



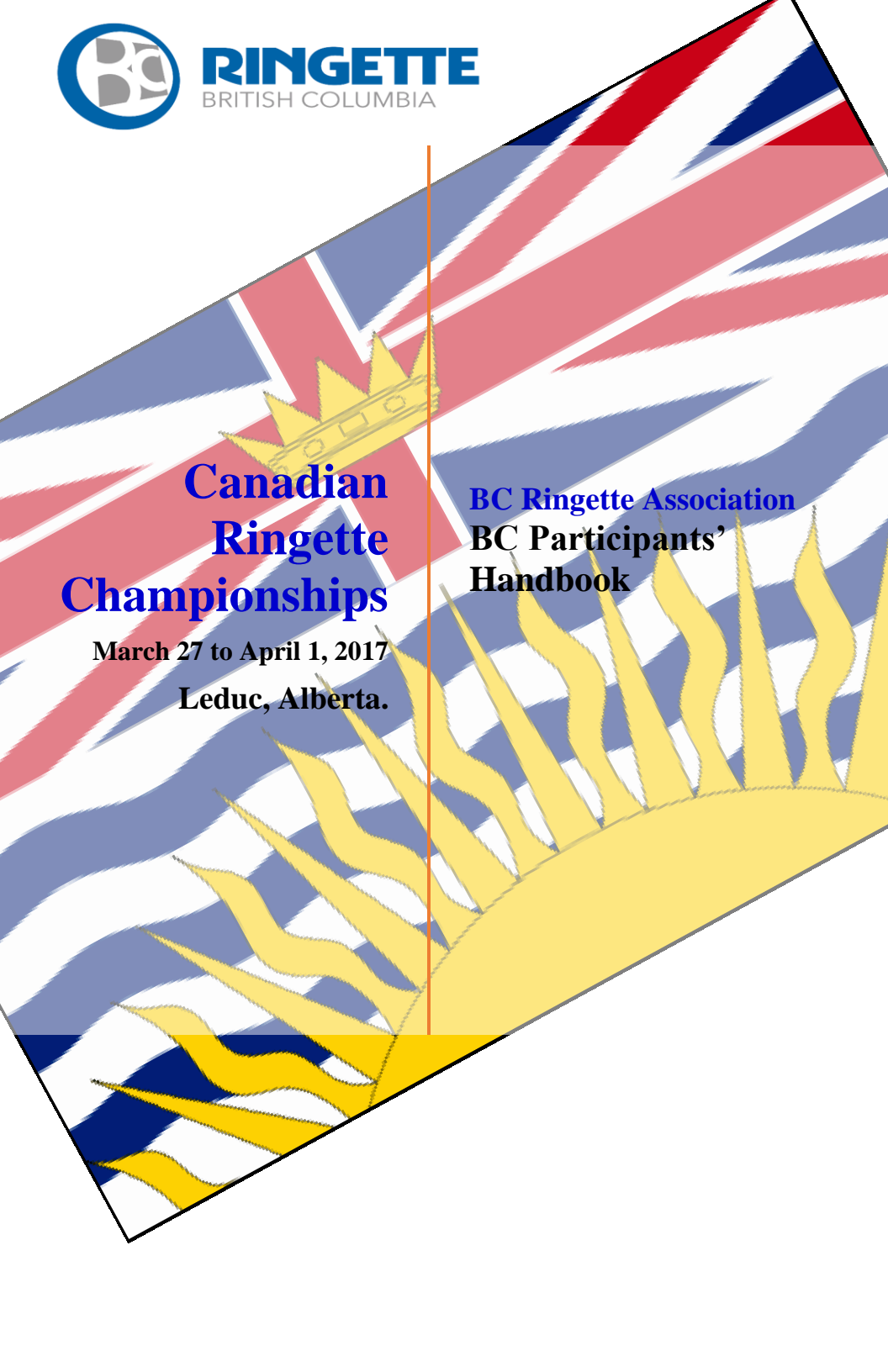
RINGETTE
BRITISH COLUMBIA

Canadian Ringette Championships

March 27 to April 1, 2017

Leduc, Alberta.

**BC Ringette Association
BC Participants'
Handbook**



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1 Message from Ringette BC:

On behalf of the Ringette BC Board of Directors, I congratulate you on your commitment, performance and passion to compete and represent British Columbia at the Canada Ringette Championships in Leduc, Alberta in 2017. The Canada Ringette Championships are the highest level of ringette competition for athletes, coaches and officials from across the country and your selection, participation and privilege to attend will generate lasting memories for futures years to come. Good luck to you and your team.

Sincerely,

Darrell Desjardin
Chair of the Board of Directors
Ringette BC

2 Introduction

Congratulations on being a Ringette representative for British Columbia. As a Team member you are entitled to receive the benefits and privileges that come with being chosen to represent British Columbia at the Canadian Ringette Championships.

This Handbook outlines the responsibilities and obligations of all BC team members, including athletes, coaches, and managers. BC teams are expected to become familiar with all of the information in this Handbook.

2.1 Keeping Updated

The information contained in this Guide is as accurate as possible at the time of printing. Please refer to the CRC website:

<http://www.ringette.ca/crc2017/> for the most up-to-date information at.

