint.
 - d) Appoint an investigator using the MRA personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
 - e) Upon completion of the investigation and within 25 days of the receipt of the complaint, the investigator will submit a written report to the MRA.
 - f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
30. An individual may appeal a decision made by the MRA under this Policy, in accordance with the MRA's policies for appeals.

SECTION 17 – SOCIAL MEDIA POLICY

PREAMBLE

1. Manitoba Ringette encourages the use of Social Media technologies to enhance communication, collaboration and information exchange in support of the mission of Manitoba Ringette. By openly sharing knowledge, best practices, and lessons learned, Manitoba Ringette can more efficiently achieve its mission and vision.
2. With the rapid growth of social networks available, it is vital that Manitoba Ringette set boundaries in order to ensure a healthy environment. Social networks, although very effective, have also been the means in which individuals have acted inappropriately. With proper training and prudent supervision, social media can be a positive utility.
3. Manitoba Ringette is committed to ensuring that the use of social media is of the highest quality to ensure the protection of Manitoba Ringette. All Individuals who are in contact with other Manitoba Ringette Members via Social Media must demonstrate their ability to interact positively. The use of Social Media follows the same standards as defined in Manitoba Ringette's Code of Conduct and sound judgment should help avoid difficult issues.

DEFINITIONS

4. The following terms have these meanings in this Policy:
 - a) *"Individual"* – All individuals employed or volunteering directly with Manitoba Ringette, including but not limited to, employees, staff, directors, officers, committee members, volunteers.
 - b) *"Social Media"* – Various activities that integrate technology, social interaction and content creation via platforms which include, but are not limited to, blogs, wikis, photo and video sharing, podcasts, social networking and virtual worlds.

PURPOSE

5. The purpose of this policy is to provide conduct guidelines with respect to use of Social media by Individuals.

APPLICATION OF THIS POLICY

6. This Policy applies to all Individuals as defined in the Definitions during the course of Manitoba Ringette business, activities and events or externally if the conduct adversely affects relationships within Manitoba Ringette work and/or sport environment, or detrimental to the image and reputation of Manitoba Ringette.

GUIDELINES

7. Manitoba Ringette has established the following guidelines to ensure the highest standard is applied with respect to the use and monitoring of Social Media.
8. Manitoba Ringette will:
 - a) Monitor Social Media sites prior to use by Manitoba Ringette personnel to ensure suitability and to get a feel for the style of contribution, the nature of the content and any “unwritten” rules that other contributors might follow.
 - b) Conduct orientation and training sessions with respect to the use of Social Media to inform Individuals about applicable guidelines, policies and procedures.
 - c) Designate one or more people responsible for posting to Social Media sites. Unless designated, an Individual will not use Social media on behalf of Manitoba Ringette.
 - d) Ensure unique and strong passwords for Social Media accounts.
 - e) Ensure Individuals only connect with others through social media in a positive manner.
 - f) Ensure comments may not be interpreted as slurs, demeaning or inflammatory etc.
 - g) Before displaying information through Social Media, ensure such information is not plagiarized and does not infringe copyright law or confidential and proprietary information.
 - h) Ensure Individuals balance personal and professional information posted via social media and understand that such posted information plays a part in building a positive environment.
 - i) Comply with the *Personal Information Protection Act*.
 - j) Restrict the ability for others to post on Manitoba Ringette's Social Media sites.
9. Individuals will adhere to Manitoba Ringette's Code of Conduct and this Policy.
10. Individuals will not:
 - a) Use Social Media for the purposes of fraud or any activity that contravenes the laws of Canada or any other applicable jurisdiction.
 - b) Impersonate any other person.
 - c) Upload , post, email or otherwise transmit:
 - Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable.
 - Material which is designed to cause annoyance, inconvenience, or needless anxiety to others.
 - Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party,
 - Any unsolicited or unauthorized advertising or commercial material “junk mail”, “spam”, “chain letter”, “pyramid scheme” or any other form of solicitation.
 - Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

ENFORCEMENT

11. A breach of any provision in this Policy may give rise to discipline in accordance with the Manitoba Ringette Discipline and Complaints policy, legal recourse, and/or termination of employment/volunteer position.

SECTION 18 – LEAGUES

The MRA shall be empowered to grant operation of leagues within the Province. The said leagues shall conform to guidelines as set out by the MRA.

1. OPERATING GUIDELINES FOR LEAGUE

- 1.1 All teams must be registered with the MRA and their Local Association. The Local Associations must follow the boundaries as established by the MRA (a Local Association may submit a change of boundaries to the MRA Board to validate it at an AGM).
- 1.2 All leagues must follow Ringette Canada and Manitoba Ringette Association rules.
- 1.3 Local Associations, Community Centers or Towns shall negotiate and arrange necessary ice for league and provincial play (when hosting a Provincial Championship).
- 1.4 The league shall schedule competitions in consultation with the Local Associations.
- 1.5 Any team or player wishing to participate in leagues outside of their Local Association must apply in writing to the MRA for approval. In addition a written approval must be obtained from their Local Association.
- 1.6 MRA will be responsible for notifying leagues of teams wishing to participate. Leagues have the right to accept or deny teams wishing to participate who do not reside within their boundaries.

2. LEAGUE SUSPENSIONS

- 2.1 Players receiving suspensions during league play or play-offs shall have the suspension carried over to sanctioned tournament or provincial competitions.
- 2.2 Leagues to inform MRA prior to Provincials, the names of any player(s) under suspension. Suspensions to be served during Provincials.

SECTION 19 – BINGO POLICY

1. General

- 1.1 Manitoba Ringette Association is responsible for the distribution of Bingo events allocated to the Association.
- 1.2 Manitoba Ringette Association has developed criteria and is responsible for the administration and ongoing monitoring of this program.
- 1.3 All affiliated Local Associations are eligible to apply for bingos. Only registered members in good standing shall be eligible to receive bingos.
- 1.4 The Manitoba Ringette Association Board of Directors shall review bingo applications and consider participation based on the following:
 - a) The Local Association must be a Full Member of the MRA.
 - b) Individual team, Community Centers and Towns must apply through their Local Association.
 - c) Local Associations shall distribute bingo events based on their own criteria.
- 1.5 All Local Associations must apply through the Manitoba Ringette Association.
- 1.6 Local Associations will decide which team or teams will participate.
- 1.7 Any Local Associations may share allocated bingos with another Local Association with approval from the MRA's Executive Director.
- 1.8 The Manitoba Ringette Association will retain thirty (30%) percent of all bingos.
- 1.9 Monies from the bingos will go directly to the MRA and then will be distributed accordingly.
- 1.10 Local Associations will receive their payment upon the MRA's receipt from the Manitoba Liquor and Lotteries.
- 1.11 Any organization that does not inform the MRA within 2 working days of scheduled bingo date of their inability to fulfill their bingo commitment will result in a fine of \$250.00 and must appear at a bingo suspension meeting. The suspension committee will decide on sanctioning including the possible removal from the bingo ladder for a minimum of 12 months.
- 1.12 If any Association does not fulfill their commitment to run their assigned bingo, the Bingo Committee shall ask for representatives from the remaining Associations; Associations providing workers will receive remuneration on a pro-rated basis.
- 1.13 MRA Office shall mail each Local Association, dates, times, and location for bingos when received.

