PRINCE GEORGE RINGETTE

ASSOCIATION

POLICY MANUAL

Purpose of the Manual

This Policy Manual has been developed to provide governance, operational guidance, and procedural direction for the Prince George Ringette Association (PGRA). The policies contained within this manual are intended to support consistent decision-making, promote transparency and accountability, and ensure the Association operates in alignment with its bylaws, Ringette BC, Ringette Canada, applicable legislation, and the best interests of its members.

This manual shall serve as the official reference document for the Board of Directors, committees, volunteers, coaches, players, parents, and members of the Association.

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1.0 Governance Policies

1.1 Conflict of Interest Policy

1.1.1 Purpose

The duty of all Board Members is to be impartial and fair in rendering decisions in accordance with the Board's mandate as set out in the Constitution, Bylaws, and approved policies. This applies to financial matters and also to the personal interests of any Board Member acting as an individual consumer of the Association's services. This Conflict of Interest Policy assists Board Members in identifying and addressing actual or potential conflicts of interest.

1.1.2 Scope

This policy applies to all Directors of the Association, including those designated in the Bylaws as Officers.

1.1.3 Principles

Conflicts of interest occur whenever a director acts in a position of authority on an issue in which they have financial or other personal interests. When there is a dual interest, or the appearance of a dual interest, for any Board Member, the potential for a conflict of interest exists.

Directors may be considered in conflict of interest if they offer services to the Association on whose Board they serve, even if the charge for these services is at or below market value.

In cases of actual or potential conflict of interest, Directors shall act to preserve and enhance trust in the Association by placing the interests of the Prince George Ringette Association ahead of all other business and personal interests.

Activities that appear to involve conflicts of interest may expose both the Directors and the Association to legal or reputational risk.

1.1.4 Process

As a Director of the Association, you shall:

- Always declare a conflict of interest when topics directly affect you;
- Represent unconflicted loyalty to the interests of the Prince George Ringette Association and its membership;
- Recognize that this accountability supersedes any conflicting loyalty to advocacy or interest groups, membership on other Boards, or personal interests as a consumer of the Association's services;

- Avoid any conflict of interest with respect to fiduciary responsibilities;
- Refrain from self-dealing or conducting private business or personal services between yourself and the Association except where procedurally controlled to ensure openness, competitive opportunity, and equal access to information;
- Disclose and remove yourself from discussions and voting where you stand to gain financially from a Board decision;
- Not attempt to influence discussion or decision-making where a conflict exists; and
- Not use your position to obtain benefits for yourself or family members beyond those available to other members.

When Directors or Officers are confronted with an actual or apparent conflict of interest, they shall disclose all relevant information related to the dual interest to the remaining Board Members.

At minimum, the Board Member must inform the Board of all material facts and abstain from discussion and voting related to the matter.

If there is doubt regarding a Board Member's ability to remain impartial and fair, whether self-declared or otherwise identified, the remaining Board Members shall determine by majority vote whether the Board Member shall be removed from discussion and voting on the matter.

All disclosures, abstentions, and Board decisions related to conflicts of interest shall be recorded in the meeting minutes.

1.1.5 Compliance and Consequences

Board decisions relating to non-self-declared conflicts of interest may be appealed in accordance with the Association's Appeals Policy.

1.2 Privacy Policy

1.2.1 Purpose

PGRA will handle private information with care for the benefit and protection of our Members. This policy outlines how privacy of personal information will be ensured by PGRA.

1.2.2 Scope

This policy applies to all personal information collected by the PGRA.

1.2.3 Definitions

a) Member: Any class of Member of the Prince George Ringette Association, including the parents of Members under 19 years old.

b) Minor: a person under the age of 19 years;

c) Privacy Officer: the person designated by the Board of Directors to ensure that the PGRA complies with this policy.

d) Personal Information: Information about an identifiable individual including without limitation her name, age, gender, home address, home telephone number, email address, Personal Health (Care Card) Number, and medical information.

1.2.4 Principles

The principles that form the basis of this policy are as follows:

a) Accountability: PGRA is accountable for the Personal Information it collects, uses, retains, and discloses in the course of its activities including without limitation the designation of a Privacy Officer.

b) Identifying Purpose: PGRA will explain the purposes for which the information is being collected, used, retained, and disclosed at the time of collection, unless those purposes are obvious.

c) Consent: PGRA must obtain a Member's expressed or implied consent when it collects, uses, retains, or discloses the Member's Personal Information.

d) Limiting Collection, Use, Retention, Disclosure: Personal Information must be collected, used, disclosed, and retained only for the identified purposes unless the Member consents otherwise or as otherwise permitted by law.

e) Accuracy: PGRA is required to keep Personal Information in active files accurate and current.

f) Safeguards: PGRA is to use physical, organizational, and technological safeguards to protect Personal Information from unauthorized access or disclosure.

g) Openness: PGRA must inform its Members about its privacy policies and procedures.

h) Individual Access: A Member has the right to gain access to his or her Personal Information held by PGRA and to challenge its accuracy if need be.

i) Provide Recourse: PGRA is to inform its Members of how to bring a request for access or a complaint to the Privacy Officer, and to respond reasonably promptly to a request or a Complaint by a Member.

1.2.5 Purposes of Collecting Personal Information

PGRA collects Personal Information for the following purposes:

a) To verify Members' identity;

b) To comply with the requirements of BCRA and Ringette Canada;

c) To register Members with the Association, BCRA and Ringette Canada;

d) To participate in insurance programs offered by PGRA, BCRA and Ringette Canada;

e) To register Members for competitions, tournaments, training camps and social or other events;

f) To send Members Club newsletters, informational bulletins, and other notices;

g) To inform Members regarding practices, games, competitions, training camps, and other social and Ringette events;

h) To create and maintain a Membership list and data base of Members;

i) To inform PGRA coaches, officials, chaperones, supervisors, volunteers of potentially relevant medical conditions experienced by Members who participate in practices, games, tournaments, training camps, travel and other activities;

j) To permit PGRA and other event organizers to register and create lists of competitors, and to publish or broadcast, or cause to be published or broadcast, the names and photographs of Members and their participation in competitive events;

k) Other purposes, the particulars of which will be provided by the PGRA to Members as and when those purposes arise.

1.2.6 Consent

A Member's consent will be obtained before or at the time of collecting Personal Information. Consent may be given orally, in writing, or, in cases where the Member is a Minor, on his or her behalf by his or her guardian.

Consent is deemed to have been given to PGRA for a purpose if, when consent is deemed to be given, the purpose would be considered to be obvious to a reasonable person and the Member voluntarily provides the Personal Information to PGRA for that purpose.

The purposes for the collection, use, retention, or disclosure of the Personal Information will be provided to the Member to collect, use, retain, or disclose his or her consent.

Once consent is obtained from the Member to collect, use, retain, or disclose his or her Personal Information for those purposes, PGRA has the individual's implied consent to collect, use, retain, or disclose any supplementary information that is necessary to fulfill the same purposes. PGRA will obtain the Member's consent as and when a new purpose is identified.

A Member may give limited or partial consent to the collection, use, retention, or disclosure of his or her personal information. In that event, PGRA will inform the Member of the likely consequences of giving such limited or partial consent.

1.2.7 Limiting Collection, Use, Retention, and Disclosure

PGRA will collect, use, retain, and disclose Personal Information only for those purposes to which the Member has given consent, subject to exceptions permitted by law.

a) Some of the exceptions permitted by law pursuant to which PGRA may collect, use, retain, and disclose Personal Information about a Member without consent are as follows:

b) It is necessary for the medical treatment of the Member and the Member is unable to give consent;

c) The Personal Information is otherwise publicly available;

d) The Personal Information is collected by observation at a PGRA event in which the Member voluntarily appears (scoring statistics, for instance);

e) It is necessary to determine a Members' suitability to receive an honour, award or similar benefit, or to be selected for athletic purposes;

f) It is required or authorized by law, including without limitation complying with a subpoena, warrant, or order issued or made by a court, person, or body of competent jurisdiction;

g) Disclosure is for the purpose of contacting next of kin or a friend of an injured, ill, or deceased Member;

h) Disclosure is to a lawyer representing PGRA; or

i) To facilitate collection of a debt owed by or to PGRA.

PGRA will not sell personal information.

Upon giving PGRA reasonable notice, a Member may withdraw his or her consent to the collection, use, retention, or disclosure of Personal Information at any time. In that event, PGRA will inform the Member of the likely consequences of withdrawing consent.

If a Member withdraws consent PGRA will stop collecting, using, retaining, or disclosing her Personal Information unless the collection, use, retention, or disclosure without consent is permitted by law.

PGRA will retain personal information only for the time it is required for the purposes identified by the PGRA, following which it will be destroyed. However, due to PGRA's continuing exposure to potential claims, some Personal Information may be retained for a longer period.

1.2.8 Accuracy

PGRA endeavours to ensure that Personal Information, as provided by Members and contained in active files, is as accurate, current, and complete as is necessary to fulfill the purposes for which the Personal Information was collected, used, retained, and disclosed.