If you do not have access to the Internet, contact the Ringette BC office for information at 604-629-6583 ext. 221

2.2 Background and History

During the 1960s Mr. Sam Jacks was the Director of Parks and Recreation in North Bay, Ontario. He dedicated a great deal of time and enthusiasm to developing youth activities and one of his particular interests was to develop an on-ice skating game for females. He named the game "Ringette" and the first-ever Ringette game was played in the winter of 1963-64 in the Northern Ontario town of Espanola. Ringette is now played in half a dozen countries around the world.

The Canadian Ringette Championships started in 1979. The first event was held in Winnipeg, Manitoba with Ontario sweeping gold in the Junior, Belle and Deb divisions.

British Columbia has produced winning Teams over the history of the CRCs;

U16 (Junior)	-	6 Silver; 5 Bronze; 1 Gold
U19 (Belle)	-	1 Silver, 2 Bronze
18+ (Deb)	-	2 Silver; 3 Bronze
18+ (NRL)	-	1 Silver; 2 Bronze; 1 Gold

BC has hosted the Canadian Ringette Championships 4 times - Port Coquitlam in 1984 and 1992, Prince George in 2000 and Burnaby in 2012.

2.3 BC team Member Conduct at the Games

Refer to Parts 9 through 15 of this handbook for more details about conduct expectations and consequences.

2.3.1 You Are a Representative of your Province

It is an honour and a privilege to represent your province, league and club association at Canadian Ringette Championships. You have been selected based on the principles of merit to compete, and as such, you will be judged as an athlete of ringette and a representative of British Columbia. Your personal conduct, both in and out of competition, reflects upon our provincial image. It is your responsibility to safeguard that positive reputation.

2.3.2 Wear Your Uniform Proudly

Each participant will be dressed in your team ceremonial uniform. Wear it as often as possible at the Games as it will identify you as a respected member of a Ringette team.

2.3.1 Respect

We are guests while attending the CRCs. You can go a long way towards assuring yourself and the other members of your province a warm and memorable welcome through a simple show of respect:

- a. Respect for the people and volunteers of the Host Society;
- b. Respect for all rules, regulations and standards;
- c. Respect for your own Teammates and other members of Team BC; and
- d. Respect for the social and cultural values of participants from other Provinces and Territories.

2.3.2 Take it seriously

As a Games participant you will be given special status, and these privileges should not be abused. A committed athlete abides by her sport and the Ringette BC Code of Conduct.

3 Responsibilities

3.1 Ringette Canada

Ringette Canada is the governing body responsible for setting the philosophy, objectives and rules of the Canadian Ringette Championships

and overseeing the ongoing operation of the event. It acts as the primary liaison to Host Societies and provides policies and procedures for planning and staging the CRCs. The Ringette Canada Board determines, with cooperation from the Provincial Sport Organizations (PSO), the technical rules and procedures. www.ringette.ca

3.2 Ringette BC

Ringette Canada oversees the Ringette CRCs

Once Ringette BC proclaims the team to be a provincial representative, Ringette BC holds full responsibility for the team; this responsibility is no longer the home League. The Board appoints a Ringette BC Representative to act as the custodian and interpreter of the general philosophy, policies, rules and logos of Team BC. For more information about Team BC, go to www.bcringette.ca

Ringette BC holds ultimate authority for general policy direction regarding the Team BC Program. This includes: affirming or replacing the coaching staff, appointing and supporting representatives to the Team BC delegation, supporting Team BC members, encouraging corporate funding and hosting the CRCs when they are in our Province.

3.3 Host Province and Committee

The Province or Territory that is hosting the Canadian Ringette Championships provides consultative services and support to potential bidding communities as well as the successful host community. The host Province or Territory has representation on the Ringette Canada Board.

The Host Community is the registered non-for-profit Society formed by representatives of the community hosting the event. It is charged with all aspects of organizing and staging the CRCs. For more information about the Host Community, go to www.ringette.ca.

3.4 Ringette BC Representative

3.4.1 General Responsibilities

- a. To be familiar with Ringette, the Ringette Canada Technical Package for that year's tournament and all issues that will help assure the well-being and performance of the athletes.
- b. Contact the coaches to discuss their role and identify the areas where they can assist their Team before and during the event.

- c. Ensure that athletes, coaches and managers are familiar with the Team BC Handbook as well as abiding by the rules outlined in the Handbook.
- d. Attend all CRC meetings and functions and provide support to the provincial representatives by attending as many games as possible.

3.4.2 Responsibilities during the Games

- a. Keep coaches and managers up to date on Host Committee and team information such as schedule changes, weather forecasts, sport information, transportation, policies and procedures, and any other pertinent information provided by Ringette Canada and Host Community.
- b. Be familiar with the technical aspects of the sport, including the Technical Package as well as the "field of play" and "beyond the field of play" protest and appeal procedures.
- c. Assist coaches, managers, and athletes with any meal or accommodations problems (*BC Representative is not responsible for security at the accommodation venue but is responsible for ensuring the coaches and managers are aware of the curfew regulations.*)
- d. Ensure that the Teams are aware of the BC Code of Conduct and discipline information.
- e. Report any incidents to the Head Coach, and if appropriate, to the Ringette BC Technical Coordinator for action and follow-up.
- f. Assist participants in meeting requests from the media at the appropriate times and locations (all interviews must be approved by the Head Coach).
- g. Ensure results of sport competitions are relayed to the Ringette BC office upon completion of the event.
- h. Attend, if required, any event meetings regarding protests or disciplinary action if concerning a Team BC athlete.
- i. Assist with arrivals and departures and ensure that all Team members are aware of schedules and procedures.
- j. Ensure that accommodation sites are left clean and organized and report and document any damage to the Host Committee.

