



Halifax Hurricanes Policy Manual

IMPORTANT NOTICE - This version of the Policy Manual replaces any previous version of the Policy Manual. In case of differences between versions the version posted on the HHRA website shall be considered the correct one.

| Revision Date | Revision | Reason |
|--------------------|---|-----------------|
| September 30, 2020 | Updates to: <ul data-bbox="649 325 998 420" style="list-style-type: none">• Player Call Ups and Affiliate Players• Fundraising | Approved at AGM |

Contents

| | |
|--|-----------|
| Introduction | 5 |
| Normal Business of the Association | 6 |
| Team Selection Process | 7 |
| Team Selection Criteria | 8 |
| Role of Coaches | 9 |
| Player Evaluations | 9 |
| Model of Team Drafting | 9 |
| Player Movement | 10 |
| Player Call Ups and Affiliated Players | 12 |
| Coaching and Team Staff | 13 |
| Halifax Hurricanes Volunteer Coaches Agreement | 14 |
| Coach Discipline and Appeals Process | 16 |
| Complaint procedure | 16 |
| Results/ Penalties | 16 |
| Actions | 16 |
| Appeals | 17 |
| Communications | 18 |
| Rules and Conditions | 18 |
| Conflict of Interest Policy | 19 |
| Fundraising Policy | 21 |
| Fundraising Guidelines | 22 |
| Fundraising for the Team | 22 |
| Responsibilities of the Team Treasurer | 23 |
| Parent/ Legal Guardian Code of Conduct | 24 |
| Harassment and Complaint Procedures | 25 |
| Responsibility of Members | 25 |
| Investigation | 25 |
| Corrective Action | 26 |
| Team Manager Policies | 27 |

| | |
|---|-----------|
| Responsibilities | 27 |
| Manage Team Finances | 27 |
| Notify Ice Scheduler of Tournament Participation | 28 |
| Miscellaneous Tasks | 28 |
| Head Injuries/ Concussions/ Health Issues | 29 |
| Signs and symptoms of concussion | 29 |
| Return to Play Framework | 30 |
| Refund Policy | 31 |
| Shoulder Pad Policy | 32 |
| Membership Confidentiality | 33 |
| Interpretation | 34 |
| Alterations to Policies | 35 |
| Appendix A | 36 |
| Halifax Hurricanes "Give it Back" Bursary Program | 36 |
| Application Form | 37 |

Introduction

The Halifax Hurricanes Ringette Association is a Society under the Societies Act of Nova Scotia. Teams are comprised of athletes from the U9 to U19 divisions. The Objectives and Core Values of the Halifax Hurricanes Ringette Association are:

1. Organize and provide a well-rounded program of ringette for members within the Association boundary, as defined from time to time by the Central Ringette Association, in the divisions available for each given season;
2. Develop the sport of ringette amongst players, coaches, managers and referees;
3. Foster and encourage sportsmanship, teamwork and respect;
4. Organize and conduct programs and initiatives designed to develop the skills of its participants.
5. Create a positive ringette experience for all participants in a safe, fun, sportsmanlike environment;
6. Foster the development of life skills, including respect for all people by all participants;
7. Nurture teamwork as a lifelong skill;
8. Encourage physical fitness and healthy living; and
9. Maintain perspective and a healthy balance between life and the game.
10. To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such property to the realization of the objects of the association.
11. All meetings shall follow Roberts Rules of Order.

It is the intent of Halifax Hurricanes Ringette Association to develop and implement policies that support the mission of Ringette Canada, Ringette Nova Scotia, and the objectives of the Halifax Hurricanes.

This policy manual should not be considered a complete, final, or comprehensive list of all the policies related to Ringette. It in no way minimizes an individual's responsibility to become aware of all applicable Ringette Canada and Ringette Nova Scotia policies and regulations pertaining to your role in the Halifax Hurricanes. The Halifax Hurricanes Ringette Association will continue to update policies and notify team officials and parents as they are applicable.

Normal Business of the Association

The Executive may elect to pay specific expenses on behalf of a team, such as the entrance fees for the Provincial Championships/Year End Tournaments. These funds are allocated for specific purposes and should not be considered part of team revenue. Any unused team allocations will not be given to the team for other purposes unless agreed upon by the Executive.

The Executive may elect to offer the "Give it Back" Bursary to one or more candidates based on an application process. The amount allocated and number of candidates awarded is to be determined by the board of directors each year (refer to Appendix A for sample notification).

Team Selection Process

Basic principles of team selection process

Balance
Fairness
Transparency
Community

All players selected to a team in the divisions U10-U19 must have made a payment on their registration or committed to a payment plan with the Treasurer before being added to the roster of that team. Players who have not made a payment or committed to a payment plan by the date of the team selection will be removed from the team selection until they have made a payment or committed to a payment plan. To maintain privacy, the Treasurer will provide only the payment status of each player to the team selection process unless more information is requested by the Halifax Hurricanes Board of Directors on a case-by-case basis.

By balance: the primary goal of the team selection process for non-tiered divisions and tiered divisions with more than one team in the Association is to develop teams that are balanced. When the Halifax Hurricanes enter more than one team within an age group, the teams must be evenly balanced in order to comply with the current non competitive structure of the Central League. Ideally, all games between Halifax Hurricanes teams should end in a tie. However, a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group. In addition, intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season, with no subsequent adjustment after the season begins.