Members are asked to notify PGRA of any change in Personal Information.

Personal Information contained in PGRA's active files is not updated.

1.2.9 Safeguards

Personal Information will be disclosed only to those PGRA coaches, officials, committees, chaperones, supervisors, volunteers, and Board Members who need to know the Personal

Information for the purposes of fulfilling their duties and responsibilities to the PGRA, and only to the extent necessary for the fulfilment of those duties and responsibilities.

The records with respect to Personal Information no longer required will be shredded or erased by PGRA to prevent inadvertent disclosure to unauthorized persons.

1.2.10 Openness

The club will endeavour to make its privacy policies and procedures known to Members via this Privacy Policy. The current version of this policy is available upon request form Members of the Board.

1.2.11 Individual Access

A Member who wishes to review or verify what Personal Information is held by PGRA with respect to him or her, information about ways in which the Personal Information has been and is being used by PGRA, or to whom the Personal Information has been disclosed, all to the extent permitted by this Policy or by law, may make a request for access, in writing, to the Privacy Officer.

Upon verification of the Member's identity, the Privacy Officer will respond to a written request for access within the time limits prescribed by law.

PGRA may, at its sole discretion, charge a Member a minimal fee for access to his or her Personal Information provided that it gives the Member in advance a written estimate of the fee and the Member then instructs PGRA to respond to his or her request. PGRA may require the Member to pay in advance for all or part of the fee.

If the Member finds that his or her Personal Information retained by the Club is inaccurate or incomplete, upon the Member providing documentary evidence to verify the correct personal information, PGRA will make promptly the required changes to the active files.

PGRA is not required to disclose Personal Information where the Personal Information is protected by solicitor-client privilege.

1.2.12 Complaints or Recourse

If a member has a concern about PGRA's Personal Information handling practices, a complaint, in writing, may be directed to the Privacy Officer.

Upon verification of the Member's identity, the Privacy Officer will act promptly to investigate the complaint and provide a written report of the investigations findings to the Member.

Where the Privacy Officer makes a determination that the Member's complaint is wellfounded, the Privacy Officer will take the necessary steps to correct the offending information-handling practice and/or to revise PGRA's Privacy Policy and procedures.

Where the Privacy Officer determines that the Member's complain is not well founded, the Member will be notified in writing.

1.3 Screening Policy

1.3.1 Purpose

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

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

1.3.2 Scope

This policy applies to all volunteers who work with athletes and / or who occupy positions of trust and authority within PGRA. All volunteers must submit a volunteer form, available on the PGRA website.

Such persons include:

- All individuals in coaching, assistant coaching, trainer, team manager or other team staff positions;
- All on-ice "helpers" and dressing room "supervisors" regardless of the age of the children being helped / supervised or the relative importance of the helper / supervisor;
- All Division Coordinators;
- Any persons appointed to accompany a PGRA team to an event or competition; and
- All Board Members.

Event volunteers not supervising or alone with children are exempt from the requirement (i.e. 50/50 sales, scorekeepers, etc.).

1.3.3 Definitions

The following terms have these meanings in this policy:

a) Police Information Check: A check of records as maintained by the local police force and the Canadian Police Information Center. A necessary component of the check is a voluntary disclosure form.

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

c) Screening Committee: A committee of the Vice-President and one other individual appointed by the executive who will process and track Police Information Checks and Vulnerable Sector Checks.

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

- Any provincial or federal offence involving the possession, distribution, or sale of any child-related pornography;
- Any provincial or federal offence of a sexual nature;
- Any provincial or federal offence of a violent nature, including but not limited to, all forms of assault;
- Any provincial or federal offence involving harassment or persecution of a group of people or individual;
- Any provincial or federal offence involving a minor or minors; and
- Any provincial or federal offence that would cause a reasonable person to doubt the suitability of the volunteer in the capacity requested.

1.3.4 Principles

PGRA will manage the screening process for its volunteers. The Screening Committee will make the decision on eligibility of those who have been screened on behalf of PGRA.

All individuals volunteering with the association in the capacities listed above will be screened using Police Information Checks. There will be no exceptions.

Individuals whose Police Information Check (or voluntary disclosure form) returns confirmation of any Relevant Offence will not be allowed to participate in any volunteer position covered under the Scope of this policy. There will be no exceptions except as outlined below under "EXCEPTIONS".

Police Information Checks shall be provided by law enforcement or other government agency. PGRA will be responsible for any cost of police checks.

Police Information Checks are valid for a maximum period of two years.

1.3.5 Confidentiality

Contents of records checks and screening disclosures shall be kept strictly confidential among persons on the Screening Committee, including from the Board of Directors (excepting the President). Any notices that persons are not eligible for a position as a result of records checks or screening disclosures shall not divulge the relevant violation/offence(s).

1.3.6 Process

The Screening Committee will carry out its duties in accordance with the terms of this policy.

The Screening Committee will coordinate the distribution, receiving and reviewing of Police Information Checks for all volunteers and, based on the results, will determine the eligibility of individuals to fill positions within PGRA programs under this policy. In carrying out its duties the Screening Committee may consult with independent experts including the RCMP, lawyers, risk management consultants, volunteer screening specialists or any other person of knowledge.

If a volunteer subsequently receives a conviction for a relevant office they will report this circumstance immediately to the Screening Committee. Further, the Screening Committee may request that a volunteer submit a Police Information Check to the Screening Committee for review and consideration at any time (not just at the conclusion of a two year period), provided that such request is made in writing and provides a valid reason(s) for the request. If a person has been screened and approved by PGRA, PGRA will confirm such approval and not require a second screening while the first screening is valid without some valid form of just cause.

Nothing in this policy will prevent an individual from re-applying for a volunteer position with PGRA at some point in the future, and submitting a new Police Information Check (following pardon, positive conclusion of court case, or other legal procedure, for instance).

1.3.7 Timeline

Volunteers must be screened and confirmed eligible by November 1st of each year. Volunteers who have not been successfully screened by November 1st will be automatically removed from their positions.

The Screening Committee will then notify the now ineligible volunteer, the PGRA President, the Coaching Director and other relevant Directors of each occurrence of automatic ineligibility by November 5th of each year. This notification will clearly state that no Police Information Check has been submitted hence the volunteer is ineligible.

Volunteers who commit mid-way through the season to help with dressing room supervision, tournament supervision, on-ice clinics and events, and other activities requiring the supervision of children will have 14 days from the date of their commitment to submit a Police Information Check.

1.3.8 Exceptions

An individual who has a conviction for a 'relevant offence' as defined in this policy may not be a volunteer with PGRA.

However, the Screening Committee may decide that despite a conviction for a relevant offence a person can occupy a volunteer position without adversely affecting the safety of PGRA, an athlete or member of PGRA through the imposition of such terms and conditions as are deemed appropriate. For instance, a conviction for marijuana possession from 20 years ago may not be considered relevant by the Screening Committee for the position the volunteer in question wishes to hold.

Such exception will require written approval of the PGRA President and the Northern League Board. In this manner persons convicted of relevant offences may only be allowed to continue with the organization following three levels of endorsement (the Screening Committee, the

PGRA President, and the Northern League Board). However, the volunteer must be made aware of this process before information is shared beyond the Screening Committee, and the conviction would remain confidential beyond this small group of people to protect the individual.

This process for "exceptions" does not change the requirement for all volunteers to submit a Police Information Check (including Voluntary Disclosure Form). In fact, any exception will necessarily require a current Police Information Check.

1.3.9 Records

The Screening Committee will retain no copies of Police Information Checks longer than the period they are valid and will securely destroy same thereafter. However, the Screening Committee may retain written records of communication with individuals where Information Checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

1.3.10 Compliance and Consequences

If a person in a volunteer position provides falsified or misleading information, that person will immediately be removed from their designated position(s) and may be subject to further discipline in accordance with the PGRA Discipline and Complaints Policy.

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

1.4 Appeals Policy

1.4.1 Purpose

The Prince George Ringette Association (PGRA) will have a common process that players, team staff, or members may use to challenge a sanction imposed by PGRA.

1.4.2 Scope

Any member who is affected by a decision of PGRA will have the right to appeal that decision subject to any limits in this policy. This policy applies to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter that is contestable under the Grounds for Appeal listed below.

This policy will not apply to decisions relating to:

- Matters of committee composition, staffing, and employment;
- Commercial matters;
- Matters of budgeting and budget implementation, including fees, dues and levies;

- Infractions for doping offences (which are dealt with by BCRA and / or Ringette Canada);
- The rules of Ringette or disputes over competition rules;
- Matters relating to the substance, content and establishment of policies, procedures or criteria; and
- Any decisions made under this policy.

1.4.3 Definitions

The following terms have these meanings in this policy:

a) Appeal: A formal request to change a decision made by PGRA, including but not limited to decisions made under the Discipline and Complaints Policy.

b) Appellant: The party appealing a decision.

c) Days: Days irrespective of weekends or holidays.

d) Respondent: The body whose decision is being appealed (i.e. the PGRA).

e) Members: Members of the PGRA.

f) Participant Parents and/or Guardians: Legal representatives of participants where participants are under the age of 19.

g) PGRA Volunteers: Players, Coaches, Managers, Trainers and Officials registered with PGRA. Also includes PGRA Board Members, and other volunteers.

h) Parties: Collectively the Appellant and the Respondent.

i) Director: A Director of the PGRA.

j) Officer: An Officer of the PGRA Board.