3.5 Coaches and Managers

Coaches and Managers are selected by their league AA program to coach at the respective age division. The coaches and managers are registered participants who will be coaching or managing a Team and have met the eligibility requirements to compete at the CRCs.

3.5.1 Coach / Manager Responsibilities

- a. Coach and manage in the spirit of fair play.
- b. Oversee Team preparation, performance and conduct of competitors prior to, during and after the CRCs.
- c. Ensure that all appropriate team information and policies at the event are passed along to the athletes.
- d. Administration of the Team.
- e. Reside in the same accommodation as their athletes.
- f. Ensure that their athletes are aware of the Ringette BC Code of Conduct.
- g. Agree to and sign the Ringette BC Coaches/Managers Agreement.
- h. Administer discipline for minor infractions (Head Coach or appropriate designate), in accordance with the guidelines for sanctions outlined in this Handbook and their sport policy.
- i. Abide by and enforce Ringette BC Dress Code.
- j. Attend CRC official functions and ceremonies as required.
- k. Provide input and feedback to the Ringette BC and other Executive as required prior to, during and after the Games.

3.6 Athletes

An athlete is any participant who has met the eligibility criteria, been selected to compete at the Games and is registered as a competitor for the CRCs.

3.6.1 Athlete Responsibilities

- a. Participate fully in Team training programs prior to the CRCs.
- b. Compete to the best of their ability, in the spirit of fair play.
- c. To familiarize themselves with, and abide by, the Ringette BC rules outlined in this Handbook.
- d. Sign the Ringette BC Athlete Agreement (Code of Conduct).
- e. Reside in the assigned accommodation venue.
- f. Represent Ringette and BC in all activities prior to and during the CRCs in a manner that brings respect to the Province of BC.

4 Eligibility for Competition

4.1 Athletes and Bench Staff

Ringette Canada and Ringette BC have established criteria to which every participant must adhere. It is the responsibility of the coaches and manager and the Ringette BC Representative to ensure that all athletes meet the Games' eligibility requirements.

4.1.1 Athletes

- a. Competitors must meet all eligibility requirements outlined in the Technical Package.
- b. The Canadian Ringette Championships are open to Canadian citizens and landed immigrants.
- c. The CRCs are open to athletes who are members in good standing of their provincial association and Ringette Canada.
- d. Students attending school on a full-time basis outside their province of permanent residence during the current season shall be permitted to compete for either their province of permanent residence or the province in which the athlete attends school. To be eligible to compete for the province where the athlete attends school, the student must be enrolled on a full-time basis during the academic year.
- e. An athlete is permitted to try out for only one province or territory per CRC.
- f. Where a Team/province wishes to challenge the eligibility of an athlete on another provincial/ territorial Team, it is expected that such a challenge will be made as soon as the protesting Team knows that an athlete may be ineligible. Every effort must be made to ensure that protests on eligibility are lodged before an athlete competes.

4.1.2 Coaches

The Ringette Canada and Ringette BC have established criteria to which coaches must adhere. All coaches must be CI Certified and Gradations Certified (including the Making Ethical Decisions module) under the National Coaching Certification Program in the sport that they are coaching at the Games. Coaches must be prepared to accept their duties, be a member in good standing with Ringette BC and be willing to adhere to the terms of the Ringette BC Coaches / Managers Agreement.

4.1.3 Managers

Ringette BC has established criteria to which every Manager must adhere. Managers must have completed the Ringette Canada Managers Certification Program under the National Coaching Certification Program. Managers must be prepared to accept their duties, be a member in good standing with Ringette BC, and be willing to adhere to the terms of the Ringette BC Coaches / Managers Agreement.

4.2 Technical Package Principles

Technical Package is a critical part of the CRCs. Its purpose is to:

- a. Guide the selection of athletes by prescribing the age and eligibility requirements;
- b. Assist the organizing committees by detailing tournament formats and scoring procedures;
- c. Verify eligibility;
- d. Help with budgeting by describing the number of participants permitted;
- e. Advance coaching certification by establishing minimum requirements; and
- f. Contribute to athlete development by identifying each province's prospective high performance athletes.

The [2017 CRC Technical package](#) is available online.

4.2.1 Jurisdiction

Technical Packages are developed primarily by Ringette Canada, with assistance from the provincial associations. Ringette Canada sanctions the event. As the overall governing body of the CRCs, Ringette Canada has the ultimate authority for the Technical Package. Every coach/manager has an obligation to read and understand every aspect of the rules governing the CRCs. Failure to do so could cost an athlete his or her eligibility, affect the final standings of competition or affect the conduct of the competition. Questions regarding eligibility should be forwarded to the Ringette BC Technical Coordinator.

4.3 Financial Assistance

4.3.1 RINGETTE BC Assistance

RINGETTE BC does not provide financial assistance to host or Association teams that attend the CRCs or WCRCs. RINGETTE BC does not provide financial assistance to 18+ teams nor to the National Ringette League teams.

When funds are available, RINGETTE BC provides up to \$5,000 per team to TEAM BC CRC and WCRC teams. The funding is used as follows:

- a. Team Entry Fee: BC Ringette pays \$2100.00 per Team to Ringette Canada for entry into the Canadian Ringette Championships.
- b. BC Ringette will purchase any Jerseys required by team members. Because Team BC Jerseys remain the same each year, returning players will be able to wear their jersey from their previous trip to CRCs. Jerseys include name bar and RINGETTE BC arm crest.
- c. Travel grant to individual players: TEAM BC teams may apply on behalf of their rostered players (not bench staff or volunteer), for a grant to offset the cost of travel to and from the games. Grant payments are made after receipts are received by the RINGETTE BC office.