2. SUBMISSIONS

The Manitoba Ringette Association must receive applications from any new Local Association wishing to conduct bingo events.

THE LADDER IS AS FOLLOWS

- a) Manitoba Ringette Association (development and travel)
- b) Local Associations
 - Macdonald Ringette Association
 - North Winnipeg Ringette Association
 - River East Ringette Association
 - Transcona Ringette Association
 - Bonivital Ringette Association
 - APFG Ringette Association
 - Central Ringette Association
 - Eastman Ringette Association
 - Interlake Ringette Association
 - Westman Ringette Association
 - St. James Ringette Association
- c) Other organizations under the MRA umbrella
- d) Hosting National Competitions

3. BINGO ALLOTMENT FORMULA

- 3.1 All Associations on the bingo ladder will receive minimum one (1) bingo per fiscal year.
- 3.2 Additional bingo allocations will be based on each Local Association's registered player population. Local Association registered population will be based on numbers as of January 15th deadline of the current season.

4. VOLUNTEER REQUIREMENTS

- 4.1 There must be a maximum of 4 volunteers in attendance at each bingo event at the required times.
- 4.2 Volunteers under the influence of drugs or alcohol will not be permitted to participate and may be requested to leave the casino. Failure to comply may result in the Association's suspension
- 4.3 Volunteers are not permitted to gamble or have anyone gamble on their behalf while they are volunteering at a bingo session. Failure to comply may result in the Association's suspension.
- 4.4 All Volunteers participating in the Manitoba Liquor and Lotteries operated bingo halls must be 18 years of age or older.

5. EXPENDITURES AND ACCOUNTABILITY

- 5.1 Local Associations are completely accountable for all expenses.
- 5.2 All monies derived from bingo must be used for development of the sport or team travel (ie. Uniforms, equipment, clinics, etc.)
- 5.3 Bingo revenues **cannot** be expended on the following:
 - a) Wages, salaries, and fees for services of volunteers.
 - b) Alcohol
 - c) Travel accommodations and meal costs, which have not been approved by recipient prior to incurring the costs.
 - d) Travel accommodations and meal costs out-of-Canada, which have not been approved by the Manitoba Ringette Association prior to incurring the costs.
- 5.4 A Local Association will be immediately suspended for participating in future bingo events for non-compliance of these policies.
- 5.5 Local Associations must submit an accounting of their expenditures on a year to year basis. A post event form must be received by March 31st yearly. Should an association not comply with the accountability process, they shall be suspended until the financial statement is received.
- 5.6 An Association who is assigned a bingo and who does not meet the requirements for a bingo, that association would be required to repay the MRA amount I revenue the MRA would have received from Manitoba Liquor and Lotteries plus n additional \$500.00.

6. SUSPENSION

- 6.1 An Association can be suspended for contravention of any bingo policy requirements.

MANITOBA RINGETTE ASSOCIATION PROGRAMS/COMMITTEES

SECTION 20 – HIGH PERFORMANCE

1. PURPOSE

The goal of High Performance will be to develop, plan, coordinate and implement High Performance Programs.

SECTION 21 – PUBLICITY AND PUBLIC RELATIONS

1. PURPOSE

Through a variety of communication strategies, inform the Members of the MRA and the general public about the facets of the sport of Ringette.

2. PROMOTION AND PUBLIC RELATIONS PROGRAMS

2.1 Provincial Newsletter

- a) Each Local Association may be requested to contribute information to be included in the e-newsletter. Deadlines for each edition will be set by the Director of Publicity

2.2 Ringette Week

- a) 1 week shall be designated as Ringette Week, date chosen by Ringette Canada.
- b) Coordinate activities for Ringette Week in collaboration with Committee Members.

2.3 Provincial Championships

- a) Send press releases to the media regarding dates and times for Provincials.
- b) Assist the Director of Games and Tournament and Director of High Performance with promotion of special events and Provincials.

SECTION 22 – PLAYER DEVELOPMENT

1. PURPOSE

The goal of Player Development will be to develop, plan, coordinate and implement Player Development Programs.

2. PLAYER DEVELOPMENT INSTRUCTOR CERTIFICATION

2.1 Certification Clinics

- a) Clinics will be offered as required to fulfill the needs of MRA Programs.
- b) The format of the Instructor Clinics will be a maximum of 6 hours in class plus an hour of on-ice instruction. After the clinic participants will be required to shadow a Level 4 Instructor for one (1) ice time as well as complete five (5) practical hours unpaid and be evaluated.
- c) Once an instructor has taken a clinic they are considered Level 1. Once shadowing and practical hours and an evaluation are completed they will become a Level 2 Instructor. In order to move up to the next level an Instructor must have the required amount of evaluations recommending them to the next level. See chart.

Level 2	Complete practical hours and evaluation, evaluation can recommend any level.
Level 3	Must receive 2 evaluations recommending to a level 3 or higher.
Level 4	Must receive 3 evaluations recommending to a level 4 or higher.
Level 5	Must receive 4 evaluations recommending to a level 5 or higher.

- d) In order to become a level 5 Instructor, in addition to the required evaluations, instructors must attend a Level 5 Clinic.
- e) Once an instructor has received the required amount of evaluations to move up a level they will not be moved up until the beginning of the next season.
- f) It is recommended that a person wanting to take an Instructor Clinic be a minimum of 16 years of age.

2.2 Payments

- a) Instructors will be paid mileage to clinics at a rate of \$0.35/km once they have gone beyond 13.5 km radius of their residence.
- b) Instructors will be paid a per diem of Breakfast \$8.00, Lunch \$12.00 and Dinner \$25.00, this is dependent on the hours worked at a clinic. Receipts must be submitted.
- c) Any instructor who doesn't show up for scheduled hours and doesn't find a replacement will be fined the days wage.
- d) The payment for Level 2 and 3 Instructors will be at the same per hour rate, there will be an increase once instructors reach Level 4 and another one at Level 5.

