

## **2023 Canada Winter Games Program Policy**

2023 CWG program policy is the guiding document for the overall rollout of the two-year program. Decisions by the committee that are outside of the guiding principles and outline of said document and approved Committee Terms of Reference must be reviewed and approved by the Ringette Manitoba Board of Directors.

The Canada Winter Games 2023 Committee will be chaired by approved active Director from Ringette Manitoba Board. The 2023 CWG committee will ensure that an elite team called “Team Manitoba” is organized, evaluated, selected, trained and maintained to participate in the Canada Winter Games. The CWG program shall be considered a 2-year program. Other elite competitions requiring Provincial Teams caliber athletes (beyond standard AA program) or identification or development camps (Team Canada, U19, U17, Manitoba Winter Games, etc.) shall be programmed to work into this cycle.

Team Manitoba for the 2023 Canada Winter Games shall be operated according to the basic two-year plan shown below. It may be amended by the CWG Committee to fit the current requirements of the current cycle. Yearly planning cycles should be considered April to April of each year.

**Administration: ('20-'21)** 2023 Canada Games Committee Terms of Reference developed and approved by Ringette Manitoba Board. Chair and committee representation approved Ringette Manitoba Board. Team Staff Selection committee and subsequent selection process outlined and completed. ID camps planned with budget. Ringette Manitoba’s Executive Director established preliminary program budget with said budget sent to Sport Manitoba.

**Year 1 – ('21-'22)** Athlete development camps and evaluation camps and selection begins. Program budget plans prepared, training camps and ice in place for Team Manitoba – Ringette in multiple regions.

**Year 2 – ('22-'23)** Commences May 1<sup>st</sup>, 2022. Final athlete selection by August 1, 2022. Ongoing training of the selected athletes may also include specific out of province competitions. Coach Staff will evaluate, analyze, report and make recommendations to the CWG Committee via Head Coach.

Post Event: Evaluation of the previous CWG program (March/April 2023).

### **1. Objectives**

- I. To develop, manage and administer Ringette Manitoba’s participation in the Canada Winter Games
- II. Update and enforce all CWG program policies.
- III. Promote and publicize the CWG program.
- IV. Ensure effective/equitable management of the CWG program.

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Draft 4, 17<sup>th</sup> February, integrated with Feb 17<sup>th</sup> Selection Policy – Approved

## **2. CWG Committee**

The Members Committee consists of:

- I. Chairperson – Approved Active Director from Ringette Manitoba Board.
- II. Ringette Manitoba Board active member.
- III. Respected member of the ringette community with AAA/NRL/and higher management experience.
- IV. Ringette Manitoba's Executive Director.
- V. CWG team staff (Year 2) – Head Coach.
- VI. Athlete representative From the Athlete Advisory Committee with CWG and or National team experience preferred.
- VII. Replacements or changes to the committee composition are to be approved by the Ringette Manitoba Board.

## **3. Duties of the CWG Chairperson**

- I. To lead the committee in setting the vision and direction for the CWG's program.
- II. To be the liaison between the Ringette Manitoba Board of Directors and the CWG team.
- III. To submit a quarterly update of the team's preparations to the Ringette Manitoba Board of Directors or upon request from the Board or VP Finance.
- IV. Confirm the committee's schedule of meetings.
- V. Ensure financial reporting and budgets are provided to VP Finance's committee in liaison with Executive Director.

## **4. Purpose, Authority, and Responsibility of the CWG Committee are:**

The Committee's purpose is to:

- I. To develop, manage, administer, and approve Ringette Manitoba's program in preparation for participation in the 2023 Canada Winter Games (CWG).
- II. To update and enforce all CWG's program policies, Sport Manitoba, Ringette Manitoba, and Ringette Canada's Games and Pre- Games events, selections, and training requirements.
- III. To promote and represent the CWG's program positively at events.
- IV. To ensure effective/equitable management of the CWG's program.
- V. To ensure budget adherence, financial accounting, approve fees, and all financial aspects of the program are reviewed.
- VI. To outline and manage the two-year ongoing program for Ringette Manitoba's participation in the CWG.
- VII. To screen and approve the choice of manager(s) once the coaching staff has been selected. If one is required, the individual(s) are a non-rostered/non-official CWG Staff. Individuals will report to both Head Coach and Executive Director, pending assigned tasks.
- VIII. The athlete selection process is formulated in conjunction with Sport Manitoba's policy requirements, Safe Sport Requirements, with input from the Head Coach. Reviewed by Committee, with final approved by the Ringette Manitoba Board.

- IX. Approval all clothing, equipment worn by the participants with CWG 2023, including those items with Ringette Manitoba, Sport Manitoba, Canada Games branding for use by participants in the program.