4.4 Liability

All participants must be aware of the legal and medical implications of being a member of Team BC.

4.4.1 Liability

- a. Participants enter the Canadian Ringette Championships entirely at their own legal and medical risk.
- b. The Host Community, BC Ringette, Ringette Canada, Government of BC and their respective directors, officers, employees, volunteers and agents will not be held responsible for injury, loss or damage sustained during pre-event training, travel to and from the CRCs or at the CRCs.
- c. The above organizations will not assume responsibility for loss of wages, or medical, dental, or hospital care for participants as a result of participation in the CRCs.

4.5 Competition Schedule and Venues

Your coach should have the latest version of your own competition schedule.

Further information on venues and up-to-date schedules are available from the CRCs website <http://www.ringette.ca/crc2017/>

5 Uniform and Clothing

5.1 On-Ice Uniform

All non-Team BC AA teams are to wear their League on ice uniforms to all CRC games. In the event of a colour conflict please refer to the CRC Technical package for who is responsible for changing colours.

5.2 Off-Ice Ceremonial Clothing

All non-Team BC AA teams are to wear their League AA walkout uniforms. The AA teams are representing their League AA team at CRC and are expected to follow the same dress code as team BC by wearing their appropriate off-ice uniforms.

5.2.1 Ceremonies Uniform

The League AA teams are to wear their League off- ice uniform at the following events:

- Travel to CRCs – Team Jacket (Team pants are optional).
- Opening Ceremonies – Full off-ice uniform.
- Medal Presentations –Full off-ice uniform.
- Media Interviews – Full off-ice uniform.
- Closing Banquet – Style of dress to be determined by Host Committee.

5.3 Dress Code:

At all times, athletes, coaches and officials are to ensure that they are dressed appropriately to ensure a positive image of Ringette. Ringette Canada may issue a dress code for specific activities during the Championships and BC participants are to abide by this code.

6 Travel

It is your responsibility to arrange your travel to the CRCs. Consult your team staff to determine the Team BC travel arrangements. Consult the following links for information regarding the requirements for photo ID to be permitted to board the aircraft:

[Air Canada:](#)

[WestJet:](#)

Remember your ID.

Consult your airlines' or Transport Canada's web sites for information on luggage allowances, and permitted and prohibited carry-on items.

For more information about staying healthy and minimizing the adverse effects of travel, review the following article found on the [SportMedBC website](#).

7 Accreditation

All participants, officials, dignitaries, media, volunteers and staff will be given an accreditation badge that identifies who they are and what access they have.

Athletes will be handed their accredited badge by their bench staff upon completion of the event registration process. Accreditation badges must be worn at all times during the CRCs to access the competition venues. If you lose your badge, contact the RINGETTE BC representative immediately

7.1 Accommodation

All BC Teams, including athletes and team staff, must stay at the event Host Hotels. Accommodation paid for by the Team.

The hotel used by teams is one of many hotels for CRCs, therefore numerous Teams and host guests will be staying there. All BC teams are expected to be respectful of the other teams' rest times and privacy during our stay.

Be sure to leave the room, upon departing home from the event, in the same condition you found it in. Any damage costs will billed back ultimately to you.

7.2 Security and Procedures

7.2.1 Curfew

There is an 11 pm curfew in effect at the Canadian Ringette Championships. The designated quiet time (all electronic devices. turned off) will be 11:30pm.

7.2.2 Incidents

For the protection of all participants, any disruptive behaviour by an athlete, coach or manager will be recorded and dealt with. Criminal activity will be reported to the police.

7.3 Official Ceremonies

7.3.1 Opening Ceremony

All Ringette BC athletes and coaches are required to attend the Opening Ceremonies usually held on the first Sunday evening.

7.3.2 Closing Banquet

All Ringette BC athletes and coaches are required to attend the Closing Ceremonies & Awards Banquet usually held on the final Saturday evening.

7.4 Team BC Coaches Meeting

All Ringette BC coaches and managers are required to attend the coaches meeting on the first Sunday.

8 Media

The media has access to all venues at the CRCs. Often times, the media requests to speak with an athlete or coach prior to or after their competition. Media requests will be directed through the athlete's coach. Make every effort to be cooperative and pleasant and try to confine yourself to positive, constructive comments about your competition and the Games.

8.1 Interview Tips

- Arrive on time for the interview.
- Take your time during the interview.
- There is no such thing as "off the record" - you are always on the record.
- Let your personality shine through. Don't be afraid to smile or laugh.
- If it is a TV interview, look at the reporter not into the camera.
- If it is a crisis situation, direct the media to the Chef de Mission.
- Don't answer a question with "no comment" - you can say that it is not something you would like to talk about.
- Anticipate in advance the kinds of questions you may be asked.
- Think about a message you may wish to get across and how you might be able to work it in.
- Keep your cool.
- Be energetic.
- Mention something personal about yourself and your experiences.
- Think fast - talk slow.
- Avoid technical jargon, including acronyms (e.g. PSO).
- Use short, to-the-point answers.
- Don't get sidetracked with your answer.
- Enjoy your time in the spotlight!

- Thank the reporter.