2.3 Level 5 Criteria

- a) In order to attain Level 5 Certification the following may be required
 - Complete the required amount of evaluations and be recommended by one or more evaluator(s) and/or the Program Coordinator;
 - Complete the Level 5 Clinic.

SECTION 23 – OFFICIATING PROGRAM

1. **PURPOSE**

The goal of the Officiating Program is to develop officials for the game of Ringette and to promote the National Officiating Certification Program.

2. **MEETINGS**

Following Ringette Canada rule changes, yet prior to the start of league play, hold a meeting to go over rule changes with the coaches of NRL/AA teams.

3. **PROGRAMS**

Certification Process

Programs are run on a cost recovery basis. On an annual basis, programs may include:

- a) Certification Clinics
- b) Evaluators Clinics
- c) Minor Officials Clinics
- d) Shot clock Operators Clinics
- e) Rules Committee

3.1 Certification Clinics

The NOCP operates on a five level system. The minimum requirements are:

Clinic	Requirements	Recertification Clinic (Rule Change year only)
Level 1	Level 1 Clinic (3.5 Hours) (1 hr. on ice session)	Recertification
Level 2	Level 2/3 Clinic (6 Hours)	2 Post Course Evals Recertification
Level 3	Same as Level 2	3 Evaluations Recertification
Level 4	Level 4 Clinic	4 Evaluations Recertification
Level 5	TBA	Worlds Recertification

- a) A minimum of two (2) Level 1 Officiating Clinics will be held annually.
- b) Level 1 Clinics will be assigned to the local associations annually. If an association is assigned to host a clinic and fails to do so, a fine of \$150.00 will be levied.
- c) MRA or designate will host Refresher Clinics in a rule change year. (Every 2nd year).
- d) The MRA will be responsible for hosting Level 2 and 3 Clinics.
- e) Ringette Canada will be responsible for Hosting Level 4 Officiating Clinics.
- f) Full Certification at one level is a prerequisite for attainment to the next level.
- g) It is recommended that a person wanting to take an NOCP clinic will be a minimum of 15 years of age.
- h) Normally, officials will be recommended by evaluators to advance to a higher level of certification.
- i) Instructors will be paid mileage to clinics at a rate of \$0.35/km once they've gone beyond a 13.5 km radius of their residence.

- j) Instructors may be paid a per diem of Breakfast \$8.00, Lunch \$12.00 and Dinner \$25.00, this is dependent on the hours worked at a clinic. Receipts must be submitted.
- k) Instructor's rate of pay will be \$20.00 per hour.

3.2 Evaluation Clinics

The goal of the Evaluation Program is to promote consistency of officiating mechanics and rule interpretation/application according to a national standard.

- a) Community and Provincial Evaluators Clinic will be held by the MRA as required.
- b) Associations will assume responsibility for evaluations of some Level 2/3 and 4 Officials.
- c) Local Associations will take responsibility for evaluations of Level 1 officials. Associations may request that an evaluator be sent to their area. Local Associations are then responsible for all expenses incurred – meals, mileage, accommodations, resources, etc payment for the evaluation itself would depend on the level of the official (see Evaluation Guidelines)
- d) Officials being evaluated should never pay evaluators cash. The MRA makes payment to the evaluators. The Local Association the official belongs to is responsible for each official's assessment. Evaluations should be submitted to the MRA by March of each year.
 - Recommend officials to take higher levels of certification.
 - Fees to be established annually by the Director of Officiating with approval of the Board.

3.3 Minor Officials Clinics

The goal of the minor officials program is to promote consistency in time keeping and scorekeeping.

- a) Local Associations are required to use minor officials who are certified.
- b) It is recommended that a person wanting to take minor officials clinics be a minimum of 14 years old.
- c) Instructors will be paid mileage to clinics at a rate of \$0.35/km once they've gone beyond a 13.5km radius of their residence.
- d) Instructors may be paid a per diem of Breakfast \$8.00, Lunch, \$12.00 and Dinner \$25.00. This is dependent on the hours worked at a clinic. Receipts must be submitted.
- e) Instructor's rate of pay will be \$15.00 per hour.
- f) Unless the amount of registered participants exceeds 10, only one instructor will be paid to instruct the clinic.

3.4 Shot clock Operator Clinics

Goal of shot clock operators program is to promote consistency in shot clocking of games.

- a) Clinics will be held as Local Association request them.
- b) Local Associations will be responsible for acquiring a room and scheduling the clinic during an existing game. If a game must be scheduled specifically for the clinic, the cost of the ice and officials will be the responsibility of the Local Association. It is ideal to run a clinic during a U16 or U19 A or B game.
- c) Local Associations are required to use Shot Clock Operators who are certified.
- d) It is recommended that a person wanting to take a Shot clock Operators Clinic be a minimum of 16 years old.
- e) Instructors will be paid mileage to clinics at a rate of \$0.35/km once they have gone beyond a 13.5 km radius of their residence.
- f) Instructors may be paid a per diem of Breakfast \$8.00, Lunch \$12.00 and Dinner \$25.00, this is dependent on the hours worked at a clinic. Receipts must be submitted.
- g) The Instructors rate of pay will be \$15.00 per hour.
- h) For a full clinic of six (6) or more participants, two instructors will be scheduled. If there are three (3) or less, only one instructor will be paid to instruct the clinic.

3.5 Rules Committee

- a) The Rules Committee is a subcommittee of the Officiating Committee, Chaired by the Director of Officials or designate. The rules committee shall be comprised of individuals as determined by the Director of Officials.
- b) Rule Change Process
Rule Change suggestions will be entertained every two (2) years, commencing with the **2013-2014** season. All rule changes or amendments are to be submitted on the Rule Change Suggestion Form and shall be presented as follows:
 - Each rule change proposal must be accompanied by a complete rationale.
 - Submissions shall be limited to rule change proposals endorsed by a provincial or territorial association, Ringette Canada technical committee or the IRF.
 - Submitters shall be responsible for initial classification of each submission as either "editorial" or "playing rule".
 - The Official Rules of Ringette shall be printed in its entirety every second season (ie. 2013, 2015).