## 5. Team Staff Composition

- I. At least one of the selected coach or assistant coaches must be a female.
- II. During Year 2 of the CWG Program, CWG Team Staff in Coach role or Manager role will not be on a roster for another team registered with Ringette Manitoba.
- III. Team Staff will comply with all Sport Canada, Ringette Canada, Sport Manitoba, and Ringette Manitoba codes of ethics, conduct, policies, and procedures.
- IV. Ringette Manitoba does not discourage family involvement. In the event that a Bench Staff candidate has a relative involved in the selection process, that individual may still be considered for the position. That candidate's relative may only be advanced to the next level of the selection process and then finally selected to the team by unanimous consent of the CWG committee having considered all evaluation reports and rankings

### B. Staff Requirements:

**All members of the Team Staff must meet the qualifications for 2023 Canada Winter Games by 22 August 2022 (180 Days before games).**

All CWG Team Staff Applicants will be required to submit a completed and current Criminal Records Check and Child Abuse Registry Check to complete their application

### C. Duties of the CWG Coaching Staff

- I. The team staff will be responsible for identification, recruitment, on ice training, and overall development of athletes who will represent Manitoba at the Canada Winter Games and will work within the 2 Year Plan identified by and laid out by the CWG Committee. Once the coaching staff is selected the staff must sign the coaches/managers agreement.
- II. After the selection of the Coaching staff, the CWG committee will meet with the Coaching staff to review all policies, procedures and expectations for the CWG program prior to the first camp.
- III. The CWG Staff will work in conjunction with the Professional Performance Staff and Executive Director in the mapping of the off ice training plans over the course of Year 1 and Year 2. Final plans approved by CWG Committee.
- IV. The coaching staff will determine final selection of the team members within parameters set out by the CWG Committee.
- V. The Head Coach must provide a budget and stay within the proposed budget in Year 2. Changes shall not take place without approval from the CWG committee.

- VI. Ringette Manitoba's Executive Director and the CWG's Chair shall receive a copy of all team correspondence.
- VII. The Head Coach will ensure all tournaments/trips outside of the province must be first approved by the CWG Committee. All Tournaments, exhibition games, must be approved, sanctioned, events. Other trips outside of province must be pre-approved. All games consisting of opposition participants not registered with RMB in role of athlete must be pre-approved. Once approved it is the responsibility of the Ringette Manitoba office to issue a travel permits and / or sanctioned approval.
- VIII. The Head Coach is the conduit of info between the committee and team staff.
- IX. The Team Toba coaching staff will notify each athlete's club coach via email of the Team schedule.

## 6. Athlete Selections

For the comprehensive selection policy, inclusive of selection procedures, assessment template, removal of athletes, and appeals, see appropriate RMB Policy. In the event of a discrepancy, the most up to date policy will preside.

While all eligible athletes are allowed to register to try out for the CWG team, general invitation will be cascaded via social media, constant contact, with public access available via website.

### I. Eligible Athletes:

- i. DOB eligible 2003 / 2004 / 2005 / 2006 / 2007
- ii. Ringette • Under 20 as of December 31, 2022
- iii. Year of birth: 2003 or later

### II. Excluded from the Canada Games are:

- i. • Senior National Team members - defined as: Athletes who are part of (on the roster of) a standing Senior National Team (i.e. recognized as a Senior National Team member regardless of event participation)
- ii. • Athletes who have previously competed at any of the following events:
  - a. ○ Senior World Championships

### III. All competitors must be fully registered with their provincial association and Ringette Canada by December 31, 2022.

### IV. Year 1 Schedule of Events and Selection numbers outline:

- i. Selection Schedule (Assuming 100 Athletes at start) Year 1:
- ii. Camp 1: No Releases
  - (a) To be eligible for the second camp, athletes are to attend the first ID camp
  - (b) Camp 2: Post Camp Athlete releases via email.

- iii. Camp 3: Assumes 60 athletes. Post Camp Athlete releases. Conversation with athlete by member of coaching staff, for any releases. (Zoom, phone, in-person if possible.)
  - iv. Camp 4: **Year 2:** Assumes up to 55 Athletes, no less than 45. Post Camp: *to maximize preparation and resources for the first CWG Challenge Cup, or **approved alternate event, the team staff is now able to release more athletes after the May Camp by retaining 1-25, up to 30.***, remaining for Travel to the first CWG Challenge Cup, **or CWG Committee approved alternate event with inter or intra squad games.**
  - v. CWG Challenge Cup, **or CWG Committee approved alternate event with inter or intra squad games** event, the CWG team will be announced. Top 18, with alternate list.
  - vi. Athlete Releases will take place by conversation with athlete by two members of coaching staff with expectation at least one is a female, for the release. (In person, pending Public Health. If not possible, Zoom style on camera)
- V. The identification process will begin in Year 1 of the program and **will include but is not limited to** the following elements:
- i. Central AA Tryouts – Evaluations and Rankings from the tryouts from the most recently conducted two seasons of tryouts will be filed for reference. All athletes registered for the tryouts in Year 2 will be provided information to register for upcoming evaluation camps.
  - ii. AA League, Tournament and Provincial play will provide an opportunity to identify and evaluate talent for the CWG in 2021/22 Season (Year 2) of the program pending COVID restrictions.
  - iii. Year 1, open camps and selection tryouts will be held and whenever possible, give exposure to as many local associations as possible, with the assistance of the local association. These tryouts camps to be advertised on RMB website, Social Media, and via Ringette Manitoba newsletter etc.
  - iv. Final round of tryouts shall take place in the Summer of year 2, (final date pending Approved Inter / Intra games for CWG ID May – July, 2022) with deadline of 1 August, 2022, at this point final roster will be announced.
  - v. If for any reason, the CWG team loses a athlete from its roster prior to the CWG games, the Bench staff may choose a replacement athlete from a list of athletes that were part of the tryout process. List will be known as Alternate Athlete List.
  - vi. Once Athletes are selected the individual must sign the Athlete Contract (See Appendix).
  - vii. Athlete selection criteria shall include, but will not be limited to:
    - Physical ability and potential.
    - Technical ability and potential.
    - Ability to work as a team athlete.
    - Commitment towards the goals of the program.