8.2 Media Plan, Crisis Management

Ringette BC has developed a Crisis Action Plan to handle any media during a “crisis” involving any BC teams. This includes ineligible athletes, an athlete suspended from the CRCs due to conduct, positive doping control test, and criminal activities by any Team member, serious injury / illness to a member of the Team, international situation, natural disasters, etc. The driving principle of the Crisis Action Plan is to provide a clear, simple and reliable system of communication such that all BC team members feel connected and informed, and that their families and friends can be rest assured that, in the event of an emergency, they can easily obtain information.

8.3 Jurisdiction

In the case of a crisis, the RINGETTE BC Representative and Chair will handle all media. However, everyone on the team must work together to ensure all measures of damage control are in place, and that the impact on any BC Team is minimized.

8.3.1 Plan of Action for Incident

- a. Incidents are to be reported immediately to the RINGETTE BC Representative. All inquiries are to be directed to the RINGETTE BC Representative. Participants are to make no comments to the media.
- b. The RINGETTE BC Representative and Chair will meet with the athlete and coach as soon as possible to determine the nature of the crisis.
- c. The Crisis Action Team will determine whom, when and how “others” will be notified of the situation. Individuals or groups to be notified include but are not limited to the following: Family, Ringette Canada, BC Ringette Association, Host Committee, Media, RINGETTE BC Representative, Manager or and Coaches. The timing of the notification could have a profound effect on how the situation is received by the media and the impact it has on the Team. As such, timing is critical and must be considered in among all other parameters.
- d. Protocol will be followed regarding discipline for a situation in the Code of Conduct section of the Handbook.

- e. If necessary, RINGETTE BC will issue a Press Release and / or hold a press conference. When and where appropriate, the RINGETTE BC Representative will brief the Teams, coaches and managers of the situation and attempt to assist in minimizing the impact of the crisis.
- f. **Incident Report Form** - An Incident Report will be completed by the Team member or individual reporting the incident. The report should be completed and submitted immediately after the incident has occurred. All Incident Reports will be disclosed to RINGETTE BC, Ringette Canada and other necessary parties.

8.4 Event Coverage

The Host Committee will generate results for each competition. In addition, the RINGETTE BC Representative will write or phone in the results, potential human interest or feature stories to the RINGETTE BC office for posting on the BC Ringette website.

The RINGETTE BC Representative will assist media in locating athletes, coaches, and other TEAM BC representatives and will make the media aware of any unique stories and features. The VP - Promotions also produces daily press releases. If a request comes in from the media for an interview with an athlete or coach, the RINGETTE BC Representative will arrange for interviews and direct the inquiries through the RINGETTE BC Representative who will contact the coach.

9 Conduct and Policies

Members of Team BC-players, bench staff and volunteers- are expected to conduct themselves at all times in the **spirit of fair play and in a responsible manner**. Such conduct is expected of participants from the beginning of CRCs until they return home from the CRCs and while representing Team BC after the event (i.e. any special ceremonies, etc.).

It is expected that all participants (athletes, coaches, managers, and officials) will fulfill their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline which may include being returned home at their cost. Though several infractions have been listed in this document, please note that this list is not inclusive. Infractions will be dealt with in an appropriate manner by all parties.

9.1 Standards of Conduct

Members of Team BC-players, bench staff and volunteers -will sign to acknowledge their agreement to comply with the terms and conditions of the Codes of Conduct. Key standards of conduct are outlined below:

9.1.1 *Respect for Others*

Team BC is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, Team BC supports equal opportunities and prohibits discriminatory practices. Participants will refrain from comments or behaviour that is disrespectful, offensive, abusive, racist or sexist. Being a member of Team BC is an honour, and should be treated as such.

9.1.2 *Team BC Policy*

All members of Team BC will show respect for the social and cultural values of their own Team members, other Team BC athletes and personnel, officials, athletes from other provinces and territories, and Host Society personnel (staff, volunteers, spectators, and service personnel).

All members of Team BC will represent British Columbia with dignity, personal integrity and within the spirit of fair play at all times.

9.2 Harassment

Team BC has a Harassment Policy. Pursuant to that policy, if you, or someone else is in an uncomfortable situation and they are unsure about what to do, contact the RINGETTE BC Representative. Creating a safe sport and recreation environment is a collective effort and requires the awareness and action of coaches, volunteers, sport and recreation organizations, local clubs and associations, schools, all levels of government and the participants.

Team BC does not tolerate harassment in its work, volunteer and/or sport environment. Team BC has a harassment policy in place. The policy is designed to address harassment issues in an efficient and effective manner. All members of Team BC are bound by this harassment policy.

9.3 Tobacco

Tobacco - Adults shall refrain from smoking in view of minors, at all official Team BC activities or functions, and at competition sites and shall exercise discretion so as to not adversely affect the athletes.

Team BC Policy: Minors shall not use any tobacco products, including snuff, at any time during the CRCs or during travel to or from the CRCs.

Team BC Policy: Adult members of Team BC who smoke, shall refrain from smoking while in the view of minors, at official Team BC activities or functions, or at competition sites or venues.

Minors found possessing any alcohol or tobacco products will have those items confiscated, and may be subjected to further discipline.

9.4 Alcohol

Alcohol - A minor is defined by the laws of the Province or Territory in which the CRCs are taking place.

Notwithstanding the laws of the province or territory hosting CRCs Team BC Policy: No alcohol will be consumed during CRCs by members of Team BC who are under 19 years of age. Adult athletes and coaches shall not consume alcohol in view of minors, nor shall they be under the influence of alcohol at any time while they are performing their official duties as a member of Team BC.