1.4.4 Principles

This policy is intended to minimize frivolous Appeals that consume PGRA energy and prevent sport development, while allowing persons to challenge a ruling that may be detrimental to the sport or would unjustly penalize a member.

Appeals will be dealt with in a timely matter.

All appeals must be submitted in writing to the PGRA Board of Directors.

The Appeals Officer must ensure the knowledge and / or participation of Parents / Guardians in any conversations or Tribunal hearings that involve Appellants under 19 years of age.

Grievances are distinct from Appeals.

1.4.5 Process and Requirements

1.4.5.1 Timelines

Individuals who wish to appeal a decision by PGRA will have fourteen (14) days from the date on which they learned of the decision to submit in writing to the PGRA President the following (which collectively constitute a "Notice of Appeal"):

- Notice of their intention to appeal;
- Proof of the date of knowledge of the decision;
- Contact information of the Appellant;
- Name of the respondent;
- Grounds for the appeal;
- All evidence that supports the reasons and grounds for an appeal; and
- The remedy or remedies requested.

1.4.5.2 Grounds for Appeal

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

- Making a decision for which it did not have authority or jurisdiction as set out in the applicable body's governing documents;
- Failing to follow procedures as laid out in the bylaws or approved policies of PGRA;
- Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision;
- Failing to consider relevant information or taking into account irrelevant information in making the decision; or
- Making a decision contrary to existing guidelines, policy, procedures and processes.

The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error.

1.4.5.3 Appeals Officer

The PGRA Board Member responsible for the subject matter for which an appeal was made will be appointed by the President as the Appeals Officer to oversee this policy (Ex. Director of Officiating if a Referee is Appealing a sanction, etc.). If the Board Member served as the Case Manager or a Panel member for the original decision under the Discipline and Complaints

Policy, the President shall appoint the Past-President or an Officer (Vice-President, Secretary, Treasurer or Registrar) to be the Appeals Officer.

The Appeals Officer must ensure that procedural fairness and timeliness are respected at all times in the Appeal process and must:

- Determine if the Appeal lies within the jurisdiction of this policy;
- Ensure the Appeal is handled in a timely manner;
- Determine if the Appeal is brought on permissible grounds;
- Appoint a Tribunal to hear the appeal;
- Determine the format of the appeal hearing (in-person, via telephone, etc.);
- Coordinate all administrative and procedural aspects of the appeal; and
- Provide administrative assistance and logistical support to the Tribunal as required.

1.4.5.4 Screening of Appeal

Upon receipt of the Notice of Appeal the Appeals Officer will review the notice and will decide if the Appeal falls within the jurisdiction of this policy. The Appeals Officer may seek independent, expert advice.

If the Appeals Officer determines that the Appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

1.4.5.5 Tribunal

The Appeals Officer will appoint a Tribunal, which will consist of three (3) persons, to hear and decide a case. In this event, the Appeals Officer will also appoint one of the Tribunal's members to serve as the Chair.

Each Tribunal shall consist of at least one (1) person who is a Director or Officer of the Association, and two (2) persons who are not current Members of the association. The independent parties selected to serve on the Tribunal will have suitable experience in local organized sport. No Tribunal members will have participated in the original decision or sanction that is under appeal.

1.4.5.6 Procedure for the Hearing

The Appeals Officer will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, web conference or other appropriate electronic means, a Hearing based on written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Appeals Officer and the Tribunal Chair deem appropriate in the circumstances, provided that:

- The Parties are given appropriate notice of the date, time and place of the hearing;

- Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing;
- The parties may be accompanied by a representative, adviser, or legal counsel at their own expense;
- The Tribunal may request that any other individual participate and/or give evidence at the hearing; and
- Tribunal decisions will be by majority vote.

The Appeals Officer does not participate in the Hearing other than as administrative support, and does not have a vote on the final decision.

After the Hearing, the Tribunal will issue its written decision, with reasons.

The Tribunal may decide to:

- Dismiss the appeal;
- Allow the appeal, overturn the sentence, identify the error(s), and notify Parties involved in the original decision; or
- Allow the appeal and revise the original sentence (i.e. change the length of sanction, etc.).

1.4.5.7 Disclosure of Decision

A written copy of the Tribunal's decision will be provided to the Parties and to the PGRA Board. However, where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

The Tribunal's decision will be made public. The written documents related to the Appeal shall remain confidential to the parties and the PGRA Board.

1.4.5.8 Confidentiality

The appeal process is confidential involving only the Parties, the Appeals Officer and the Tribunal. Once initiated and until a written decision is released, none of the Parties or the Tribunal will disclose confidential information relating to the appeal to any person not involved in the proceedings.

1.4.6 Compliance and Consequences

The decision of the Tribunal will be binding on the parties. Appeal Tribunal decisions may not be appealed by either the Respondent or the Appellant, but may be appealed by others affected by the decision on valid grounds according to this policy.

2.0 CONDUCT, SAFETY, AND DISCIPLINE

2.1 Discipline and Complaints Policy

2.1.1 Purpose

Members of the Prince George Ringette Association must fulfill certain responsibilities and obligations including, without limitation, complying with the Prince George Ringette Association's bylaws, policies, procedures, rules and regulations, and applicable code of conduct and ethics documents. Irresponsible behaviour by individuals can result in negative consequences to other individuals, PGRA and the sport of Ringette. Conduct that violates these various bylaws, procedures, rules and regulation, or applicable codes of conduct and ethics documents may be brought to the attention of the Prince George Ringette Association and subject to sanctions pursuant to this policy.

2.1.2 Scope

This policy applies to all members of PGRA. It applies to members, participants, parents or guardians when they are engaged in activities that may include, without limitation: Practices, Games, Tournaments, Development Programs, Organized Off-Ice Activities and Special Events.

Disciplinary matters and complaints arising within the business, activities or events organized by other Associations but attended by members of PGRA will be subject to the rules of the organizing entity for League or Tournament play infractions occurring during competition, and subject to this Policy for all other infractions, unless otherwise determined at the sole discretion of the PGRA.

2.1.3 Definitions

The following terms have these meanings in this policy:

a) Complaint: Allegation made by a member regarding any infringement of the Association's bylaws, procedures, rules and regulations, applicable codes of conduct, and ethics (an "infraction"). Submitted through the Association's official complaint reporting process."

b) Complainant: The party alleging an infraction.

c) Respondent: The alleged offender.

d) Members: All categories of membership defined in the PGRA Bylaws.

e) Case Manager: An individual appointed by PGRA to oversee the management and administration of complaints submitted to PGRA in accordance with this policy. Case Managers may be appointed on a complaint-by-complaint basis.

f) Participants: Players, Coaches, Managers, Trainers and Officials registered with PGRA.

g) Parents/Guardians: Legal representatives of participants where participants are under the age of 19.

h) Member/ Volunteers and Employees: Any person performing paid or unpaid service to a member of PGRA.

i) Infraction: Any infringement of the Association's bylaws, procedures, rules and regulations, applicable codes of conduct, and ethics.

j) Panel: Three-person committee to review alleged infractions and, if an infraction is found to have occurred, to apply sanctions at its own discretion.

k) Appeal: A formal process for disagreement with sanctions applied under this policy and subject to the Appeals Policy.

l) Code of Conduct: Formal Player, Referee, Coach and Manager Codes of Conduct documents completed and signed by each individual and kept on file each season.

m) Ethics: Generally accepted moral standards of behaviour in organized sports that are normally followed by reasonable Individuals.

n) Director: A Director of the PGRA as defined by the Association's Bylaws.

o) Officer: An Officer of the PGRA (President, Vice-President, Treasurer, Secretary and Registrar) as defined by the Association's Bylaws.

2.1.4 Procedure

Communication and Resolution Process

PGRA encourages concerns and disputes to be addressed respectfully and at the lowest possible level before initiating a formal complaint under this policy.

Members are expected to follow the communication chain below prior to submitting a formal complaint:

1. Speak with the Team Manager first to attempt to resolve the concern;
2. If the concern cannot be resolved, speak with the Head Coach; and
3. If the concern remains unresolved, the matter may then be brought forward through the Association's official Complaint Submission Form.

The official PGRA Complaint Submission Form is available on the PGRA website.

Formal complaints should only be submitted after reasonable efforts have been made to resolve the matter through the above process unless:
• the complaint involves harassment, abuse, discrimination, safety concerns, or misconduct requiring immediate attention; or
• the Team Manager or Coach is directly involved in the complaint.

Failure to follow the above communication process may result in the complaint being redirected back to the appropriate team officials before being reviewed by the Board.

2.1.4.1 Reporting a Complaint

Any member may submit a complaint, through the Association's official Complaint Submission Form. The complaint must be made within fourteen (14) days of the alleged incident.