Team selection for all Hurricanes teams should not only be **fair** but be **seen to be fair** by the league, executive members, association coaches, parents, and players.

By transparency, the Halifax Hurricanes will strive for a policy that is clearly understood, documented, and free from any threats to achieving the principles of balance and fairness.

By community, we refer to the community of players within the Halifax Hurricanes Ringette Association organization.

If these principles are appropriately enacted, then player development, both collectively and individually will be enhanced.

Team Selection Committee: teams will be determined by a team selection committee composed of the following: Head Coach representing each team within a specific division, the Director of Coaches, the Divisional Coordinator for the division in question and one observer.

Observers are present in order to document that policies were followed and that where judgment is called for, that the overriding principles of team selection are followed. In this position, observers should not be present when there is either a real or perceived potential for conflict of interest.

Team Selection Criteria

The team selection process that was used in the 2014/ 2015 player evaluations will continue to be used with any modification deemed necessary by the Director of Coaching, with approval of the Board of Directors.

Team Selection for non-tiered divisions and tiered divisions with more than one team in the Association will be based on the following criteria:

- Equality of teams based on level of skill
- Level of skill of individual player
- Equality regarding the number of new players to the division

Team Selection for tiered divisions with only one team in the Association will be based on the following criteria:

- Level of skill of the individual player (determined by considering both individual basic skills and game skills)
- Commitment level of the individual player
- The Head Coach has the ultimate discretion to award up to 10% to an individual player's final evaluation score (basic skills plus game skills) by taking into consideration the player position requirements of the team, the overall team composition and any other intangible qualities that would either benefit or hinder the progress of the team.

If a player is unable to attend a tryout session, they must contact the Director of Coaching prior to the tryout. The Association is not required to accommodate a player who misses a tryout session, even where the reason for missing the session is due to extenuating circumstances. The Association has the discretion to transfer the percentage allotted to the session missed to the next session or most recent session attended.

Teams will be capped at a maximum of 17 players, this is 15 skaters and 2 goalies

Player/family requests will only be considered in extenuating circumstances and must be made in advance of the balancing sessions.

Coaching requests threaten player development through limiting our players' exposure to the broad range of experience of all our coaches and make the balancing of teams unwieldy as large groups of players may move together. Therefore, coaching requests cannot be considered.

Final team rosters must be approved by the Halifax Hurricanes Board of Directors.

Registration will be taken on a first-come, first-served basis and the maximum per team observed. A waiting list will be set up for any players registering over and above the maximum number of players per team.

Role of Coaches

Our coaches are a vital resource, and are integral to the success of our programs. Coaches within an age group are likely to have in-depth knowledge of players' abilities and weaknesses from the players' previous season's game and practice performance. For this reason, they are critical for the development of player ratings. At the time of team selection for the current year, coaches may have a bias (or be seen to have a bias) to have a stronger team than a weaker team (as virtually all coaches prefer a winning season to a losing season). For this reason, safeguards must be put in place to ensure that the principles of balance and fairness are not violated whenever coaches are involved in the assignment of players to their own and other coaches' teams. Selection is based upon coaches having their children within the age group, so that modifications may be necessary for non-parent coaches.

Player Evaluations

Player evaluations are central to successfully balance teams. All rating of players/data will be kept private and confidential.

Model of Team Drafting

Teams will be balanced by player ratings and age. The registrar will provide a list of players within the age group, second year players by player ranking (above average, average, or developing), then first year players by players, by player ranking, (above average, average, or developing). A line connecting their names will show linked pairs of players. Primary goaltenders will be separated. At the initiation of

player drafts, all linked pairs of players must be presented to the personnel involved in the drafting of teams. The linkage of the players must not threaten the fairness of the draft.

Step 1 Head coaches review and modify (if necessary) the player assessments.

Step 2 The head coaches' children are assigned to the teams. Based on their children's rating, the coaches will forego their initial draw in the appropriate grouping.

Step 3 The primary goaltenders are removed from the player pool.

Step 4 The coaches then draft the appropriate number of teams from the remaining players, with the understanding that the teams must be as balanced as possible, as follows:

1. The coaches draw for selection order.
2. Second year "above average" players will be drawn in order. Then second year "average" players will be drawn selected in inverted order (first draws last). Then second year "developing" players will be drawn in order. Then first year "above average" players will be drawn in inverted order. Then first year "average" players will be drawn in order. Then first year "developing" players will be drawn in inverted order. When linked players are drawn, the coach will forego their initial/next draw in the appropriate grouping.
3. The coaches will then calculate their number of second year players, number of first year players, and team totals. If the total numbers are different between two teams by two or more, then players will be moved in one of the following manners:
 - a. Team with less players has two less second year players: Team with less players draws one of the "average" second year players from the team with excessive numbers of players.
 - b. Team with less players has two less first year players: Team with less players draws one of the "average" first year players from the team with excessive numbers of players.
 - c. Team with less players has two less players (neither i. nor ii apply): Team with less players draws one of the "average" (first and second year) players from the team with excessive numbers of players.
4. (This step left blank)
5. The coaches then rank the goaltenders (from first to last), and then mutually select goaltenders to ensure team balance. Where this cannot be done with mutual agreement, the goaltenders will be drawn for.
6. Coaches then review the teams and work co-operatively to ensure that the drafted teams are as fair as possible.