9.5 Drugs and Doping Penalties

Team BC and Ringette BC strongly embrace the concept of Fair Play in Sport, and unequivocally oppose cheating, which includes the use of substances and methods banned by the International Olympic Committee and the World Anti-doping Agency.

Team BC and Ringette BC will assist in whatever manner possible to implement Fair Play initiatives and a Drug Education Campaign (through SportMedBC and possibly testing at the CRCs administered by the Canadian Centre for Ethics in Sport).

Team BC and the Ringette BC recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Fitness and Amateur Sport and National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping-related infractions. Therefore, any person under suspension by Ringette BC shall be ineligible to participate in the CRCs, as per the Ringette Canada policy.

Participants must not use illicit drugs or performance enhancing drugs or methods. Participants must be prepared to submit to random drug testing during the CRCs. For a list of banned and restricted substances and form more information you can contact the Canadian Centre for

Ethics in Sport at 1-800-672-7775 (8:30 am - 4:30 pm EST) or www.cces.ca.

Team BC Policy: Any positive test will result in automatic removal from Team BC and the participant returning home to BC at his or her own expense.

10 Infractions

Listed below are examples of infractions. This is not an exhaustive list. It is based on the standard of behaviour expected by Team BC members at the Canadian Ringette Championships.

10.1 Minor Infractions

All **minor infractions** shall be reported to the RINGETTE BC Representative and Head Coach. The RINGETTE BC Representative shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. Minor infractions include without limitation:

- a. Failing to follow the dress code for official Team BC functions.
- b. A disturbance or disruption after quiet time in the accommodation venue.
- c. Unbecoming conduct such as arguing.
- d. One time offence, use of tobacco products, including snuff, by minors.
- e. Use of tobacco products by adults in the accommodation venue, in view of minors, at official Team BC activities or functions, or at competition sites.
- f. Other improper conduct of minor severity.

10.2 Major Infractions

All major infractions shall be reported to the RINGETTE BC Representative. A Discipline Committee shall address the alleged infraction pursuant to this policy. Major infractions include without limitation:

- a. Curfew violations.
- b. After a warning to cease, repeated disturbances or disruptions after quiet time at the accommodation venue.
- c. Act of repeated unbecoming conduct.
- d. Repeated use of tobacco or snuff after warning to cease.
- e. Use of alcohol by a minor athlete during time period of the tournament event.

- f. Use of alcohol by an adult athlete, coach or manager within the accommodation venue in view of minors, or being under the influence of alcohol while performing official duties as a member of Team BC.
- g. Use of illegal drugs.
- h. Doping control infractions.
- i. Other improper conduct of major severity.

11 Minor Infraction Discipline Procedures

11.1 Unbecoming conduct - first offence

This is exhibition of behaviour that is unbecoming of a Team BC participant or which reflects negatively on the Province of British Columbia. All members of Team BC will represent British Columbia with dignity, personal integrity and within the spirit of fair play at all times.

Jurisdiction: RINGETTE BC Representative, coaching staff

- a. Procedure
 - i. Infraction is reported to coaching staff, Board member in attendance or RINGETTE BC Representative.
 - ii. A meeting involving Board member, coaching staff, VP - High Performance, with the person exhibiting the behaviour.
 - iii. Disciplinary action based on findings.
- b. Suggested Disciplinary Range
 - i. Verbal or written reprimand.
 - ii. Formal verbal apology to appropriate parties.
 - iii. Formal written apology to appropriate parties.
 - iv. Suspension from certain Team BC activities and privileges.
 - v. Suspension from competition.
 - vi. Other sanctions considered appropriate by the Head Coach.
- c. Documentation Required – RINGETTE BC Incident Report Form – Minor Infraction

11.2 Disturbance at Accommodation Venue—First Offence

Disturbing the peace after 11:30 pm. Quiet time starts at 11:30 pm (all radios, CD players, etc. to be turned off).

Jurisdiction: RINGETTE BC Representative, Coaching staff, Board Member.

- a. Procedure

- i. RINGETTE BC Representative or hotel personnel warns violator(s).
 - ii. RINGETTE BC Representative, Head Coach or designate deals with the offender.
- b. Suggested Disciplinary Range
 - i. Early curfew.
 - ii. Verbal or written reprimand by coach.
 - iii. Request for formal verbal apology to appropriate parties.
 - iv. Request for formal written apology to appropriate parties.
 - v. Suspension from Team activities.
 - vi. Other sanctions as considered appropriate by the Head Coach.
- c. Documentation Required – Incident Report Form – Minor Infraction

12 Major Infraction Disciplinary Procedures

12.1 Unbecoming conduct, repeated offence

Any behaviour or comments which are unbecoming of a Team BC participant or which brings the Province of British Columbia into disfavor.

Jurisdiction: *Athlete* – Board Member, coaching staff, RINGETTE BC Representative; *Coach/Manager* – Board member, RINGETTE BC Representative plus Host Committee or Ringette Canada designate.