Upon submission, complaints will be directed to the appropriate PGRA representatives, which may include the President, Vice-President, Coaching Director, or other appropriate Board Members depending on the nature of the complaint.

Complaints submitted through the Association's official Complaint Submission Form must identify the complainant. In exceptional circumstances involving safety concerns or serious misconduct, the Association may, at its sole discretion, review information received from unidentified sources.

PGRA Complaints Submission Form

2.1.4.2 Late Complaints

A Complainant wishing to file a complaint after the fourteen (14) days of the date of the alleged incident must provide a written statement giving reasons for the requests for an exemption to this limitation. The decision to accept or reject the notice of complaint received outside the fourteen (14) day period will be at the sole discretion of the Association. This decision on whether to accept the complaint after a fourteen (14) day period is final, may not be appealed, and shall not form the basis of a defence.

2.1.4.3 Case Manager

Upon receipt of a complaint, the PGRA will assign a Case Manager to manage the complaint, and such appointment is not appealable.

The Case Manager will be the Past-President, or an Officer of the Board (Vice-President, Secretary, Treasurer or Registrar). Where all of these Officers may be conflicted as Case Manager with the outcome or involved in the incident, the President may appoint another Director (i.e. Coaching, Division Coordinator, Officiating) or a third party that is not a Director of the Association.

The Case Manager must implement this policy in a timely manner. Respondents alleged to have committed a major infraction may be temporarily ineligible to participate in any PGRA events until sanctions have been determined and applied (which may or may not result in the formation of a panel and a hearing).

The Case Manager must:

- Determine whether the complaint is frivolous or within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or outside the jurisdiction of this policy, the complaint will be dismissed immediately. This decision may not be appealed;

- Coordinate all administrative aspects of the complaint;
- Consult the relevant Director(s) of Officer(s) (i.e. Coaching, Officials, Division Coordinator, etc.);
- Consult with the Respondent;
- Ensure the knowledge and participation of Parents / Guardians in any conversations or hearings with Respondents under 19 years of age;
- Determine if the complaint alleges a minor or major infraction; and
- Determine the appropriate sanction(s) to be applied to the specific situation.

The Case Manager may appoint a panel in accordance with this Policy (see "Procedure for Major Infraction Hearing by Panel" section). The Case Manager then must:

- Appoint all Panel members;
- Appoint a Panel member as the Panel Chair;
- Determine the format of the hearing in conjunction with the Panel Chair; and
- Provide administrative assistance and logistical support to the Panel, as required, to ensure a fair and timely proceeding.

An appropriate person (i.e. Director of Coaching, Director of Officiating, etc.) having authority may deal with Infractions occurring within competition immediately if necessary (in consultation with the PGRA President or Vice-President). In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions for major infractions may be applied in accordance with this policy. Such further sanctions may be appealed according to the appeal provisions of this policy.

2.1.4.4 Minor Infractions

Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, PGRA or to the sport of Ringette.

2.1.4.5 Major Infractions

Major infractions are single or repeated instances of failing to achieve the expected standards of conduct that result in, or have the potential to result in, harm to other persons, to PGRA or to the sport of Ringette.

2.1.4.6 Procedure for Major Infraction Hearing by Panel

Complaints for major infractions will require a hearing before a panel when, at the Case Manager's sole discretion, it is decided that:

- The Major Infraction is particularly serious and contentious, and support in determining and reviewing the facts is advisable;

- The infraction may lead to the expulsion of a member; or
- The infraction may lead to a Player, Coach, Assistant Coach, or Official being disqualified from competition for a period exceeding 10 days.

2.1.5 Criminal Convictions

An active volunteer's subsequent conviction for any 'Relevant Offence' under the PGRA Screening Policy will be processed under the Screening Policy procedures, and is not subject to this Discipline and Complaints Policy.

2.1.6 Confidentiality

Once initiated and until a decision is released none of the parties will disclose confidential information relating to the complaint or discipline to any person not involved in the proceedings.

2.1.7 Appeals Procedure

See PGRA Appeals Policy.

2.2 Dressing Room Etiquette Policy

2.2.1 Purpose

Dressing Room Etiquette is an important aspect of games and practices. Following the simple guidelines below should reduce the potential for conflict in and around team dressing rooms.

2.2.2 General Requirements

No phones or cameras are allowed in the dressing room. This is a Ringette Canada rule intended to protect the privacy of the players and should be strictly enforced - No exceptions. Players and adults are expected to keep all phones put away (pocket or purse) and step out of the dressing room to answer or make calls or retrieve messages.

It is the responsibility of the Manager (or their designate) to have a lock and key to lock up the dressing room while the players are on the ice and to unlock it when they come off the ice.

Dressing rooms are to be left clean after each practice or game.

2.2.3 U12 and Higher Divisions

From the U12 age division and up the players are much more independent and do not usually need parents to assist in the dressing room. Staff and parents should therefore check in on the players periodically to ensure the players are behaving appropriately and there are no problems.

A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults must be present together. If the

team has parents that provide supervision in the dressing rooms on a regular or semi-regular basis these parents must complete and submit a PGRA Volunteer Form and Police Information Check.

Should separate dressing rooms be required for one team, both dressing rooms require the appropriate adult supervision.

For Divisions U12 and higher no male coaches are permitted in female dressing rooms while players are dressing or undressing, and no male players are permitted in the female dressing rooms when other changing options are available. Male coaches and players may enter the dressing room for pre-game or post-game routines after being given the all clear by the Team Manager or a female Coach.

Male coaches and players may also enter the room for warm-up routines and other team related reasons provided the following minimum dress code is adhered to:

- Neither Male nor Female players will undress to less than a minimum of shorts and a tee-shirt while members of the opposite gender are present.
- When a separate changing room option does not exist players must respect the privacy of the opposite gender:
- Once all players are dressed in accordance with the minimum dress code requirements above, all players may participate in the team (co-ed) dressing room.
- Players shall dress, undress and shower in shifts while maintaining the same minimum dress code noted above.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the Head Coach and Team Manager to ensure that these guidelines are followed.

3.0 Athlete Development and Team Operations

3.1 Head Coach Selection and Team Formation Policy

3.1.1 Purpose

One of the most important tasks that the Prince George Ringette Association (PGRA) undertakes is the selection of Head Coaches and approval of the Team Staff. These individuals are the heart of any successful ringette program and have the responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to these athletes. Another important task is the formation of teams and the principle that every player has a place in the Association and on a Club team.

3.1.2 Scope

This policy applies to all individuals interested in being a Head Coach within the PGRA. This policy does not apply to bench staff for Zones, AA, or Winter Games teams where Ringette BC or the Northern Ringette League selection policies take precedent.

This policy also applies to the formation of teams within each age category.

3.1.3 Requirement

All prospective Head Coaches, must complete the relevant "Application Form" on an annual basis. This form must be completed in all circumstances, whether new to the position or returning. The application form is available on the PGRA website and must be submitted as directed in the document.

The Committee may require interviews with candidates, either verbal or written, which may be conducted at the discretion of the Head Coach Selection and Team Formation Committee (Committee).

3.1.4 Head Coach Selection and Team Formation Criteria

The selection criteria for Head Coaches includes, and not limited to:

- Commitment and availability;
- The appropriate training and certification levels;
- Understanding of and adherence to the Long-Term Athlete Development Policy and other TrueSport concepts;
- Experience commensurate with the level of Ringette being coached;
- Demonstrated understanding and adherence to the Bylaws and Policies of the Prince George Ringette Association (and Northern League), Ringette BC, and Ringette Canada (and willing adherence for new Coaches);
- Parent and player references;
- Other sport education/experience;
- Previous coaching evaluations; and,
- Coaching philosophy and positive attitude.

This same Selection Committee will make the formation decisions for the Club teams within each age category. The formation of teams will be based on the following criteria and complies with the Ringette BC guidelines:

- At the beginning of the Ringette season players will be evaluated on individual skill development levels. Providing there are enough players to form more than one team, it is PGRA's responsibility through the Coach Selection and Team Formation Committee

to make sure the players are divided equally based on the skill development ranking point values. A standardized evaluation form provided by Ringette BC will be utilized. During the first half of the season (until December), the teams can be re-balanced if there is a noticeable gap in team skill development level. Player movements between the two teams will be allowed, providing the Committee and the Head Coaches are in support.

- Every player has a place on a Club team. The evaluation process is simply a means to divide the teams in each age category.

3.1.5 Process and Timeline

A Head Coach Selection and Team Formation Committee will be formed once the Annual General Meeting is held to designate Head Coaches prior to the start of each season. The Director of Coaching will chair the committee. There shall be a minimum of three (3) members of the Committee and it shall consist of:

- The Director of Coaching;
- The Vice-President;
- The President or Past-President (ex-officio member); and,
- One other Board Member or a qualified independent person as appointed by the Board of Directors.

The Committee will canvas applications for the Head Coach positions. It is intended that this take place at the conclusion of each season, so that Head Coaches can be appointed in advance of the following season.