4. **DISCIPLINARY COMMITTEE**

The goal of the Disciplinary Committee shall be to implement and set guidelines for disciplinary action for all levels of play to establish continuity for Local Associations and Leagues. This Committee will take disciplinary action in all games played for the purposes of tournament, Provincial Championships and exhibition games.

4.1 The Disciplinary Committee shall consist of the following members:

- a) Director of Officiating (or designate) – Chair
- b) One other MRA Board Member
- c) One other MRA Board Member

4.2 The Committee shall consider the following:

- a) previous disciplinary action
- b) probationary period (current)
- c) consideration of league schedules

Depending on the severity of an infraction, an offender may be suspended from further participation in Ringette, i.e. coaching, officiating or instructing in player development.

4.3 Disciplinary Process

In the event that a coach or player is suspended, the following shall occur:

- a) The game sheet must be received in the MRA office within 24 hours.
- b) The Chair of the Disciplinary Committee shall call a suspension meeting.
- c) The offender will be notified of the date of the meeting.
- d) The offender, coach, parent(s), and referee may be invited to make presentation to the Committee.
- e) The offender will be advised in writing, of the penalty associated with the infraction.
- f) Should the offender participate in a league, the league shall be notified in writing, of the infraction.
- g) The penalty shall be served in league and tournament games.

4.4 Time Limits

- a) Match penalty assessments or written comments on a game sheet by a referee during AA or AAA league play, tournaments, exhibition games and all Provincial playoffs and any other games deemed to be Provincial playoffs and any other games deemed to be the responsibility of the MRA. Infractions must be reported to the MRA or Director of Games and Tournaments within 24 hours of the first working day.
- b) A Match Penalty hearing must be held within seven (7) working days. Any player/team official receiving a match penalty will receive an automatic one (1) game suspension, return and participate until they appear at the Disciplinary Committee hearing and at that time, they may receive further disciplinary action. If said offender receives another match penalty before appearing at the Disciplinary hearing, he/she will automatically forfeit the right to play until the hearing.

- c) A suspended player/team official will be required to attend the hearing and will be allowed to put forth whatever facts or evidence they so desire. If they refuse to attend, the hearing will be held without their presence.

4.5 Suspension

- a) The following guidelines apply to all play directly under the jurisdiction of Ringette Canada (Nationals and Inter-provincial tournaments). The MRA may use the following criteria as guidelines for consideration in dealing with suspensions.
- b) Any player who has been levied a suspension at an out of Province competition, will be required to serve any remaining games, when they return.

Suggested Guidelines - Player/Team Official assessed a MATCH penalty for:

<u>Action</u>	<u>Suspension</u>
Hair Pulling	3
Face Masking	3
Head Butting	3
Spearing	4
Butt Ending	4
Stick Swinging	4
Kicking	4
Deliberate Attempt to Injure (action not specified above)	4
<u>Fighting:</u>	
Instigating	4
Participating (including those in addition to original two participants)	2
<u>Abuse of an official:</u>	
Excessive Verbal	3 games minimum
Physical - minimal (eg. touch/brush)	4 months
- Moderate (eg. Push)	1 calendar year
- Excessive (eg. Punch/Attempt to punch/push causing fall)	lifetime suspension

- a) Suspensions will be served in either league and/or tournament games or a combination of both. Defaulted games do not count in the serving of suspensions. Defaulted games refer to games not played due to insufficient players, no show by officials, no show by opposing team, etc.
- b) Exhibition games do not count as part of the suspension. However, the player may participate in exhibition games.
- c) The MRA must receive game sheets from tournaments that have players or team officials under suspension, verifying that the suspended players did not participate while under suspension. The coach of the suspended players is responsible to submit the game sheets to the MRA within 24 hours of completion of tournament.
- d) Any player eligible to represent Manitoba at Manitoba Winter Games/Western Canadian Ringette Championships/Canadian Ringette Championships/Canada Winter Games who was/is under suspension during the current season are not automatically eligible to compete. The player must appear in front of a MRA review panel to determine their eligibility.

5. LIABILITY

- 5.1 All on ice officials must sign the Officials Code of Conduct in order to be eligible to officiate in Manitoba. This form must only be submitted to the office once.

6. GUIDELINE FOR PAYMENT OF OFFICIALS

Division	League Play	Provincials
AA/Open Elite	\$27.00	\$30.00
U16 and up (all levels)	\$24.00	\$25.00
U14 (A, B & C)	\$22.00	\$25.00
U12 (A, B & C)	\$20.00	
U10	\$18.00	
Shot Clock Operator		
U16 & up (all levels)	\$22.00	\$23.00
U14 (all levels)	\$20.00	\$21.00
U12 (all levels)	\$18.00	
Timekeeper/Scorekeeper	\$10.00	\$10.00

Mileage \$0.35 per km once official has gone beyond the 13.5km radius of their residence.

7. RINGETTE CANADA FEE SCALE

- 7.1 Each person registered as an official with the Manitoba Ringette Association will be charged an \$11.00 fee to Ringette Canada provided said fee has not already been paid as a player. An additional \$2.25 insurance fee will also be charged to each person who registers as an official with the MRA.

SECTION 24 – COACHING PROGRAM

1. PURPOSE

The goal of this program is to plan and implement Coaching Programs and to promote the National Coaching Certification Program.

2. PROGRAMS

On an annual basis, programs may include registration and certification of coaches.

2.1 Making Ethical Decisions Online Evaluation

- MRA requires that all coaches and assistant coaches participating in Ringette have completed the Making Ethical Decisions Online Evaluation as required by Ringette Canada.
- This policy applies to all coaches and assistant coaches registered on an official MRA roster.
- Coaches must complete their in class training (CSI, CI etc.) before completing the MED module. Once training is complete the module is free of charge. If a coach completes it before they attend the training it will be at an additional cost of \$85.00
- Any coach not having completed the program or maintained certified status by January 15th, will be removed from their roster for the remainder of the season.

2.2 Respect in Sport

Manitoba Ringette Association is committed to creating a sport environment in which all individuals are treated with respect and dignity. Bench Staff have a responsibility to create a sporting environment that is free of harassment and abuse.

- MRA requires that all bench staff participating in Ringette have completed the online Respect in Sport as required by Sport Manitoba.
- The policy applied to all bench staff registered on an official MRA roster.
- Any bench staff not having completed the program or maintained certified status by January 15th annually will be removed from their roster for the remainder of the season.

2.3 Manager Certification Program

The goal of this program is to provide training and information for the team managers.