Player Movement

RNS/ Central guidelines, including the RNS Exceptional Player Policy, will be adhered to with regard to all general movement of players.

In some seasons, it may be necessary for the Halifax Hurricanes Ringette Association to move players up in order to balance or form a team. The viewpoint and opinion of the player, the parents or legal guardians and the coaches who are involved will be obtained before proceeding. All involved plus the Halifax Hurricanes executive must agree that this is in the best interest of the player and the Halifax Hurricanes Ringette Association before any movement takes place.

Player requests for movement to a lower division will be considered based on the following criteria:

- Registration numbers allow the movement;
- Skill level of player is to be assessed by previous/receiving coach and one objective coach
- The request is made in writing by the player's parent/guardian and given to the Registrar by the registration date or prior to the announcement of the team selection;
- No requests will be accepted after the first league game.

Player requests to be moved from a lower division to a higher division will be considered at the time of registration based on the following criteria:

- The RNS/Central guidelines to be adhered to with regard to the general movement of players
- Whether the Association's registrations numbers allow the movement;
- Whether the movement is in the best interest of the Association and the player;
- Skill level of player is to be assessed by previous/receiving coach and one objective coach;
- The request is made in writing by the player's parent/guardian and given to the Registrar by the registration date; and
- In cases involving a conflict, the interests of the older age group take precedence.

Players requesting movement to a higher division must be in the second year of their age division and must be evaluated in their own age division.

The Association will not consider moving a player to the highest team at the division she is trying out for at the competitive level unless that player's skill level is clearly superior to that of her peers in the lower age division and the player is considered amongst the top five (5) players on the highest division team she wishes to try out for. However, at the next level at that division, the player must be of superior skill to that of her peers and it must be at the best interest of the player and that of the Association to consider the movement. The Association may also consider the player's maturity level and whether her development will benefit from playing in the higher division.

Ratings will be collected and summarized by the Director of Coaching.

Player Call Ups and Affiliated Players

Affiliation means that a player can be called up from their regular team to play on a higher level competitive team within the same association on an as needed basis. The purpose of affiliation is to allow a coach to field a team for a game, not to strengthen the team. No coach is required to affiliate players if they do not wish to do so. If a team has a large bench, they may wish to forgo affiliating players.

Affiliation is conditional on the player, parents or legal guardians, coaches and Association agreeing with the affiliation.

An affiliate player's main responsibility is to their own team. If there is a scheduling conflict the player must attend their own ice time. At the request of the coach of the team with whom the player is affiliated, approval may be granted from the Board of Directors to use an affiliate if there is a scheduling conflict. In this instance, written permission must be obtained from the coach of the player's regular team, and the decision will be rendered based on the likely effect on that team.

In recreational divisions, Players should be called up on a rotational basis, whenever possible, to encourage and maximize player development.

In competitive divisions, coaches on Tiered teams in U14, U16, and U19 are allowed to designate up to two (2) affiliate players and one (1) affiliate goalie to their roster, at their discretion.

In competitive divisions, affiliate players can play a maximum of five (5) regular season games. They can participate in tournaments and provincials without any of those games counting towards their five (5) games.

In competitive divisions, affiliate players can participate in a maximum of five (5) team practices with the call-up team throughout the season. The AP players priority is their current team and the AP player shall not miss team events, practices or games for their current team.

In competitive divisions, affiliate players can only participate in regular season games when the team does not meet the Association's maximum roster size (15 skaters and 2 goalies.)

Play within the provincial championships will fall under the Affiliate Player rules governed by Ringette Nova Scotia.

All affiliate requests shall be submitted to the HHRA Board for approval prior to be communicated.

Coaching and Team Staff

The Director of Coaching plus 2 other board appointed volunteers will interview and select all Hurricane coaches.

All applicants for competitive teams must submit a coaching application and proposed season budget as part of the application process to the Director of Coaching.

Team staff shall be restricted to 1 Head Coach, 2 Assistant Coaches, 1 Manager, and 1 Certified Trainer.

All coaches must consent to the terms and conditions of the enclosed volunteer coach's agreement.

No team Manager can be the spouse of a Coach.

All team staff (including the Head Coaches, Assistant Coaches and Managers) must have a clear and up to date Criminal Records and Child Abuse Registry Check, which will be considered valid for two (2) years unless new checks have been explicitly requested by the Association. Volunteers will be reimbursed for criminal records checks when they are required, pending submission of a receipt.

All Association coaches are required to sign an Association Volunteer Coaches Agreement.

Coaches are engaged at the absolute discretion of the Halifax Hurricanes Ringette Association and their participation with the Association can be terminated at any time.

All team Managers must abide by the requirements of Ringette Canada with respect to managers, as amended from time to time.

Any electronic device with picture capability is not permitted in the dressing room at anytime. This includes but is not limited to cell phones, IPODs, cameras, etc.

Halifax Hurricanes Volunteer Coaches Agreement

The Halifax Hurricanes is pleased to have you as a Volunteer this season. The conditions of this offer require you to commit to the principals and standards that are outlined below and to the other terms that follow. Your signature below indicates your understanding and acceptance of these terms and conditions.