The Committee will review all applications by all prospective candidates, interview candidates and other relevant parties, and make its determination of the suitable candidate for each team.

The Committee will appoint all Head Coaches and approve all Team Staff, including Assistant Coaches, Team Managers and Trainers.

- Head Coaches will be appointed prior to the start of each season, with September 15th as the goal;
- Head Coaches will recommend which Managers, Trainers and Assistant Coaches they want on their team staff.

The Committee will inform all candidates (Head Coaches and Team Staff) of their status in a timely manner following the decision- making process. All persons selected for a team position must:

- Sign the relevant Code of Conduct form;

- Complete the PGRA registration form;
- Complete a Criminal Record Check; and,
- Agree to complete the necessary certifications and course requirements.

The appointment is not final until approved by the PGRA Board of Directors.

3.2 Player Movement Policy and Procedure

3.2.1 Purpose

The most important person in the community sport experience is the athlete. The Prince George Ringette Association (PGRA) and Ringette BC (RBC) supports the Long-Term Athlete Development (LTAD) framework adopted by Ringette Canada.

The LTAD framework takes into consideration not only an athlete's physical capabilities, but also considers their cognitive and social development along with their leadership potential.

The PGRA has a responsibility to ensure the safety and well-being of our young athletes, and to make decisions that are in the best interest of the participant. As such, all decisions regarding player advancement will take into account all aspects of a player's development.

3.2.2 Scope

3.2.2.1

PGRA will abide by the guidelines set out in the Ringette BC Player Movement Policy when considering any requests for player movement.

3.2.2.2

This policy only applies to moving players within "Club Teams". Requests for player advancement at competitive levels with regard to any Zones, AA or elite teams will be completed by the Northern League or Ringette BC.

3.2.2.3 Advancement past the U10 Division

As laid out in this policy and procedure:

i. Players in U10, Fun1 and Fun2 – may move up or down a division as per the evaluation parameters in the existing U10, Fun1 and Fun2 guidelines.

ii. Head coaches are permitted to make a decision on player movement from Fun1 to Fun2

iii. This does not require a recommendation or review by the player Movement Committee.

3.2.3 Principles

3.2.3.1

While Ringette BC strongly recommends that players participate in their age appropriate division, the PGRA recognizes that from time to time it may be required to consider the matter of an underage player being permitted to "play up" or an overage player being permitted to "play down" an age group.

3.2.3.2

Such exceptional circumstances are clearly defined in the RBC Player Movement Policy and the PGRA Player Movement policy and procedure, along with the decision-making process and the evaluation procedure to be applied to each and every case.

3.2.3.3

In all cases, consideration will be given to what is best for the athlete in question according to the LTAD model.

3.2.3.4

In all cases, adherence to the processes outlined for requests, evaluation and decision-making must be followed.

3.2.3.5

The decision to move or not move an underage player to a higher age group team or overage player to a lower age group team must involve all parties (parents, coaches, Committee and player).

3.2.4 Process

3.2.4.1

The parent(s)/guardian of a player shall outline their request in writing to the President of the PGRA through the Player Movement Request Form: Player Movement Request Form

i. Athletes that submit a request are required to attend practice/evaluations in both their own age division and in the requested division, regardless of the status of their Player Movement request.

ii. The practice/evaluations in the requested division will be specifically assigned to individual players and this will be communicated to them by a coach or a member of the Committee. Power skating ice time is not part of the practice/evaluations.

iii. If this procedure is not followed the request will be denied. This automatic denial will not be grounds for appeal.

3.2.4.2

If any player movement requests are received by the President, a Player Movement committee will be formed consisting of:

i. three or more PGRA Board Members

ii. one or more persons from outside the PGRA Executive that have significant sport experience as a player, coach or administrator

3.2.4.3

The Committee shall then:

i. Consult the affected coach of the lower age group team(s) (in writing) to assess her/his view of the impact of the player(s) being released from the lower age group or added to the lower age group.

ii. Consult the affected coach of the older age group team(s) (in writing) to assess her/his view of the impact of the player(s) being permitted to try out for (or be placed on) the older age group team, or being released from the older age group.

3.2.4.4

If there is a majority consensus with the player moving up or down a 'U' division, the Committee will then evaluate the request according to the criteria below:

i. Players may only be one year removed from the requested playing division (i.e, an 11-year old could request to play in the U14 (12 & 13 year olds) Division; however a 10-year old could not etc.).

ii. The move does not impede the ability of the affected playing age divisions to field a team; and

iii. The move does not adversely affect the team sizes for all involved.

3.2.4.5

If the above criteria are fully satisfied, players will then be evaluated in their designated playing division and the division they are requesting to move to and must meet the following:

i. Skill and ability:

- For U10 to U12, the underage player is expected to be at least as strong as or stronger in their skills and ability;
- For U12 to U14, the underage player's ordinals are to show evidence of superior skills;
- For U14 to U16 and U16 to U19, the underage player's ordinal must demonstrate they are at the top or near the top in all skill assessment categories compared to the majority of players in the requested playing division.

ii. Overage players moving down must rate in the bottom twenty- five (25%) of their requested division.

iii. In divisions where formal player evaluations do not exist, the Committee will conduct its own evaluation of the player in comparison to peers in their designated division before making any recommendation.

iv. No underage player may displace a PGRA age-appropriate player on a Club Team.

3.2.4.6

If the requested playing division criteria are met, the Committee will consider the following factors:

i. Physical size and maturity level of the evaluated player as well as the players in the requested division (if moving up, compared to the oldest players and if moving down compared to the youngest); and

ii. Whether the player is physiologically, emotionally, and mentally ready to handle such a move.

3.2.4.7

If the Committee has majority agreement after discussion of the above items, a recommendation will be drafted and sent to the PGRA Board for approval. This decision is then sent to the Northern League and Ringette BC for final approval. Players may begin playing with the requested division only after this recommendation has received final approval from Ringette BC.

3.2.4.8

If the Committee does not have majority agreement the Committee will inform the Coaches, Parent(s) / Guardian, and President that the player is not eligible to move under this policy.

3.2.5 Timeline

3.2.5.1

Player movement requests can be submitted to the President after registration has been completed for the upcoming season and must be received prior to October 1st of each year.

3.2.5.2

The Committee must meet to review the requests by October 5th of each year with recommendations submitted to the PGRA Board by the earlier of:

i. Five (5) days before the Northern League tournament in Terrace; or,

ii. October 21st.

3.2.6 Compliance and Consequences

3.2.6.1

Decisions on player movement can be appealed under the PGRA and Ringette BC Appeals Policies provided the player has not violated the requirement to attend practice/evaluations in their own age division and the requested age division prior to or following the decision.

3.2.6.2

Utilization of players outside of the Ringette BC guidelines on player pick-up, or in a division that is not their designated division or for which they have not been recommended or approved to play, will be grounds for action against offending Team Staff under the Discipline and Complaints Policy.

3.2.7 Exceptions

3.2.7.1

For new registrants (with previous ringette experience) to the Prince George Ringette Association after October 1st of each year, the parent(s)/guardian may submit a request in writing to the President of the PGRA for player movement. The recommendation by the Committee to the PGRA Board will take into consideration the past association's recommendation on the request.

3.2.7.2

Any player movement requests put forth outside of this policy and procedure will be considered at the discretion of the PGRA board.

4.0 REGISTRATION AND MEMBERSHIP

4.1 Association Registration Policy

4.1.1 Purpose

The purpose of this policy is to outline the process for registration cancellations and refunds during the season by all members of the Prince George Ringette Association.

4.1.2 Cancellations/Refunds of Registration

Refunds of registration applies to regular season registration in all age divisions- Fundamentals 1 to Open 18+. There are no refunds of registration for the FLEX recreational adult program.

Cancellation of registration on or before September 14th will not incur any penalty and is eligible for a full refund, minus a $25.00 administration fee.

Cancellations occurring on September 15th to September 30th will receive a 75% refund, minus a $25.00 administration fee.

Cancellations occurring on October 1st to 31st will receive a 50% refund, minus a $25.00 administration fee.

Cancellations after October 31st are not eligible for any refund except for medical reasons supported by a letter from a medical professional. Medical cancellations will receive the prorated fee for the remaining season.

Where PGRA determines a viable team (club or club zone) cannot be formed by September 15th, full refunds will be processed including administration fees.

Refunds will only be issued after confirmation that the player's registration fee has been deposited into the Prince George Ringette Association bank account.

PGRA will issue eligible refunds within fourteen (14) days of receiving the cancellation request. All cancellation requests must be sent to mailto:registrar@pgringette.ca

PGRA will notify Ringette BC to proceed with Ringette BC refunds once a cancellation request has been received by PGRA. Requesting parties will be notified by email when the request has been submitted by PGRA to Ringette BC.

4.1.3 Refund Policy for RBC Registration Fees

All divisions: $25 non-refundable administration fee* will be kept, the remaining fees returned are as follows:

- Withdrawal prior to Sep 15th - 100% of fees returned
- Withdrawal Sep 15th to 30th - 75% of fees returned
- Withdrawal after Oct 1st to 31st - 50% of fees returned

No refunds will be issued after October 31st.