- Managers shall be certified as a member of the coaching staff, as stipulated by Ringette Canada and the MRA.

2.4 Trainer Certification

Any individual listed on an official MRA Registration form as a trainer, must be 18 years of age or older.

- a) Medical Doctor/Student
- b) Firefighter
- c) Registered Nurse
- d) Ambulance Training
- e) Athletic Therapy
- f) St. Johns Ambulance Standard First Aid Course (12 hours) or equivalent First Aid Course. For equivalency, course content must be submitted to Ringette Canada for approval.

2.5 NCCP Clinics

- a) Instructors will be paid mileage to clinics at a rate of \$0.35/km once they have done beyond a 13.5 km radius of their residence.
- b) Instructors may be paid a per diem of Breakfast \$8.00, Lunch \$12.00 and Dinner \$25.00, this is depended on the hours worked at a clinic. Receipts must be submitted.
- c) The Instructors Honorarium will be \$200.00 for a CSI and \$325.00 for a CI Clinic.

2.6 Maintenance of Certification

The Coaching Association of Canada and its partners recognize the value of having certified NCCP coaches that are engaged in Professional Development programs which will increase the knowledge of our coaches and help the growth of our players. In order to certified NCCP coaches to maintain their certification, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that certified coaches already participate in, including: National and provincial sport organization conference and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. In most cases, certified coaches are already earning their required PD points, maintenance of certification is simply the introduction of tracking these points and recognizing coaches for their efforts. To obtain points coaches can complete the following:

- a) NCCP Training or Evaluation – 5 points
- b) Non NCCP events are worth 1 point for each hour they last, up to a maximum of 3 points.
- c) Active coaching – 1 point per year.
- d) Self-Directed Learning – 3 points per cycle.

The Maintenance of Certification of cycle is a 5 year cycle and commences January 1st, 2014 for all certified coaches already in the system. For new coaches coming into the system, their 5 year cycle will commence once they are entirely certified in their context. CSI Coaches must complete ten (10) points per five (5) year cycle, CI Coaches must complete twenty (20) points per cycle and Comp-Dev coaches must complete thirty (30) points per five year cycle.

3. RINGETTE CANADA FEE SCALE

Each person registered, as a member of the coaching staff on an MRA roster will be charged a \$4.00 fee to Ringette Canada, provided said fee has not already been paid as a player or official. An addition \$2.25 insurance fee will also be charged to each person who registers as a coach with the MRA.

4. REGISTRATION AND CERTIFICATION

On an annual basis, programs may include registration and certification of coaches.

- a) Coaching Clinics will be hosted by Local Associations according to a schedule handed out yearly.
- b) If an association is assigned to host a clinic and fails to do so, a fine of \$300.00 will be levied.
- c) Coaches shall be registered and certified through the NCCP courses as stated by Ringette Canada and MRA.

- d) Teams in the U19 and younger age divisions must have one female, eighteen (18) years of age or older as a member of the team staff on the bench. In the U16 A, U19 A, and AA divisions, the female must be a certified coach.
- e) All team staff of teams with players under the age of eighteen (18) must submit a Child Abuse Registry Form (CARF), signed by a Commissioner of Oaths, a Notary Public, a current MRA board member or MRA office staff plus a bench staff code of conduct form (BCC) (If not previously submitted) 2 weeks after team registration is received. No bench staff addition forms will be accepted without an accompanying CARF and BCC (where warranted). No CARF or BCC forms will be accepted after January 15th. The Bench Staff that does not follow this process will not be eligible to participate in further league play, playoffs and Provincial Championships.
- f) There shall be no more than five (5) team staff allowed on the bench at any one time. This includes coaches, managers, and/or trainers.
- g) The only recognized team staff positions on an official MRA Team Registration form are Head Coach, Assistant Coach, Manager, Trainer and Apprentice Coach.
- h) All teams must have at least one certified coach on the bench at all times.
- i) Team staff must be certified by January 15th. Staff not meeting this deadline shall have their names deleted from the official MRA roster and shall not participate in further league play, play-offs, or Provincial Championships. Should a coach continue on the roster once removed, all team points shall become null and void.
- j) No substitutions will be allowed to coaching staff roster after January 15th unless unforeseen circumstances arise. In this event, a request may be made to the MRA.
- k) All teams participating in MRA sanctioned leagues, tournament, and, Provincial Championships must have qualified staff on the bench or the team shall not be allowed to participate.
- l) The MRA waive the coaching level requirements for a coach's team staff whose team has been moved from a lower level to the higher level, except at the U16 A, U19 A, and Open A level. The coaching level requirements may be waived one time only for any coach and manager.
- m) All individuals listed as trainers on rosters must have standard first aid certification.
- n) A coach may only be switched to the position of manager once, due to incomplete certification. Should it occur a second season the coach will not be switched to manager, they will be removed from the roster.
- o) If you have team staff on your bench during a game, who are not listed on the official MRA Team Registration Form, your game may be forfeited.
- p) No roster will have a member of the bench staff listed that is the same age or younger than the team. In extenuating circumstances exceptions may be made.
- q) Individuals must be 16 years of age to take an NCCP Clinic.
- r) Any Player Development Instructor, Coach, Trainer, Assistant Coach, guest coach, or volunteer who is on the ice at practice, skill camp, tryout, or any similar function must wear a CSA Approved helmet in the proper manner with the chin strap of the helmet securely fastened. Beginning November 6, 2009, failure to comply with this policy will result in that individual being removed from the ice surface immediately and repeated incidents will result in sanctions that may include being indefinitely suspended.

Certification for Canada Winter Games Team

- a) All team staff with the exception of one manager must be certified at a complete Level 3 or equivalency in Ringette. (One of the coaches must be a female).
- b) The manager must have successfully completed Ringette Canada's Manager Certification Program. (As per Ringette Canada policy).

SECTION 25 – GAMES AND TOURNAMENTS

1. PURPOSE

The goal of this program is to plan A, B & C Provincial Championships and monitor tournaments throughout the Province and foster fair play in the sport.

2. GAMES AND TOURNAMENTS PROGRAMS

On an annual basis, the programs include the following:

2.1 Provincial Championships

- a) Ensure that a plan is established to identify Hosts for Provincial Championships.
- b) Attempt to plan a hosting schedule 3-4 years in advance and ensure that the schedule is rotating between Associations.
- c) Ensure that ice for Provincial Championships is secured by November 15th of each year.
- d) Ensure that the Provincial Hosting manual is updated regularly.
- e) Meeting with Host Committee and Executive Director for each Provincial Championships to review hosting guidelines.
- f) Work with the Technical Director to schedule Provincial Championship games.
- g) Ensure that each host has at least one member of the Board of the Association at each Provincial Championship.
- h) The Executive Director and Treasurer shall approve the hosting budget.
- i) Revenue generated by hosting a Provincial Championship shall all go to the Host Committee.
- j) In the event of a deficit, the deficit will be the Host Committees responsibility.