I, _____, commit to the following volunteer principles and standards as they apply to me in my position as volunteer:

- 1. To build self-esteem among players.*
- 2. To show leadership by always taking responsibility for my actions.*
- 3. To ensure the proper conduct of myself, players and team officials on and off the ice at any function.*
- 4. To learn and follow the rules of the game, the rules and by-laws of Ringette Nova Scotia and the rules and by-laws of the Halifax Hurricanes.*
- 5. To be responsible for the Hurricanes equipment and sweaters and return all items in good condition at the end of the season on the assigned date.*
- 6. To support the principles of fair play.*
- 7. To offer only constructive feedback.*
- 8. To always treat players with dignity and respect.*
- 9. To teach players that the Officials are an important part of the game and that their decisions should be respected at all times.*
- 10. To encourage players to be modest in victory and good sports in defeat.*
- 11. To remind the players that the medal or trophy is not the only measure of success.*
- 12. To ensure that all players receive equal attention to ensure proper player development.*
- 13. To ensure that all players are equipped with proper approved equipment.*
- 14. To be aware of alcohol and drug policies.*
- 15. To maintain a positive and open relationship with all players and their parents.*
- 16. To be respectful of all other Coaches and Members of my Home Association and other Associations.*
- 17. To be respectful to other teams and their players and personnel.*
- 18. To be respectful to ALL Officials.*
- 19. To report to my convener any conduct observed or committed that reflects negatively on either my team or my Association.*
- 20. To never offer any player money, gifts or any material incentive in connection with their involvement in the program.*
- 21. To never permit myself to become sexually or intimately involved with any player in the program or to touch any player in a manner, which could be reasonably interpreted as being sexual or intimate in nature.*
- 22. To ensure that there are no male coaches in the dressing room without the presence of an adult female coach or certified female volunteer and to ensure that no volunteer is ever alone in the presence of player(s) in the team dressing room.*

I have not been convicted and/or found guilty of a criminal offence against a person in Canada or elsewhere. I will undertake to immediately advise the Director of Coaching of whatever details they may require concerning my conviction(s) and answer all inquiries in this regard to the best of my ability.

I understand and agree that the Halifax Hurricanes Ringette Association may withdraw this offer for any reason at any time in their absolute discretion if, in the opinion of the Halifax Hurricanes, such withdrawal is in the best interest of the community. I further understand that the Halifax Hurricanes have the right to request my resignation as a Volunteer if it feels that is appropriate, in its absolute discretion, if I do not follow the terms of this agreement listed above. Any disciplinary action taken by the Association can be appealed pursuant to the Rules of the RNS.

I have been given a copy of this agreement, have read and understand the terms and I am aware that I can obtain independent legal advice prior to signing this at my own expense. If I have obtained such advice, I have attached a copy of the certificate of independent legal advice in this regard. If I have not obtained such advice I confirm that I am aware that I had the opportunity to do so but have declined.

I hereby accept the terms and conditions outlined above.

Dated at _____, Nova Scotia this _____ day of _____, 20____.

Signature Print Name in Full

Address (with City and Postal Code) Team Designation (i.e. U9, U10 etc.)

Signature of Director of Coaching

Coach Discipline and Appeals Process

Complaint procedure

The Halifax Hurricanes Ringette Association will only act on written complaints and concerns submitted to the Director of Coaching or his / her designate, following at least 24 hours from the incident, and a reasonable period following the alleged incident. In the absence of the Director of Coaching, the President will act as coordinator. If he/she is also unavailable any member of the Board of Directors can accept and document the complaint until such time the complaint can be acted upon. Any member with a perceived conflict of interest in any alleged occurrence shall abstain from the inquiry.

Any member of the Board of Directors may attend to any meeting at the discretion of the Director of Coaching.

At least two members of the Board of Directors shall be assigned to meet with both the complainant and the volunteer involved. This committee will be known as a Disciplinary Committee.

All such meetings shall be documented in writing in their entirety.

Results/ Penalties

The Disciplinary Committee shall review and discuss all findings and recommend appropriate action to the Halifax Hurricanes Board of Directors.

Actions

- Complaint not warranted: no further action required;
- Complaint of some concern: discussion of event sufficient;
- Complaint of concern: warning issued, serious and damaging behavior confirmed; next steps to be determined by the Disciplinary Committee on a case by case basis.

Note: After two warnings within one season, disciplinary action will be taken at the discretion of the Disciplinary Committee and will be communicated in writing or email.

The results of any complaint procedure will be communicated to both parties immediately upon resolution. All information, documents writings and representations are kept confidential.

A record of all inquiries will be kept on file and can be considered when selecting coaches in subsequent years.

Appeals

Coaches can appeal the Disciplinary Committee's decision to the Board of Directors.

Any appeal by a coach of any warning issued by the Disciplinary Committee shall be made by e-mail or writing to the President within seven (7) days of the warning being issued. The notice of appeal shall concisely detail the nature of the appeal. The Halifax Hurricanes Board of Directors has fourteen (14) days to rule on such appeal and provide notice to all interested parties. The standing of the appellant coach shall be determined by the Halifax Hurricanes Board of Directors, who shall:

- A. Hear and determine all protests and appeals;
- B. Recommend suspension or expulsion of a team or player or other official connected with a team for just cause in the best interest of the Association;
- C. Set the rules and procedures governing all protests and appeals.