- a. Procedure
 - i. Incident is reported to the RINGETTE BC Representative who then contacts coaching staff and arranges to meet with person exhibiting behaviour to determine events; disciplinary action based on findings.
 - ii. Media plan will be followed.
- b. Suggested Disciplinary Range
 - i. 1 game suspension.
 - ii. Removal of Team BC accreditation.
 - iii. Removal from a portion of or remainder of the games.
 - iv. Return of the offender home at their own expense.
 - v. If necessary, the President, the Director of the Sport & Physical Activity Branch, and the parents of the offender may be consulted prior to the RINGETTE BC Representative determining the appropriate means of discipline.
- c. Documentation Required – Incident Report Form - Major Infraction

12.2 Curfew

Curfew is set for 11:00 PM for the duration of the Games. If an athlete, coach or manager is late checking into his / her accommodation, or does not check in at all, then he/she is considered to have broken curfew. The Coaches and Managers are responsible to conduct bed checks and account for all participants.

Jurisdiction: RINGETTE BC Representative, Head Coach, Board Member

- a. Procedure
 - i. RINGETTE BC Representative will speak with late individual or notify a member of the coaching staff that the individual is missing.
 - ii. Action is then taken to find the individual and /or discipline the individual through established procedures.
- b. Suggested Disciplinary Range
 - i. Suspension from certain Team BC activities and privileges.
 - ii. Removal of Team BC privileges and/or accreditation for portion or remainder of the CRCs.
 - iii. Removal from a portion of, or remainder of the CRCs withdrawal of travel privileges with Team BC (i.e. planned flight back to British Columbia).
 - iv. Return of the offender to British Columbia at their own expense.
 - v. If necessary, the RINGETTE BC President, RINGETTE BC Representative, and the parents of the offender may be consulted prior to the determination of the sanction.
- c. Documentation Required - Incident Report Form - Major Infraction

12.3 Disturbance or Disruption - Repeated Offences

Disturbing the peace after 11:30 pm on more than one occasion, despite warning(s). Quiet time starts at 11:30 pm (all radios and CD players, etc. to be turned off).

Jurisdiction: Coaching staff, RINGETTE BC Representative, Board Member

- a. Plan of Action
 - i. Violation is reported to RINGETTE BC Representative; VP contacts coaching staff, and arranges a meeting with person in question.
 - ii. President may also be brought into the meeting.
 - iii. Disciplinary actions based on findings.

- iv. Media plan in effect.
- b. Suggested Disciplinary Range
 - i. Suspension from certain Team BC activities and privileges.
 - ii. 2 game suspension.
 - iii. Removal of Team BC privileges and/or accreditation.
 - iv. Removal for a portion of, or remainder of, the CRCs.
 - v. Withdrawal of travel privileges with Team BC.
 - vi. Return of offender home at their own expense.
 - vii. If necessary, the parents of the offender may be consulted prior to the RINGETTE BC Representative determining the appropriate means of discipline.
- c. Documentation Required – Incident Report Form – Major Infraction

12.4 Doping Control

Positive test results, "A" and "B" samples.

Jurisdiction: RINGETTE BC Representative, Ringette Canada, Canadian Centre for Ethics in Sport (CCES), President.

Team BC Policy: Team BC, Ringette Canada, and the Host Committee will cooperate for Drug Free Sport comprehensive drug education and awareness campaign both prior to and during the CRCs. All athletes participating in the CRCs will be subject to random doping control for banned substances during their competition.

- a) Procedure
 - i) Random doping control can occur at any time.
 - ii) Athlete will follow testing protocol.
 - iii) Results will be circulated to the RINGETTE BC Representative, Ringette Canada, coaching staff, athlete and BC Ringette.
- b) Suggested Disciplinary Range
 - i) Any athlete receiving a "positive result" for both their "A" and "B" sample will immediately lose their medal/results from the CRCs.
 - ii) Any further disciplinary procedures and sanctions will be imposed according to the protocol developed by the CRC' and Provincial Sport Organizations.
- c) Documentation Required – Notification from the CCES

12.5 Use of an Illegal Drug Substance

An athlete found using illegal drugs, which occurs outside the context of drug testing.

Team BC Policy: All Team BC members will be “drug free” except for medication prescribed by a physician and has been declared to the Canadian Centre for Ethics in Sport. There will be zero tolerance for the use of illegal drug substances by any member of Team BC.

Jurisdiction: RINGETTE BC Representative, coaching staff, Ringette Canada and possibly the RCMP.

- a. Plan of Action
 - i. Disciplinary action based on findings.
 - ii. Confiscation of illegal drug substance; RINGETTE BC Representative and coach arranges to meet with person in question.
- b. Suggested Disciplinary Range
 - i. Suspension of certain Team BC activities and privileges.
 - ii. 3 game suspension.
 - iii. Removal of Team BC privileges and/or accreditation.
 - iv. Removal for a portion of, or remainder of the CRCs.
 - v. Withdrawal of travel privileges with Team BC.
 - vi. Return of the offender at their own expense.
 - vii. If necessary, the RINGETTE BC President, the RINGETTE BC Representative, and the parents of the offender may be consulted prior to the RINGETTE BC Representative determining the appropriate means of discipline.
 - viii. Reporting to police for possible criminal charges.
- c. Documentation Required – Incident Report Form – Major Infraction

12.6 Use of Alcohol by a Minor

A minor who is obviously intoxicated, has alcohol on their breath, and/or is seen consuming alcohol.

Jurisdiction: RINGETTE BC Representative, coaching staff, Board member

- a. Procedure
 - i) Security contacts RINGETTE BC Representative.
 - ii) RINGETTE BC Representative should immediately contact the President and the Board member in attendance.
 - iii) The coaching staff is contacted and a meeting set up with the athlete.
 - iv) Disciplinary action based on findings.
- b. Suggested Disciplinary Range
 - i. Suspension from certain Team BC activities and privileges.
 - ii. 5 game suspension.