## 7. Conflict of Interest

- I. The duty of the CWG Committee or Team Staff members is to be impartial and fair in rendering decisions in accordance with the program and team mandates set out.
- II. If a Committee or Team Staff members stands to gain financially from a decision being made, that member shall disclose and absent himself/herself from the proceedings without attempting to influence the discussion, without participating in the discussion and without voting.
- III. While we do not discourage parents or family members from being involved in our program; if a committee or Team Staff member has a relative involved in the selection process, that individual may not participate prior to the team being selected.

## 8. Program Funding

- I. General
  - i. Funding for the CWG program is determined by Sport Manitoba and is made available throughout the two-year program. Any and all funding from Sport Manitoba for the CWG program provided to Ringette Manitoba is administered and maintained by Ringette Manitoba's Executive Director and is routed through the Ringette Manitoba accounting system.
- II. Team Budget
  - i. Once selected, the CWG Team Staff will determine the team budget and submit to Ringette Manitoba's Executive Director and the CWG committee for approval prior to final athlete selection.
  - ii. The team budget must cover operation of the CWG team once selected.
- III. Administration
  - i. All Year 1 and 2 documentations required to access CWG funding will be prepared by Ringette Manitoba's Executive Director following discussions with the Head Coach (Year 2) and RMB Committees. The Head Coach will be responsible for regular progress and outcome reports in Year 2.
- IV. All financial activity of the Canada Winter Games Team shall be routed through Ringette Manitoba accounting until Year 2 of the program. (May 1<sup>st</sup>, 2022).
  - i. All bills and potential refunds to athletes and / or families must be paid and completed by 30 April, 2023.
  - ii. In Year 2, the CWG Team will utilize the RMB approved bank account for the program.
  - iii. All fundraising efforts and sponsorships must be approved in advance by the CWG Committee and Ringette Manitoba's Executive Director.
- V. Equipment

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- i. Ringette Manitoba will make available a set of uniforms for exhibition games that will remain as the property of Ringette Manitoba. Jerseys / Uniforms purchased for the purpose will remain the property of Ringette Manitoba.
- ii. Any equipment purchased by Ringette Manitoba for the CWG program shall remain the property of Ringette Manitoba at the completion of this program. Ringette Manitoba will provide, at minimum, 50 rings for Year 2 of the Program.
- iii. Ringette Manitoba will provide all reasonable equipment required for the tryout camps and activities in Years 1 and 2 of the program.
- iv. Any items purchased for this program by the team with logos on the items must be pre-approved via Executive Director.

## 9. Management

### A. General Policies

- I. The CWG team will operate exclusively as a team in the season of the CWG (Year 2).
- II. Year 2 Full time athletes on the CWG team will not be on loan nor on another roster in Manitoba or Canada, unless a it is approved by the CWG Committee
- III. The team may play in a series of exhibition games against a Manitoba NRL team or Open teams (if applicable) and will participate in a pre-determined number of pre CWG tournaments or exhibition series across the country.
- IV. The CWG Committee/TEAM has the option to host one of these pre CWG tournaments or exhibition series as per Ringette Canada's Pre-Tournament Plan. Tournament must adhere to the Technical Package as presented by Ringette Canada.
- V. All tournaments/trips outside of the province must be first approved by the CWG Committee. All Tournaments, exhibition games, must be approved, sanctioned, events. Other trips outside of province must be pre-approved.
- VI. All games consisting of opposition participants not registered with RMB in role of athlete must be pre-approved.
- VII. On condition of approval, it is the responsibility of the Ringette Manitoba office to issue a travel permits and / or sanctioned approval.

### B. Evaluation of the Program

- Within 60 days of completion of the CWG, athletes, parents and coaching staff will receive a program evaluation form.
- CWG Committee will review evaluations and report back to Ringette Manitoba Board in regards to evaluations and suggestions for 2027.

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<sup>i</sup> In the event PHO prevent the roll out of the Team Selection plan, and travel in not permitted, efforts will be made to provide timely final selection even

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Pending – alternate athlete policy and final selections date (Post Sept 1<sup>st</sup> CWG Pre-Comp Committee meeting.)