The decision of the Board of Directors on appeal is final. Any decisions made by any tournament governing body is binding on the Disciplinary Committee and may be considered by the disciplinary committee in regards to the coaches standing with the Halifax Hurricanes.

Communications

The website representative is required to follow the rules and conditions as established by the Halifax Hurricanes Ringette Association. Upon acceptance of a username and password, the website representative agrees to follow the rules and conditions regarding the use of the website. Failure to comply will result in removal of team website posting privileges.

Rules and Conditions

As your team website representative, you are responsible for all use of the website under your login details and you should therefore not disclose your login details to anyone.

No photographs of players under the age of 18 are permitted to be posted without the stated permission of the players' parents or guardians.

When posting team photos, names of the players are not to be used without the consent of the parents.

You agree not to use obscene or offensive language or to submit any material that is, or may potentially be libelous, abusive or hateful, an invasion of anyone's privacy, harmful to other users, harmful to the best interest of the Halifax Hurricanes, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, national or international law or regulation.

You agree not to submit or post any material which constitutes junk mail or unauthorized advertising, without prior written consent from the Board of Directors of the Association.

The Halifax Hurricanes will not be held responsible for damages (viruses, etc.) that may result due to the use of the website or any links found on it.

The Halifax Hurricanes reserves the right to delete or modify any post if deemed to be in conflict with these website rules.

Conflict of Interest Policy

A conflict of interest policy arises where a member's (coach, athlete, committee member, official, manager, or any other person associated with organization) private interests are, or may be, in conflict with their official duty requirement. A conflict of interest can either be actual or apparent. An actual conflict is where a member's private interests do, in fact, conflict or compete with the way they perform their official duties. An apparent conflict or interest is where a member's private interests appear, or may appear, to influence their official duties, even though the person is not influenced in this way. The effects of actual and apparent conflicts will both be taken seriously. Accordingly, it is important that no member shall use his or her position, or the knowledge gained there from, in such a manner that actual conflict arises between the interest of the Halifax Hurricanes and his or her personal interest.

Each member has a duty to place the interest of the Halifax Hurricanes foremost in any dealings and has a continuing responsibility to comply with the requirements of this policy.

Each member may not obtain for themselves, their relatives or their friends, a material benefit of any kind from their association with the Halifax Hurricanes, other than those normally associated with being a member.

If a member has an interest in a proposed transaction with the Halifax Hurricanes, its programs, or in any organization involved with the transaction, he or she must first make full disclosure of such interest before any discussion or negotiation occurs and shall not vote thereon.

If a member is involved in a personal or family relationship with any other member and one person in that relationship is in a position of power over another member, he or she must make full disclosure and shall be under informal and/or formal review by the Halifax Hurricanes steering committee to ensure the process eliminates an actual conflict of interest. Such a relationship would include, but not be limited to parent/child or other immediate family relationship, current/former romantic relationship, etc. Positions of power include, but are not limited to athlete selection, athlete evaluation, determination of athlete playing time, and disciplinary actions.

Any member of the Association Executive who believes themselves to be in conflict of interest with respect to any issue put before the Association Executive must declare the nature of the conflict and cannot take part in any vote with respect to that issue.

Members will not accept gifts or benefits where these would, or might appear, to improperly influence them in the performance of their duties. Neither will they give gifts nor favours where this might appear designed to improperly influence others. This clause is not intended to include minor gifts such as for example, gifts given and received at Christmas time.

Conflict of interest situations will be referred to Halifax Hurricanes Board of Directors who will make a decision regarding whether the conflict is actual or apparent. The outcome of the decision will be communicated to the person (s) and/or group involved and as well as appropriate actions taken in a timely manner.

Fundraising Policy

- All fundraising conducted by individual teams is considered to be Halifax Hurricanes Ringette fundraising and, as such must be promoted therein;
- All team fundraising, including sponsorship and grant applications must be preapproved by the Halifax Hurricanes Ringette Association Board of Directors.
- Once approved, the team budget will be presented to parents prior to tryouts for review.
- After the team is selected, the budget must be approved and signed off by $\frac{2}{3}$ (75%) of the parents. Any significant changes (+/- 10%) to the budget during the season must be approved by the Board of Directors and $\frac{2}{3}$ (75%) of the parents. A final financial statement is due no later than April 30th. Parent contribution is to be held until the final budget has been reviewed and approved by the executive committee.
- Players are required to participate in team fundraising or contribute the equal in financial funds raised by each player towards the approved per played budget.
- Any non-parent that volunteers to coach at any age or division level both competitive and recreational shall have their expenses covered for travel and lodging at the players' expense for any out of town tournaments that the team agrees to participate in. Expenses do not include meal expenses, entertainment expenses (including alcohol), cost of parking tickets or speeding tickets or any other expense relating to an infraction and other personal expenses not required in the course of coach/ team business.
- Players and parent coaches are responsible for their own expenses.
- All competitive teams are required to submit team budgets. The budgets are to be submitted by email by October 31st to the Board of Directors via the Director of Coaching. If an initial budget is not submitted by October 31st, all practice times, travel permits and/or exhibition game permits may be immediately rescinded and/or not issued until such time as it is received, unless an alternate date is approved.
- Care should be taken to ensure that only the amount of money needed to run a team is raised. In the event that teams are left with surplus funds at the end of the season, funds attributed to parent contributions must be returned to the parents.
- Teams are permitted to request a maximum initial parent contribution of \$150. Additional parent contributions may be requested/required at a later date, depending on the budget and fundraising outcomes.
- Year-end parties shall be limited to a maximum of \$500.
- Coaches, team staff and parents cannot assume that an expense will be reimbursed by the Association without prior approval by the Association of the amount and nature of the expense. Any item or expense that a coach or team wishes to have covered by the Association must be requested, in writing, and sent to the Board of Directors for consideration. A member of the Board of Directors must then indicate, in writing, whether the Association will cover the expense. A decision of the Board of Directors with respect to reimbursement is final.