If players are not able to be placed on a team prior to September 15th, RBC will also refund the $25 administration fee.

4.1.4 Example of a Prorated Refund (PGRA)

If a player requires a refund for medical reasons on October 5th, their refund would be calculated as follows:

Prorate for Remainder of Season: Oct (26 days), Nov (30 days), Dec (31 days), Jan (31 days), Feb (28 days), Mar (31 days) = 177 days left in the season.

No. of days left in the season (177) divided by total number of days (198) in a complete season multiplied by 100.

177 ÷ 198 x 100 = 89.39%

Prorated refund for the season= Registration fee multiplied by prorate (89.39%) minus Administration fee ($25.00)

4.1.5 Registration Timelines and Late Registration

The Ringette B.C. roster deadline is January 1st of the current playing season for the U12 division. New players registering after this date are welcome to join and play with the team in sanctioned and unsanctioned events but are not eligible to participate in the Ringette BC U12 Year-end Event.

The Ringette B.C. roster deadline is November 1st for the U14 to 18+ age divisions. New players registering after this date are welcome to join and play with the team in unsanctioned and sanctioned events but are not eligible to participate in the Ringette BC Provincial Championships.

Players will follow the Northern League and Ringette BC eligibility for Year End and Provincial Championship events.

4.1.6 Registration Limits

The Prince George Ringette Association may set limits on registration numbers in each division at its discretion, pending board approval, to ensure expectations around ice availability, coaches, and athlete experience are met.

For the 26/27 season. Registration will be capped at 36 players for the FUN 1 to 18+ divisions

In the event the limit on registration numbers for a division is reached a waitlist will be established on a "first-come, first-served" basis and additional registrations will be accepted in accordance to the order on the waitlist

The PGRA will close registration on October 15th. Additional registrations can be accepted at PGRAs discretion. This does not apply to the adult FLEX program

5.0 Finance, Ice Allocation and Facility Booking Guidelines

5.1 Association Finance, Ice Allocation and Facility Booking Guidelines (2026/2027 Season)

5.1.1 Purpose

The purpose of these guidelines is to: provide budgetary direction for the following areas within the Prince George Ringette Association (PGRA), provide direction on ice allocation, provide

direction on what PGRA requests ice for, and provide direction on what PGRA books facilities for.

5.1.2 Powerskating/Skating Enhancement

- Qualified Powerskating Coaches
- Honorarium- current hourly rate
- For FUN 1 to U19, Powerskating Ice Time- Two (2) to four (4) days per week, 45 minute to 60 minute ice times, for two (2) weeks.
    - Subject to association finances

5.1.3 Player Evaluations

- Evaluations occur for U12, U14, U16, and U19
- Evaluator Honorarium- $30.00 per hour/per age division
    - One (1) evaluator per 8 athletes x Four (4) age divisions x Two (2) hours
- Ice times (U12, U14C/Z, U16C/Z, U19C/Z)- Sixteen (16) hours
- Zone Evaluations (U14, U16, U19)
    - Cost recovery by registrants in evaluations

5.1.4 Internally Restricted Funds

At the June 1, 2026 Board meeting it was approved to internally restrict $55,000.00 per season to fund Association ice time, dryland facilities, and officials. This means that $55,000.00 of the budget/funds is spent on ice, dryland facilities and officials.

The Keith Sullivan Legacy Fund shall be maintained as internally restricted funds and reflected separately on the Association balance sheet. These funds are not designated for general operational expenditures and shall only be used in accordance with the purpose of the fund and any Board-approved restrictions.

5.1.5 Player Registration Discounts

- AGM- One (1) free PGRA registration will be drawn at the AGM for those members in attendance, excluding Ringette BC fee.
- Season End Survey- One (1) $100.00 registration discount will be drawn on April 30th.
- Multiple Family Members- a 20% discount for the third or more registration within an immediate family for divisions FUN 1 – U19.
- Goalies- a $250.00 rebate off of the regular season amount to players in the U12 and higher divisions who are a declared full-time goalie by November 1st. If a team has more than one declared goalie, they must dress as a goalie 50% of the time to qualify. The rebate will be paid at the end of the season.
- Players new to ringette in FUN 3-U19 pay the early bird registration for their age group.

5.1.6 Registration and Annual Ice Time Allocation (2026/2027 Season)

2026/2027 Fees	RBC Fees	Early Bird Ends June 15th		June 16th and later	
		PGRA Fees	Total	PGRA Fees	Total
FUN 1 (4 and 5 years old, born 2021 & 2022)	$135	$215	$350	$215	$350
FUN 2 (6 and 7 years old, born 2019 & 2020)	$135	$250	$385	$250	$385
FUN 3 (8 and 9 years old, born 2017 & 2019)	$160	$330	$490	$370	$530
U12 (10 and 11 years old, born 2015 & 2016)	$160	$415	$575	$465	$625
U14 (12 and 13 years old, born 2013 & 2014)	$160	$415	$575	$465	$625
U16 (14 and 15 years old, born 2011 & 2012)	$160	$415	$575	$465	$625
U19 (16, 17, and 18 years old, born 2008, 2009, & 2010)	$160	$415	$575	$465	$625
18+ (18 years and older, born 2008 or earlier)	$160	$415	$575	$465	$625
18+ (Tournament only, outside of zone 8)*	$160				
FLEX** (18 years and older, born 2008 or earlier)	$125	$250	$375	$310	$435
FLEX GOALIE (18 years and older, born 2008 or earlier)	$125	$100	$225	$140	$265

*18+ tournament registrations will only pay Ringette BC fees and will not benefit from PGRA funding or ice, additional tournament and provincial fees determined by team.

** In order for the Adult FLEX program to run, their must be at least 16 registrations

5.1.7 Club Ice Allocation Guidelines

The PGRA Ice Coordinator will be responsible for scheduling all Association ice times and is the contact for any ice facility booking related requests or issues.

A PGRA Board Designate- Vice President will be responsible for all Association facility bookings and is the contact for any dryland facilities booking related requests or issues.

While it is the intention to have a consistent schedule, practices may vary each week based on ice availability (holidays, facility commitments, tournaments, etc…) and no team is guaranteed the same practice day and time each week. The PGRA will try to make up for lost ice time but it is not guaranteed.

- FUN 1 - on average there will be two (2) ice times per week throughout the season. These ice times may be shared within the same division or FUN 2 and allocated to earlier ice/gym times where possible.
- FUN 2 - on average there will be two (2) ice time per week. These ice times may be shared within the same division or FUN 1/3 and allocated to earlier ice/gym times where possible.
- FUN 3 - on average there will be a total of two (2) ice times per week throughout the season that may be a mix of practices and games. These ice times may be shared within the same division or FUN 2 and allocated to earlier ice/gym times where possible.
- U12-U19 - on average there will be a total of two (2) ice times per week (each 1 hour) throughout the season. These ice times may be shared.
- 18+ - on average there will be a total of two (2) ice times per week (each 1 hour) throughout the season. One is shared with FLEX.
- Adult FLEX Ringette Program – on average there will be one (1) ice time per week (each 1 hour).
- All ice times may be shared.
- Games can be set by teams during regular ice times. Notice needs to be given to the official's director (mailto:officials@pgringette.ca) for referees two weeks in advance of game time. Teams need to provide minor officials.
- Later ice times will generally be reserved for U19, 18+ and the Adult FLEX teams.
- The regular season runs from power skating (September) to the division's year end tournament/provincials. For divisions without a year end tournament, the regular season ends in March.
- There may be exceptions to the above listed criteria.

5.1.8 Zone Ice Allocations

- Effort will be made to schedule zone team practices and games to allow for players from out of town to attend and will be coordinated with ice time availability in other associations.

- Ice times will follow the above guidelines depending on division and what is set out in the Zone team memorandum of understanding (MOU).
- Ice times may be shared with Club teams of the same/upper division.
- There may be exceptions.
- If a Zone team would like additional ice times in Prince George to what they have been allocated by the PGRA and the Zone team MOU; the option is available to request additional ice times through the Ice Coordinator. The team is responsible for additional ice fees.

5.1.9 On Ice/Off Ice Resources- Equipment and Training

5.1.9.1 Goalie Development

- Ice times - Up to three sessions per season;
- Honorarium- current hourly rate; and,
- Travel costs for coaches if from out of town.

5.1.9.2 Player Development

- Support will supplement Ringette BC programs.

5.1.10 High Performance Player Support

- Funding decisions will occur in April of each season.
- PGRA players who have been accepted onto or their team qualifies and attends the following:
    - Team BC;
    - Western Canadian Ringette Championships;
    - Excellence Program;
    - BC Winter Games Zone 8.
- There is a form to be completed by each player by the April Board meeting of each season (PGRA High Performance Player Support Form).
- During those seasons in which there is a BCWG competition, the PGRA will provide three (3) hours of ice time for the BCWG team.