2.2 Tournament Sanctioning

- a) All Tournaments must have individual sanctions and submit game sheets to the MRA no later than 2 weeks upon completion of the tournament. Phone requests for sanctioning will not be accepted. Applications are available on the MRA website.
- b) In order to receive a sanctioning and register your dates, a tournament host must forward to the MRA, a completed application for sanctioning (including the loops and divisions), the tournament rules and a \$100.00 commitment bond. The cheque for the commitment bond must be dated for the tournament start date. If the above requirements are not received in full, the application will not be accepted and your dates are not guaranteed.
 - The commitment bond will only be cashed in the event of:
 - Tournament cancellation.
 - Date changes or loop additions/deletions.
 - Game Sheets not being submitted 2 weeks post event.
 - Use of non certified officials.
- c) All out of province teams participating in the MRA sanctioned tournaments, must produce their Ringette Canada player registration form to the tournament organizers or Host Committee.
- d) Tournament Organizers – Local Associations, Community Centers or Towns are responsible for verifying team registration for tournaments with the MRA office.
- e) Teams are responsible for ensuring that tournaments they attend are sanctioned.
- f) Ringette Canada rules will apply in all tournament. Any special rules or tie breaking rules will be authorized by the MRA.
- g) In all MRA sanctioned tournaments a seven (7) goal differential for/against shall be observed, including its use in any tie breaking formulas which are applied.
- h) Tournaments sanctioned by the MRA must have a rule for the U9 division that states, "No player shall have more than three (3) goals recorded during any tournament game".
- i) There will be two (2) MRA certified officials officiating at each game.
- j) Officials fees will be in accordance with MRA's current recommendations.

- k) Suspensions will be fully explained on Suspension Forms provided with the Sanction Permit. Original game Sheet to accompany suspension and must be in the MRA office 24 hours after completion of the tournament.
- l) MRA game sheets will be used in all tournaments. These are available from MRA.
- m) It is recommended that St. John's or designated First Aid personnel will be in attendance at all games.
- n) Only certified officials can be used at a tournament.
- o) The MRA may and will sanction multiple tournaments to run concurrently. However, during the regular season, tournaments must request their sanction based on a maximum number of teams. The MRA will not permit the total number of teams registered to play in tournaments running concurrently to exceed half the number of rosters duly registered with the MRA for the current season.
- p) In order to advance the mentor program, the MRA director of officials has the right to assign the on ice officials at U10 and U12 games with the cooperation of the local association in any sanctioned tournament.

2.3 Out of Province Travel

- a) Teams must ensure that any out of province tournaments are sanctioned by the Provincial Association where the event is being held.
- b) Any teams attending an out of province tournament, must inform the MRA in writing ten (10) days prior to attending the tournament or the travel permit will not be issued by the MRA and your insurance will be null and void.
- c) When requesting travel sanctioning, state when you are departing and when you are returning and by what means of transportation (e.g car, bus plane, etc).

SECTION 26 – URBAN/RURAL DEVELOPMENT

1. Purpose

The goal of this program is to develop and implement programs to increase the number of athletes/programs in the rural and urban communities in Manitoba.

SECTION 27 – RINGETTE 4 U

1. WHAT IS RINGETTE 4 U?

Ringette 4 U is an instructor led Ringette program focused on developing athletic abilities in children aged 3-8.

This program is a mixture of skill specific lessons and split ice games to expand the skill level of its participants while having even more games and fun competition. All the lessons are packed with fun and encourage participants to try new skills while playing appropriate games for their development.

At the beginning of each year, each child is assessed to make sure that they are entering into the Ringette 4 U program at the right stage for them. Every stage is tailor made to add more fun into physical activity and keep children in motion while learning a new sport.

Ringette 4 U is a program that is based off of each child as an individual within a group or team environment. Too often children are grouped with a team, and the children that don't fall right in the middle of that group are lost or forgotten.

Participants are assessed at the beginning and at the end of each season. Every participant is given an achievement card to document their successes and give them goals to achieve as the year progresses.

2. WHAT ARE THE RINGETTE 4 U STAGES?

- a) Red Stage – This stage is for players who are primarily new Ringette players that have never skated or who are just beginning to skate. In this stage players take skill specific lessons for the first half of the year and begin playing split ice games in January. The season culminates with a fun filled Ringette Jamboree for all participants.
- b) Purple Stage – This stage is for players who have all of the skills required to pass RED, but have not necessarily played Ringette before. In this stage players take skill specific lessons for the first third of the year and begin playing split ice games in December. The season culminates with a fun filled Ringette Jamboree for all participants.
- c) Green Stage – This stage is for players who have all of the skills required to pass PURPLE, and are getting ready to play in the Winnipeg Ringette League. The season culminates with a fun filled Ringette Jamboree for all participants.

3. GENERAL

- 3.1 Ringette 4 U eligible players shall remain at their home Community Club/Town. If a Community Club/Town does not have sufficient Ringette 4 U eligible players for a squad, the players from that Community Club/Town shall, wherever possible, be transferred as a group to the nearest Community Club/Town requiring players.
- 3.2 In cases of extenuating circumstances the MRA can approve Ringette 4 U overage player requests. A Ringette 4 U Overage player request form must be submitted to the MRA detailing the players information, the reason for the request and the recommendation from the Local Association.
- 3.3 U10 teams may TP players from a green squad in the Ringette 4 U program within their local association. Should their local association not have a green squad, a U10 team may look to their next closest association.
- 3.4 Age Advance Requests
 - a) In extenuating circumstances a Local Association can apply to MRA to age advance a player out of the Ringette 4 U Program to U10. The application can only be made for players turning 7 before December 21st of the current playing season.
- 3.5 Submission of Information

All local associations are required to submit the following information regarding the R4U program through the R4U website:

 - a) All program ice (provided before the deadlines set in the R4U Important Dates schedule – done annually).

4. SANCTIONING

- 4.1 The MRA will sanction Ringette 4 U tournaments upon receiving application from the hosting Local Associations. All squads participating in a sanctioned Ringette 4 U tournament must be registered with the MRA and Ringette Canada.