Fundraising Guidelines

- A team may fundraise in order to offset overall team member's fees.
- If the team agrees to fundraise, the team treasurer (manager) shall collect only partial team fees until after the fundraising events have finished.
- Support can be requested through activities such as candy sales, bottle drives, 50/50 draws, etc., provided they are in good taste and as such, alcoholic beverages, tobacco or cannabis products and/or related gift cards should not be used as prizes.
- Any fundraising from government sources will be split equally amongst all players on the team.
- Fundraising must be carried out within HHRA Association boundaries.
- In the event of a fundraising surplus in a Player Account:
 - The player may be reimbursed for team expenses up to the maximum of funds paid directly by the player. In the event there is a remaining surplus, these funds may be equally applied to Player Accounts for the balance of the team.
 - Profit from any type of fundraising event **MUST NOT** be used for personal gain.

Fundraising for the Team

Unless otherwise noted in this policy, HHRA teams are free to undertake any lawful fundraising activity that the team members agree upon. For any activities requiring a government-issued license, including any raffles, the team shall only undertake that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license. **HHRA does not have a provincial/ municipal lottery license.**

The following additional processes apply to fundraising:

- Fundraising does not enable teams to increase team budgets beyond approved budget.
- At no time shall anyone ask team members to both pay full team fees and to fundraise for the team. In other words, fundraising is meant to reduce team fees and not in an addition over the established budget and calculated team fees.
- To conduct fundraising activities on private property, a team shall get permission from the owner or operator of that property or business.
- As part of the team's year-end financial report to the HHRA treasurer, a team shall submit a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised.

Responsibilities of the Team Treasurer

The team treasurer does the following for team finances:

- Prepares the draft team, in conjunction with the head coach and the team manager.
- Gets a minimum of 75% confirmed approval, in writing, from the parents or guardians of team members for the budget and the desired amount of fundraising, if any.
- Sends an email to the Association treasurer with the budget to say that the initial budget is finalized and approved by 75% of the parents of team members.
- Upon the HHRA treasurer approving the team budget and providing the team with a letter of authorization to the bank, sets up a separate bank account for team business.
- Collects team fees from team members in installments.
- Pays all legitimate and approved team expenses.
- Keeps a ledger of all team income and expenses.
- Provides the coaching staff and team members with regular financial updates.
- Disperses any residual funds in the team account, following the procedures in this policy.
- Immediately closes the team bank account to avoid accruing additional bank fees.
- Submits a complete financial report to the Association treasurer as soon as the season ends (the majority by the end of April, if not sooner).

Parent/ Legal Guardian Code of Conduct

All Halifax Hurricane parents and legal guardians are expected to:

1. Do their best to demonstrate “Good Sportsmanship” at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
2. Encourage their child to do his or her best, have fun and demonstrate good sportsmanship, how to win and lose gracefully and will lead by example;
3. Help their child to understand and respect the rules of the game;
4. Encourage their child to remember that he or she is part of a team and to work for the good of the team;
5. Respect the rights and feelings of officials, coaches, trainers, players, volunteers and administrators; and
6. Work to support, not undermine, their efforts.

Any parent or guardian, who fails to comply with the Code of Conduct and exhibits behavior that is deemed inappropriate, may be subject to disciplinary action by the Halifax Hurricanes Ringette Association. This may include suspension of the parent(s) or guardians from all Association activities following receipt of a written complaint from another Association or an on-ice official.

Any parent(s)/guardians who fails to comply with the terms of reference for the suspension that is determined by the Board of Directors may be required to withdraw his/her membership. This action may include the cancellation of membership of all registered players of the parent(s)/guardians.

Harassment and Complaint Procedures

All complaints or appeals must be referred to the Halifax Hurricanes Board of Directors and in writing or by email. Complainants may request to consult with any member of the Board of Directors if they feel there is a situation which requires the possibility of an appeal process.

Any member of the Halifax Hurricanes who believes that he or she is experiencing harassment should, if appropriate under the circumstances:

- Advise the harasser(s) that the behavior is offensive to them and unwelcome and request the behavior to stop.
- Keep a detailed written record of date(s), time(s), conversation(s), unacceptable behavior and the witnesses to the incident.
- Notify any member of the Board of Directors of the complaint in writing or by email.

Responsibility of Members

Any member of the Halifax Hurricanes, who witnesses harassment or becomes aware that an individual is being harassed, has a responsibility to report the incident to the Board of Directors. It is the responsibility of each participant to ensure that these prohibited activities do not occur.