5.1.11 Team Staff

5.1.11.1 Coaches and Junior Coaches

- Coach's Meeting x 2
- Courses and Training Costs
    - Approved and completed mandatory coaching courses and training will be reimbursed in January of each season.
    - First Aid (up to a maximum of $125.00 approved by the PGRA Executive)
- CI Evaluations
    - Evaluators- Ringette BC covers the cost of the evaluator's travel and per diem.
    - Ice Time- will be supplied by PGRA for coaches to complete their CI evaluations with appropriate notice.

- Coach Development- Ice times and off-ice facilities may be arranged for coach development throughout the season and will be funded by the PGRA.

5.1.11.2 Team Managers

- Team Manager's Meeting
- Courses and Training Costs
    - Managers Certification Program ($25.00 per course) will be reimbursed.
    - Safe Sport: Direct Athlete Contact training.

5.1.11.3 Officials

- On Ice officials will be compensated in the following manner:

Officials Level/Division	FUN 3	U-12	U-14	U-16	U-19 & Open	Masters	Flex	Solo
Level 1	$25	$25	$25	$25	$25	$25	$25	$50
Level 2	$25	$30	$30	$30	$30	$30	$30	$60
Level 3	$25	$30	$30	$35	$35	$35	$35	$70
Level 4	$25	$30	$35	$40	$40	$40	$40	$80

- Officials scheduling app- included with PGRA account.
- Approved official courses and training will be reimbursed based on approval of the Officials Director.

5.1.12 Year End Events and Provincial Championships

- Children's Ringette Year End Event (FUN1/FUN2/FUN 3)- each age division receives up to $350.00 or as assessed by the Board.
- PGRA will cover the cost of registration fees set by Ringette BC for the U12 Year End Event and U14 to 18+ Provincial Championships.
- The method of reimbursement will be determined from season to season and communicated to team managers by November 1st.
- For PGRA players that are picked up for Provincial Championships by other teams, they will have their fee reimbursed by the PGRA.

6.0 Team Operations, Sponsorship and Fundraising

6.1 Team Finance, Sponsorship, and Fundraising Policy

6.1.1 Purpose of This Policy

- To ensure responsible management of team finances within PGRA.
- To keep parents informed and maintain transparency in how team funds are managed.
- To offer clear direction for fundraising efforts.
- To outline opportunities for team sponsorship.

6.1.2 Who This Policy Applies To

This policy is for all teams and committees within PGRA.

6.1.3 Why It Matters

PGRA is a non-profit organization, and we need to protect our status. Misuse of funds or fundraising outside of our guidelines can jeopardize this. All money raised by teams is the property of PGRA.

6.1.4 Roles and Responsibilities

6.1.4.1 Association Treasurer

- Is responsible for team finances for those raising less than $4,000.00.
- Communications with the team treasurer and reviews team accounts during the season.
- Collects and reviews all team budgets and financial reports at the end of the season.
- Issues authorization letters for bank accounts after budget approval. Sets up a separate bank account with two signatures from different households (if over $4,000.00), once the budget is approved.
- Be a signatory for each team bank account.
- Will provide training to the team treasurers on the responsibilities of the role.

6.1.4.2 Team Staff (Coaches and Team Managers)

- Create a seasonal plan for sanctioned tournaments, league game play weekends, and team activities.
- Communicate the proposed seasonal plan with the team treasurer and parents to determine availability of families.
- Develop a fundraising plan for the season in collaboration with the families.

6.1.4.3 Team Treasurer

- An adult volunteer responsible for managing the team's budget, collecting fees, and reporting finances. The PGRA Treasurer will provide training on the responsibilities of the role.
- Collects fees in installments and pays for approved expenses, keeping a record of income and expenses.
- Provides regular financial updates to the team and submits a complete financial report to the PGRA treasurer at the end of the season (and any changes during the season).

6.1.4.4 Parents/Guardians

- Communicate availability for the sanctioned tournaments and league game play weekends.
- Approve the team budget and fundraising plans.
- Elect a team treasurer.
- Contribute an equal share of team expenses by paying fees and participating in fundraising if agreed upon.
- Actively engage in finding sponsorships for the Association.

6.1.5 General Requirements

Everyone involved with PGRA—players, parents, staff, and volunteers—must follow this policy when managing team finances, fundraising, and sponsorships.

6.1.6 Budgets & Bank Accounts

If teams plan on collecting money for sanctioned tournaments and league game play weekends for registration and/or non-coach travel expenses, they must create a detailed budget. The total revenue must equal the total expenses. The proposed budget must be submitted to the PGRA Treasurer for review and approval.

Based on the budget, the following decisions will be made:

- Team Bank Account: If the team's expenses exceed $4,000, a separate team bank account will be established. This account must require two signatures from different households along with the PGRA Treasurer and Vice President. If a team treasurer cannot be found, the PGRA Treasurer may assist.

- PGRA Bank Account: If the expenses are under $4,000, the PGRA Treasurer will manage the funds through the PGRA bank account and ledger, ensuring proper tracking and accounting.

The team treasurer will regularly check the budget throughout the season to ensure all expenses are covered without leaving any surplus at the end. If there is money left in the team account at the end of the season, it will typically be refunded to each family that participated, but this amount cannot exceed what each family contributed.

Team banks accounts will remain open with a $20.00 balance left in the account at the end of the season. All team signors will be removed at the end of the season with the PGRA Treasurer and Vice President remaining.

6.1.7 Financial Controls and Banking Requirements

- For teams planning to attend two (2) or fewer sanctioned tournaments and collecting fees from families/players for registrations and non-parent coach expenses, it is not necessary to create a budget.

- Under no circumstances are coaches, managers, or parents allowed to collect or deposit money into personal accounts. All team related funds must be handled through

either the team's designated bank account (with proper approval) or PGRA's official bank account.

- Teams are responsible for all bank fees.
- Funds raised through fundraising or sponsorships must also follow the same procedures for collection and deposit, ensuring transparency and accountability.

6.1.8 Player/ Family Obligations

If a player does not attend a sanctioned tournament or league game play weekend, they are not obligated to pay tournament registration or any other travel related costs (non-parent coach).

Additionally, if a player does not participate in fundraising, they will not receive a share of the fundraising towards their team expenses. Parents have the option to simply pay the required fees without engaging in fundraising or sponsorship activities. If a team is doing an activity in which fundraising funds are being utilized, then the parent/player is responsible for the cost of that activity.

6.1.9 Team Budgets

At the start of the season, parents will vote on how to collect team expenses and whether to pursue fundraising or sponsorships.

6.1.9.1 Approved Expenses Include

- Sanctioned Tournament fees;
- Officials' expenses;
- Team activities and meals;
- Team apparel;
- Travel expenses for players;
- Additional ice time; and,
- Staff appreciation.

6.1.9.2 Non-Approved Expenses

Any fundraising or team-related expenses that require a gaming license is considered non-approved unless it meets the following conditions:

- Gaming License Required: Fundraising activities such as 50/50 draws or basket raffles or any other type of draw where someone is guaranteed to win - require a gaming license and must be managed through PGRA's official gaming account.
    - Approved Fundraising Use: The funds raised through these types of activities can only be used for the following expenses:
        - Sanctioned Tournament fees;
        - Non-parent coach travel and accommodations; and,
        - Additional ice time.

6.1.10 Gaming Fundraising Requirements

- Any type of gaming-related fundraising (e.g., 50/50 draws, raffles) must receive prior approval from the PGRA Executive before being presented to the parents as a fundraising option.
- The team must ensure compliance with all local laws and PGRA regulations when planning and executing any fundraising that requires a gaming license.

6.1.11 Approved Expenses for Non-Parent Coaches

Non-parent coaches who are required to travel for sanctioned tournaments, league game play weekends, training, or other team activities are eligible for compensation for their travel expenses. These approved expenses include:

- Hotel Accommodation: The full cost of a hotel room for the non-parent coach may be covered by the team.
- Travel Reimbursement: Non-parent coaches may be reimbursed at a rate of $0.42 per kilometer for travel expenses incurred while driving to and from team events.
- Per Diem for Food: Non-parent coaches may receive a per diem of $75 per day to cover food expenses during travel.

6.1.12 Non-Parent Coach Travel Restrictions

- Under no circumstances is a team permitted to pay for the travel or accommodation expenses of a coach who has a child on the team. Travel compensation is exclusively for non-parent coaches.

These expenses should be included in the team budget and are subject to prior approval by the team staff, parents, and the PGRA Treasurer to ensure alignment with the overall budget.

The team treasurer will present it to parents for approval. A 75% agreement of those in attendance at the meeting or respond to the online vote is required for it to be accepted.

Changes to the budget during the season also require parent approval.

Budget templates are available on the PGRA website.

All funds from any fundraising opportunity and sponsorships must be deposited in the PGRA bank account or the team bank account and accounted for on the team financial statement.

6.1.13 Fundraising

All funds raised must benefit all team members and align with the approved expenses unless the family has opted out of fundraising or has not participated in the fundraising. Fundraising efforts should not conflict with Association-wide activities. During fundraising, all participants must represent PGRA properly and comply with local regulations.