5. ICE SCHEDULING

- 5.1 Local Associations, Teams, or Community Centers/Towns not meeting the deadline ate for submitted ice slots will be fined 5% of the ice cost for each hour of ice, for each day the ice is late.
- 5.2 Local Associations, Teams or Community Centers/Towns will be charged \$25.00 per sheet for changes of ice after the schedule is published.
- 5.3 Each sheet of ice submitted before 5:00pm must pay additional funds (to be determined) to cover the costs of Instructors.
- 5.4 Any ice slots submitted by the Local Association to the MRA for the purpose of R4U scheduling that are not returned within 14 working days of the ice submission deadline will become the sole responsibility of the MRA.

6. ASSESSMENTS

- 6.1 Every registered Ringette 4 U player must be assessed by a MRA Assessor at the beginning of each Ringette 4 U season. It is the Local Associations responsibility to ensure that all of their players have access to an assessment skate.
- 6.2 In the case that a parent/guardian would like to request a review of the initial assessment results of their child and request a re-assessment of their child they must:
- a) Submit an official re-assessment form to the MRA within 48 hours of the initial assessment being available online.
 - b) Should the request be approved a Forty (40) dollar fee will be charged to the Parent/Guardian to cover the cost of re-assessment.
 - c) Once approved, a re-assessment date and time will be scheduled by the MRA.

7. SCHEDULING

- 7.1 Opt Outs
- a) Squads may request to be omitted from the schedule, for a maximum period of four (4) days, once per season. Request will be accepted on a first come, first served basis.
 - b) The lesser of four (4) squads or 50% of the squads in a stage may be omitted on any given weekend at the discretion of the MRA.
 - c) All requests must be submitted in writing in an email, sent directly to the R4U Coordinator, with the subject opt-out, submitted by a person listed on the squads roster.
 - The R4U Coordinator will send a confirmation that the request has been received.
 - Unless the confirmation has been received there is no assurance that the request has been recorded.
 - d) Requests must be received by the R4U Coordinator by the following dates:
 - Omission from 1st half – October 27th
 - Omission from 2nd half – December 4th
- 7.2 Lesson/Game Cancellations
- a) If for any reason a lesson or game needs to be cancelled; the managers of both squads scheduled for the ice must discuss the need for cancellation and notify the R4U Coordinator and R4U Master Instructor.
 - b) Both squads must be in agreement to cancel a lesson; or the lesson will go on as scheduled.
 - c) As road conditions can be unpredictable in winter, squads shall not cancel a game more than four (4) hours prior but no later than two (2) hours prior to the scheduled start time if cancelling for weather or road conditions. It is up to the coaches/managers in consultation with the additional coaches/managers to assess the road conditions and determine the safety of travel. The MRA may cancel a lesson or game due to hazardous conditions if required.

- d) If at any time the MRA must cancel a lesson, it will be posted on the Ringette 4 U website on the homepage, and the lesson/game will be cancelled on the schedule.

7.3 Lesson/Game Rescheduling

- a) Cancelled games will not be rescheduled due to time commitments in the schedule.

7.4 No show squads

- a) If an instructor shows up to a lesson where their squad is not present, the local association of that squad will be billed the cost of sending out an instructor.

8. FORMAT OF GAMES

8.1 Red Games – All games will be played 3 on 3 in a Third Ice environment with modified nets and no goaltender.

8.2 Purple Games – All games will be played 3 on 3 in a Half Ice environment with regulation nets plus a goaltender.

8.3 Green Games – All games will be played 5 on 5 in a Full Ice environment with regulation nets plus a goaltender.

8.4 Rural Games – All games will be played in the format designed per makeup of each squad.

SECTION 28 – AWARDS/SPECIAL RECOGNITION PROGRAM

1. PURPOSE

To formally recognize the outstanding achievements, contributions, leadership, stewardship, and accomplishments of those individuals/teams who have participated in the development and promotion of Ringette in Manitoba in the following categories.

1.1 Inductees of the Hall of Fame

1.2 Volunteer of the Year

1.3 Coach of the Year

1.4 Coach of the Month

1.5 Bursaries

1.6 Scholarship Award

1.7 Board Members

2. NOMINATION

Nomination to the Hall of Fame, Volunteer of the Year, Coach of the Year and Coach of the Month maybe made by anyone, but, must be supported by the Local Association President. A Nomination Form can be obtained from the MRA office or online and must be completed and forwarded by April 15 of each year to:

MANITOBA RINGETTE ASSOCIATION
145 PACIFIC AVENUE
WINNIPEG, MB R3B 2Z6

As much information as possible should be included – a summary of Ringette career, positions held, duration, awards, records, and other major achievements; a breakdown of provincial, national, international involvement.

3. HALL OF FAME

3.1 Description

Inductees shall be nominated to the Hall of Fame in one of three categories:

a) Builder

b) Team

c) Player

3.2 Criteria

a) Builder

- The award shall be open to any individual serving Ringette (coach, trainer, manager, administrator, instructor, volunteer, official, etc.) and/or

- The candidate must have been involved for a minimum of five years in Ringette in Manitoba except where the Selection Committee may deem involvement of less than five years as significant and/or
- Involvement must show outstanding leadership and have extensively promoted the development of Ringette and/or
- The candidate must be a Manitoba resident during the period for which the outstanding performance is claimed and/or
- Manitoba Ringette Association Board and staff shall be eligible
- The Selection Committee, with the ratification of the MRA Board of Directors, shall have the right to determine eligibility of individuals who have made a significant contribution to Ringette in Manitoba, but, do not meet the above criteria and/or
- Further information may be requested by the selection committee.

b) Team

- The team must have represented Ringette with distinction at a Canada Winter Games; National; International , or World Championship competition or any other such recognized competition of distinction and brought great credit to the sport and/or
- The team must have compiled an outstanding record and/or
- The team and coaching staff must have displayed excellent sportsmanship and fair play and/or
- The team must be Manitoba residents during the period for which the outstanding performance is claimed and/or
- Further information may be requested by the Selection Committee.

c) Player

- The player must have played Ringette for a minimum of ten years and/or
- The player must have competed and won a Gold medal a minimum of three times at a Manitoba Provincial Championship and/or
- The player must have competed at a National Championship a minimum of three times and must have been instrumental in achieving a Gold Medal and/or
- The player must have represented Ringette with distinction at a Canada Winter Games, National, International, or World Championship competition or any other such recognized competition of distinction and brought great credit to the sport and/or
- The player must have contributed to and promoted the growth of Ringette for a minimum of five years in some capacity other than as a player and/or
- The player must have compiled an outstanding record and/or
- The player must have displayed excellent sportsmanship, fair play and/or
- The player must be a Manitoba resident during the period for which the outstanding performance is claimed and/or
- Further information may be requested by the Selection Committee.