Investigation

The nature of the complaint will determine how it gets dealt with as noted below:

Criminal Harassment in the form of Physical Abuse will be addressed by the Association by forwarding the complaint directly to a child protection agency and/or the local police, as the case warrants. Notice will also be sent to Ringette Nova Scotia.

Non- Criminal Harassment will be quickly investigated and, if warranted, the Halifax Hurricanes Board of Directors will communicate to the harasser in accordance with the Association policy.

The Halifax Hurricanes Board of Directors will deal with all complaints in a timely manner as follows:

- Identify the exact nature of the complaint

- Receive details of the complaint from both the harassed and the alleged harasser.
- Interview parties involved, including witnesses, to clarify the facts.
- The Board of Directors will then determine what, if any, corrective action will be taken.
- Communicate to both parties the conclusions reached and the corrective action taken in writing or by email within two weeks of the incident.

Corrective Action

Substantiated complaints under this harassment policy may result in corrective action or discipline, up to and including removal from all Association related activities. Complaints made under false pretences are also subject to any corrective action imposed by the Board of Directors.

Team Manager Policies

Managers cannot be the spouse of the Head Coach.

Responsibilities

- ❑ Managers and assistant coaches shall report to head coach.
- ❑ Shall advise Players, Coaches and Ice Scheduler of game and practice times as well as any other special events.
- ❑ Shall request Central to supply Officials for any unscheduled games.
- ❑ Shall obtain minor game Officials, dressing rooms and prepare score sheets in consultation with the team Coach, and be responsible for distribution of game reports.
- ❑ Shall be responsible for team equipment.
- ❑ Shall assist the team Coach during all games, practices and other related activities as needed
- ❑ Shall endeavor to assist in fundraising, whenever possible.
- ❑ Must obtain the appropriate Ringette Canada Manager Certification as soon as opportunity becomes available in accordance with RNS Policies.
- ❑ Must ensure there is a female on the bench for all games according to Ringette Canada coaching certification guidelines.
- ❑ Must ensure that cell phones are not present in the dressing rooms.
- ❑ Hand out jerseys at start of season and have parents sign off on receiving the jerseys in good condition.
- ❑ Collect jerseys at end of season and advise respective Association Equipment Manager and association Treasurer of any missing or damaged jerseys. Forward payment (\$100/jersey) to respective Association Treasurer for damaged or missing jerseys.

Manage Team Finances

- ❑ Prepare budget with the head coach at start of season with all tournament costs and any other team expenses included. Use funds collected to pay for tournament fees and any other allowable team expenses.
- ❑ It is recommended that each team uses a team bank account

Notify Ice Scheduler of Tournament Participation

Please review the tournament guideline below, (any tournaments which are outside of regular league play):

- Halifax Hurricane teams will be limited to attending three (3) tournaments during regular league play. Games required to be rescheduled as a result of attending these tournaments will be rescheduled on Hurricane assigned ice. Any additional tournaments attended that affect league games will result in the missed games NOT being rescheduled. The affected team will be required to make-up games outside of Hurricane ice as well as book referees and incur all associated costs. If the team does not reschedule missed games, forfeits will be given. Notification of tournaments to be registered in must be submitted to the Ice scheduler by October 31st.
- Ensure travel sanction form (RNS form 120) on the RNS website is completed for out of province travel a minimum of two weeks before travel date and returned to the Registrar
- Examples of tournaments and approximate dates are:
 - Berwick Early Bird Tournament – before Thanksgiving
 - Gary Field Memorial Tournament (HCRA) – November/December
 - Montague Ringette Tournament – 3rd week in November
 - Dartmouth COLT – end of January
 - Riverview-Dieppe Ringette Tournament – first weekend in March
- Managers are encouraged to check association websites for tournament registration dates
- **Ensure proper paperwork is filed with association hosting tournaments being entered**

Miscellaneous Tasks

Ensure health forms are completed with health card information and ensure these forms travel with teams at all times

Ensure a players injury report is submitted to President within 24 hours of an injury occurring during a game, practice, or team event (As per RNS Policy) (coach?)

Head Injuries/ Concussions/ Health Issues

In an effort to risk manage, the Halifax Hurricanes have developed this policy for the protection and benefit of our players and all involved in the sport of ringette in our Association. A brain injury or concussion could happen as a result of various events, on or off the ice. Trauma can cause symptoms of concussion and, unbeknownst to most bench staff, there could be some measure of brain injury suffered. In reality, most bench staff do not have the experience or medical expertise to recognize such an injury. The Halifax Hurricanes are adopting a “better safe than sorry” policy when it comes to concussions. Halifax Hurricanes believes that the health and safety of the players in our game is more important than anything else. All Association coaches and team staff have a role in ensuring that our player are safe.

Signs and symptoms of concussion

- Headache / neck pain
- Dizziness
- Feels dazed, stunned
- Sees stars, flashing lights
- Sensitivity to light/ noise
- Sleepiness/ low energy
- Loss of vision or blurred vision
- Stomach ache, nausea or vomiting
- Poor coordination/ balance problems
- Slurred speech
- Poor concentration, slow to respond to questions, easily distracted
- More emotional, irritable, sad, anxious
- General confusion
- Can't remember time, date, location
- Loss of consciousness

- A. A player suspected of suffering from a concussion must stop play immediately. Whether this happens on or off ice, in a game or practice, the coach must remove the player from participation and request of the parents or legal guardians that they refer the player immediately to a physician for diagnosis. The final decision is that of the coach and the parents/ legal guardians must follow-up as requested. Once this request is made by the coach, the player will not be allowed to return to play until she has been treated by and a note provided by a medical physician.
- B. A player diagnosed as concussed by a medical physician must stop all on and off-ice activities immediately. This is not a parental decision, but rather a responsibility of the coach. The coach must report this on an RNS injury report form and submit a copy to the president of the Association.