6.1.14 Sponsorships

Please refer to the Prince George Ringette Association Sponsorship Guidelines.

6.1.15 Recognition

Teams are responsible for ensuring that sponsor bars appear on jerseys.

6.1.16 Managing Surplus Funds

Any extra funds, which are usually from fundraising, will be donated to the Association for the "Keith Sullivan Legacy Fund". This fund supports ringette projects, training for officials, and coaching development. This transfer must be done within 60 days after the season ends.

Please note that there will be no refunds for the initial registration fees paid to PGRA.

6.1.17 Season-End Reporting and Account Closure

By April 1st of each season, teams must complete and email the "Team Financial Report" to the PGRA Treasurer, using the form available on the website. This report should include a copy of the team's most recent bank statement.

6.2 Reimbursement Procedure

6.2.1 Purpose

To establish a clear, consistent, and efficient process for submitting, reviewing, and processing reimbursements for event-related expenses, including coaching course reimbursements, while ensuring transparency and adherence to the budget.

6.2.2 General Guidelines for Event Reimbursements

6.2.2.1 Single Point of Contact

All reimbursements for events must be submitted by the individual(s) responsible for organizing the event. This ensures that all expenses are clearly linked to the event budget, making the process more streamlined and easier to track.

6.2.2.2 Approved Expenses

Only pre-approved or event-related expenses (such as honorariums, snacks, decorations, venue rentals, etc.) are eligible for reimbursement. Any expenses that fall outside of the event's planned budget must be addressed separately (as per the procedure below).

6.2.2.3 Supporting Documentation

All reimbursement requests must include detailed receipts or invoices. If a receipt is unavailable, a written explanation or alternative proof of purchase should be provided. Incomplete or unclear submissions may be delayed or denied.

6.2.3 Expense Submission Process

6.2.3.1 Submit via JotForm

Event organizers must submit a completed JotForm to request reimbursement through Reimbursement Form This form will include:

- A list of all expenses with descriptions.
- Copies of all receipts and invoices.
- A breakdown of the total amount being requested.

6.2.3.2 Submission Deadline

All receipts for event-related expenses must be submitted within 14 days of the event's conclusion. Submissions received after this time may be denied or delayed.

6.2.4 Approval Workflow

6.2.4.1 Initial Approval

After submission via JotForm, the reimbursement request will be sent to the following individuals for initial approval:

- President
- Registrar
- Vice President

Only one of the above individuals needs to approve the request. Upon approval, the form will be forwarded to the Treasurer for final review.

6.2.4.2 Treasurer's Budget Check

The Treasurer will review the submitted expenses and check that the requested reimbursement is within the approved event budget. The Treasurer will verify that funds are available for the reimbursement.

6.2.4.3 Overages

If the requested reimbursement exceeds the budget, the Treasurer will deny the request and notify the submitter. The submitter will need to:

- Resubmit a revised expense report that fits within the approved budget.
- Request approval from the Board for the overage if applicable.

6.2.4.4 Board Approval for Overage

If an expense exceeds the budget, the Board must review and approve the overage before the reimbursement can be processed.

6.2.5 Team Staff Course Reimbursement

6.2.5.1 Coaching Coordinator Responsibilities

The Coaching Coordinator is responsible for submitting a list of registered participants from the association who will be attending CSI coaching courses. This list must be sent to the Treasurer once the course is completed.

6.2.5.2 Treasurer's Preparation of Cheques

Upon receiving the list from the Coaching Coordinator, the Treasurer will prepare cheques for the registered participants to be reimbursed for the coaching course fees.

6.2.5.3 Cheque Distribution

The cheques will be provided to the Coaching Coordinator, who will then exchange the cheques for the course receipts from the participants. This ensures that the reimbursement is only provided to participants who have attended the course and provided proper documentation.

6.2.5.4 Additional Courses

All other courses that are needed to meet the Ringette BC Leadership Qualifications shall use JotForm.

6.2.6 Communication with Treasurer

6.2.6.1 Accompanying Email

The event organizer or Team Manager should send an accompanying email to the President, Registrar, Vice President, and the Treasurer, with the following information:

- A summary of the event and its budget.
- A breakdown of the submitted expenses.
- Any relevant notes on the spending or approvals.

6.2.7 Treasurer's Final Review and Payment

6.2.7.1 Treasurer's Processing Time

After receiving the approved JotForm and confirming that the requested reimbursement fits within the budget, the Treasurer will process the reimbursement within 5-7 business days. The Treasurer will:

- Verify the expenses against the available funds in the budget.
- Process the payment once the request is approved.

6.2.7.2 Overages

If the reimbursement exceeds the approved budget and the Board needs to approve the overage, the payment will be processed only after the Board's approval. This may take additional time.

6.2.8 Procedure Clarification

6.2.8.1 Reimbursement Submission and Approval

All reimbursement requests must be submitted via the JotForm, with approval from the President, Registrar, or Vice President before being sent to the Treasurer for final processing.

6.2.8.2 Budget Compliance

The Treasurer will ensure that all reimbursements align with the approved budget. If an expense exceeds the budget, the Treasurer will deny the reimbursement and request a resubmission that fits within the budget or approval from the Board for the overage.

6.2.9 Final Payment Processing

6.2.9.1 Treasurer's Payment Processing

Once the reimbursement request has been approved and the budget check is complete, the Treasurer will process the payment within 5-7 business days of the final approval.

7.0 Branding, Apparel and Association Identity

7.1 Association Apparel and Accessory Policy

7.1.1 Purpose

The purpose of this policy is:

- To provide direction on branding for all Prince George Ringette Association (PGRA) teams, Board, committees, and fan wear;
- To ensure consistency in the use of the PGRA logo and the use of the language 'Prince George Ringette' or 'PG Ringette';
- To provide direction to teams and families on the methods for purchasing association apparel and accessories; and,
- To create cost efficiencies for those purchasing team, committee or Board apparel and fan wear.

7.1.2 General Requirements

Failure to comply with this policy may result in a team not being allowed to wear the branded apparel or accessories. Examples include but are not limited to: use of an unofficial supplier,

and/or ordering without prior approval from the PGRA Board Executive of items not listed on the website.

7.1.3 Logo Usage

The Prince George Ringette Association (PGRA) logo (past or current) is the property of the Association. Use of the PGRA logo, or the term 'Prince George Ringette' or 'PG Ringette', shall not be allowed on any additional items without prior consent from the PGRA Board Executive.

Apparel and accessories will be in the Association's colours of red, black, or white. Grey is also an option for the fan wear.

The only other items that can be included on the apparel is a team name, age division, player name and/or number. If the apparel purchase has a sponsor then approval can be received through the PGRA Board Executive to add the sponsors logo.

7.1.4 Apparel Supplier

The Prince George Ringette Association (PGRA) believes there is merit in using a single supplier for PGRA-branded apparel and accessories.

PGRA-branded apparel and accessories may only be purchased from the successful company of the annual supplier program. This program can be in one-to-three-year terms. PGRA will arrange with this supplier to provide a variety of apparel and accessories. Contact information, pricing and descriptions will be available on the PGRA website.

Ordering any of the items listed on the PGRA website will be considered as having consent to use the logo.

7.1.5 Purchase Options

Payment Options can include individual direct purchase from the PGRA website, or teams can arrange their own payment terms with parents/guardians and be included in a team budget.

Monies raised through fundraising can be used for the purchase of team apparel or accessories when clearly communicated with the team and donors. Sponsorship funds can be used if it is understood by the sponsor that funds will be used for that purpose.

Please refer to the Team Finance, Sponsorship and Fundraising Policy for additional information.

There is always the ability to opt in or out of any apparel or accessory purchases by families/players. PGRA will not contribute to team apparel purchases.

8.0 Operational Resources and Handbooks

8.1 Team Manager Resources

Operational procedures, forms, emergency planning resources, reimbursement forms, screening requirements, and team management guidance are maintained separately from this Policy Manual and may be updated throughout the season.

PGRA Team Manager resources are available at: Team Manager Handbook

8.2 Coach Resources

Coach resources, certification information, emergency action planning resources, Rule of Two information, concussion management resources, and coaching documentation are maintained separately from this Policy Manual and may be updated throughout the season.

PGRA Coach resources are available at: Coaches Resources

8.3 Officials Resources

Officials' resources, registration information, officiating program updates, and certification information are maintained separately from this Policy Manual and may be updated throughout the season.

PGRA Officials resources are available at: Official's Resources

8.4 Ringette BC Policies and Resources

The Prince George Ringette Association operates in accordance with applicable Ringette BC policies, procedures, and governance requirements.

Ringette BC Policy Manual: https://ringettebc.ca/policy-manual-2/

Ringette BC Codes of Conduct: https://ringettebc.ca/the-office/codes-of-conduct/

Ringette BC Supplemental Guidelines: https://ringettebc.ca/the-office/supplemental-guidelines/

Ringette BC Community Division Guidelines: https://ringettebc.ca/wp-content/uploads/2025/08/Ringette-BC_Community-Division-Guidelines_Childrens-Ringette-to-U19-Aug-2025-updates.pdf

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