3.3 Presentation of Awards

Hall of Fame awards shall be presented at the Annual MRA Awards Night. Award recipients and their guest will be invited compliments of the MRA.

4. VOLUNTEER OF THE YEAR

4.1 Description

One Manitoba recipient shall be recognized for his/her contribution to the development of the game of Ringette.

4.2 Criteria

- a) The award shall be open to any individual involved in Ringette (coach, trainer, manager, administrator, volunteer, etc.)
- b) The candidate must have been involved for a minimum of five years in Ringette in Manitoba except where the Selection Committee may deem involvement of less than five years as significant.
- c) Involvement must show leadership and include development of Ringette
- d) The candidate must be a Manitoba resident during the period for which the outstanding performance is claimed.
- e) Further information may be requested by the selection committee,

4.3 Presentation of Awards

The volunteer of the Year award shall be presented at the MRA Awards Night.

Volunteer of the Year recipients and their guest will be invited compliments of the MRA.

5. COACH OF THE YEAR

5.1 Description

Coaches shall be recognized for their contribution to the development of a team and players they have coached.

5.2 Criteria

- a) The award shall be open to any individual serving Ringette in the capacity as coach or assistant coach.
- b) The candidate must have been involved for a minimum of five years in Ringette in Manitoba except where the Selection Committee may deem involvement of less than five years as significant.
- c) The candidate must be a Manitoba resident during the period for which the outstanding performance is claimed.
- d) The candidate must have represented a positive public image of coaching and the role of coach in the sport of Ringette.
- e) A coach may not be considered for Coach of the Year if a verified complaint is filed or disciplinary action has been taken on a violation of the Bench Staff Code of Conduct in that playing year.
- f) The candidate must have shown respect for officials, opponents, players, and parents while espousing a philosophy of fair play.
- g) The candidate must have attained NCCP Community Sport Initiation trained status.
- h) The candidate must have applied relevant training in theory and coaching practices.
- i) The candidate must have demonstrated a proven capacity to improve the team's and athletes' performance.
- j) Further information may be requested by the Selection Committee.
- k) All coach of the month nominations meeting the coach of the year criteria will be considered as a coach of the year nominee.

6. COACH OF THE MONTH

6.1 Description

Coaches shall be recognized for their contribution to the development of a team and players they have coached.

6.2 Criteria

- a) The award shall be open to any individual serving Ringette in the capacity as coach or assistant coach.
- b) The candidate must have been involved for a minimum of one year in Ringette in Manitoba.
- c) The candidate must be a Manitoba resident during the period for which the outstanding performance is claimed.
- d) The candidate must have represented a positive public image of coaching and the role of coach in the sport of ringette.
- e) The coach may not be considered for coach of the month if a verified complaint is filed or disciplinary action has been taken on a violation of the Bench Staff Code of Conduct in that playing year.
- f) The candidate must have shown respect for officials, opponents, players and parents while espousing a philosophy of fair play.
- g) The Local Association President must sign off on any nominations.

6.3 Presentation of Awards

Coach of the Month awards shall be presented at the Annual MRA Awards Night. Award recipients and their guest will be invited compliments of the MRA.

7. MRA BURSARY PROGRAM

7.1 Description

To award annually two (2) bursaries of \$500.00 each at the A, B & AA level, for players graduating from their 3rd year U19 who will be entering any year of their chosen post secondary education. There will be 6 bursaries of \$500.00 offered annually. Two at U19 AA, two at U19 A, and two at U19 B.

7.2 Applicant

The bursaries are to assist any ringette athlete in pursuing any type of schooling required for gainful employment at a later date. Post secondary schooling includes but is not limited to any University or College, be it the University of Manitoba, University of Winnipeg, Red River Community College, Herzing College, Robertson College, Firefighters, etc.

The MRA Board of Directors will have final approval of eligible post secondary schooling when determining applicants. Bursaries will be awarded following receipt of tuition being paid.

Application forms are obtainable on the MRA website and must be completed and forwarded by April 15th of each year to:

MANITOBA RINGETTE ASSOCIATION
145 PACIFIC AVENUE
WINNIPEG, MANITOBA R3B 2Z6

7.3 Criteria

- a) Must have been registered as an active player with the MRA for the last five (5) consecutive years.
- b) Must be a player in the 3rd year of U19 AA, A or B.
- c) Must meet admission standards of post secondary schooling specified and provide confirmation of acceptance to post secondary schooling.
- d) The candidate must have actively participated in Ringette as a player and one other aspect of the Ringette program as a volunteer in the community (instructor, bench staff, official, minor official etc.)
- e) The candidate must indicate significance of Ringette participation in her/his personal development.

8. SCHOLARSHIP AWARD

8.1 Description

Recipients of the Scholarship shall be recognized for their academic achievement in the final year of High School and their contribution to the sport of Ringette. There will be two (2) Scholarships awarded annually, at \$750.00 each. One will be awarded to a rural player and one to an urban player.

8.2 Applicant

Application for the Scholarship may be made by any Ringette player, coach, official, or clinician who is graduating from grade 12 and is enrolled full-time in a recognized Manitoba post-secondary institution. An application form is obtainable from the MRA office or online. Applications must be completed and forwarded by April 15th of each year to:

MANITOBA RINGETTE ASSOCIATION
145 PACIFIC AVENUE
WINNIPEG, MANITOBA R3B 2Z6

8.3 Criteria

- a) The candidate must meet the admission standards and be enrolled full-time in a recognized Manitoba post-secondary education institution.
- b) The candidate must have actively participated in Ringette as a player and one other aspect of the Ringette program as a volunteer in the community (instructor, official, bench staff, or minor official).
- c) Candidate must indicate significance of Ringette participation in her/his personal development.
- d) Rating criteria will be based on the following:
 - Involvement of Ringette in different capacities
 - Number of years involved in Ringette
 - Scholastic Standing
 - Community Involvement
 - Extra Curricular Activities
 - Benefits of Ringette Involvement.

9. OUTGOING BOARD MEMBERS

1 Full Term

2 Full Terms

3+ Full Terms