- C. All coaches under the jurisdiction of the Association must understand that they cannot allow any player diagnosed as concussed to return to practice or play without written permission from a physician. The Return to Play framework must be followed.
- D. Association Coaches has the discretion to determine whether participating in a ringette activity is in the best interest of the player. The decision of the Coach to bar a player from participating in ringette activities is appealable to the Board of Directors.

Return to Play Framework

The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. The player should only progress to the next step after 24 hours of no symptoms after completion of the previous step.

- Step 1: No activity, only complete rest. Proceed to step 2 only when symptoms are gone
- Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor symptoms and signs. No resistance training or weight lifting
- Step 3: Sport specific activities and training (eg. Skating, anerobic, aerobic workout)
- Step 4: Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player.
- Step 5: Game play

If symptoms or signs return, the player should return to the previous step, and be re-evaluated by a physician.

Refund Policy

A member is entitled to a refund of the registration fees paid in the year less \$100 if a request is made in writing to the Association Registrar, in writing, prior to October 15th. A member is entitled to a refund of fifty percent (50%) of the registration fees paid in the year if a request is made in writing to the Association Registrar, in writing, prior to November 15th.

Shoulder Pad Policy

In the interest of the safety of our minor players, all players under the age of 18 must wear upper body protection (shoulder pads) when engaged in on-ice practice or game play with the Association.

Membership Confidentiality

Membership confidentiality is important to the Halifax Hurricanes Ringette Association. It is the responsibility of all volunteers in the Association to try to ensure the confidentiality of member information. The Association recognizes that, from time to time, it will be in receipt of personal information of its members that should be kept confidential.

The Association will only collect personal information that is necessary to perform its objects and mandate.

The Association will disseminate personal information to only those individuals who require it to fulfil their role in the Association.

Where personal information is discussed at meetings of the Directors or executive, the minutes will be redacted to excise the member's personal information prior to being placed in a public forum, such as the Association website.

Membership information, including individual and team email distribution lists, gathered by executive, team managers, and coaches are not to be used for personal messages or forwarded to third parties unless approved by the executive.

Interpretation

In all cases where questions arise concerning the bylaws, policies, or rules, the final authority will be the Halifax Hurricanes Board of Directors.

Alterations to Policies

No alteration in, or addition to these rules of the Halifax Hurricanes may be made except at the AGM or at a special meeting convened specifically for that purpose.

The Board of Directors may make a recommendation to alter any policy as they see fit for the betterment of the Association during the season. Any alterations, additions, and/or deletions to these rules (in season), must be approved by 2/3 majority vote and these policies shall only remain in force until the next AGM, where they shall be presented and ratified by vote or cease to exist.

Appendix A

Halifax Hurricanes “Give it Back” Bursary Program

Purpose: To reward our players for giving back to the sport.

Eligibility:

The Halifax Hurricane’s Ringette Bursary will be awarded to a player (or players) who have committed to the sport of ringette through active involvement of giving back and participation of at least the past three years.

The bursary will be awarded to an eligible player (s) who is enrolled in full time studies at a post secondary education institution in the upcoming fall semester. Applicant (s) must be a member in good standing with Halifax Hurricanes Ringette Association and Ringette Nova Scotia. Halifax Hurricane players that are single carded for provincial teams will be allowed to apply if in good standing with Ringette Nova Scotia. A player may only be awarded the bursary one time.

Selection:

The selection committee will review the applications and decided based on participation and personal involvement in Ringette. The selection committee reserves the right to not award a bursary if a suitable application is not received. If more than one successful applicant meets the requirements the selection committee will use a lottery format to decide who will receive the bursary. The selection committee has the right to split the bursary if two equal candidates qualify. The bursary will be divided by no more than two applicants. Decisions of the selection committee are final and the funds will be paid directly to the student. Decisions will be made no later than June 1st of each year

Amount:

To be determined by Halifax Hurricanes Board of Directors by January 31 of the awarded year depending on budgetary funds available.

Application Process:

Complete the attached application form with a brief overview and submit with supporting documents no later than May 1st.

Applications must be emailed to president@hhringette.ca.

All applications will be kept in strict confidence with the Halifax Hurricanes Selection Committee and Board of Directors.

Application Form

Name _____

Address: _____

E-mail address: _____

Telephone: _____

Birth date: ____ / ____ / ____

Academic Information

Name of Post-Secondary Institution: _____

Address: _____

If you are attending a post-secondary institution for the first time, please provide the following:

Name of High School: _____

Address: _____

Number of years playing ringette: _____

Required Documents:

Please attach one letter of reference from a coach (not related) and one letter of reference showing your active participation in giving back to the sport.

Below, please provide us a brief overview showing how you have given back and your participation in the sport of ringette. (i.e.. volunteering and various teams you have played on)