- iii. Removal of Team BC privileges and/or accreditation.
 - iv. Removal for a portion of, or remainder of, the CRCs.
 - v. Withdrawal of travel privileges with Team BC.
 - vi. Return of the offender home at their own expense.
 - vii. If necessary, the RINGETTE BC President, the RINGETTE BC Representative, and the parents of the offender may be consulted prior to the Discipline Committee determining the appropriate means of discipline.
- c. Documentation Required – Incident Report Form – Major Infraction

12.7 Use of Alcohol by an Adult Athlete/Coach

Team BC adult is obviously intoxicated, has alcohol on their breath, or is seen consuming alcohol.

Jurisdiction: Coaching staff or Manager, RINGETTE BC Representative, Board member in attendance,

- a. Procedure
 - i. Reported to the RINGETTE BC Representative, which then contacts the President and Board member in attendance.
 - ii. Confiscation of alcohol.
 - iii. RINGETTE BC Representative makes contact with the coaching staff and the Board member in charge and a meeting is arranged with the person in question.
 - iv. Disciplinary action based on findings.
- b. Suggested Disciplinary Range
 - i. Suspension of certain Team BC activities and privileges.
 - ii. 5 game suspension.
 - iii. Removal of Team BC privileges and/or accreditation.
 - iv. Removal for a portion of, or remainder of, the CRCs.
 - v. Withdrawal of travel privileges with Team BC.
 - vi. Return of the offender home at their own expense.
 - vii. If necessary, the RINGETTE BC President and the Director of Sport and Physical Activity Branch may be consulted prior to the Discipline Committee determining the appropriate means of discipline.
- c. Documentation Required – Incident Report Form – Major Infraction

12.8 Use of Tobacco Products by a Minor

Cigarettes, snuff or other tobacco products.

Jurisdiction: Coaching staff, RINGETTE BC Representative, Board member in attendance

- a. Plan of Action
 - i. Confiscate tobacco or tobacco product.
 - ii. Incident reported to RINGETTE BC Representative.
- b. Suggested Disciplinary Range
 - i. Early curfew.
 - ii. Verbal or written reprimand by coach.
 - iii. Request for formal verbal apology.
 - iv. Request for formal written apology.
 - v. Suspension from Team activities.
 - vi. If necessary, the parents of the offender may be consulted.
Other sanctions as considered appropriate by the Head Coach.
- c. Documentation Required – Incident Report Form – Minor Infraction

13 Field of Play Protests

Rules governing the field of play are in the Ringette Canada rulebook unless otherwise stated in the technical package. Rulebooks will typically specify the authority and jurisdiction of technical officials and the circumstances where protests are permitted.

14 Disciplinary Procedures

All infractions, whether minor or major, will be addressed pursuant to existing policies and procedures as outlined in the Ringette Canada Technical Package for the Canadian Ringette Championships. The policies provide, among other things, that the alleged offender will be entitled to a fair hearing and may be represented by an advocate.

14.1.1 Athlete's Advocate

An athlete involved in a discipline situation shall have the right to seek the advice and assistance of an Athlete's Advocate. An Advocate may be any registered member of Ringette BC who is willing and able to serve as an Advocate. If an athlete is unable to secure an Advocate, the RINGETTE BC Representative will appoint one. An athlete or coach may also serve as an athlete's advocate.

14.1.2 Communication

All communication of disciplinary matters to outside parties shall be handled by the RINGETTE BC Representative. Every effort will be made to keep all information confidential, including written documents.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

14.2 Hearings

14.2.1 Overview of Process

- a. Incident report filed with RINGETTE BC Representative.
- b. A copy of the incident report is given to the respondent(s) as soon as possible.
- c. Discipline Committee called together for hearing within 12 hours.
- d. Individual accused given at least 2 hours' notice of hearing and the time and location of the hearing.
- e. Hearings held with Discipline Committee, individuals and advocate.
- f. Written decision to individual (copy to RINGETTE BC Office).
Athlete's Advocate: The individual in question will be advised of the procedures outlined in this policy, and of the right to consult an Athlete's Advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and legal counsel.
- a. Procedure: Within twelve hours of the incident being reported (unless under exceptional circumstances), the Discipline Committee shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:
 - vii. The individual being disciplined shall be given at least two hours' notice of the hearing, the time and location of the hearing and shall have an opportunity to address the Committee.
 - viii. The individual being disciplined may be accompanied by an Advocate or any other adviser, including legal counsel.
 - ix. The hearing shall be held in private with the Discipline Committee, the respondent(s), and his/her/their advocate(s) or counsel.
 - x. The committee may request that witnesses to the incident be present at the hearing to provide evidence.
 - xi. The committee will endeavor to ensure that the rights of the individual are protected.
 - xii. Time sensitive issues (which affect participation in competition) will be addressed at the Committee's discretion.
 - xiii. Written decision given to individual with a copy to the RINGETTE BC Office.
- b. Suggested Disciplinary Range

- i. The Discipline Committee shall determine appropriate sanctions in accordance with the following procedures outlined in this policy. The committee's decision shall be communicated to the individual in writing, with reasons. A copy of the Committee's decision shall also be provided to the President.
- ii. Four levels of discipline
 - o *First Level* – RINGETTE BC Representative and Head Coach disciplines in the case of all minor infractions. Under extraordinary conditions, the Host Committee or Ringette Canada may take immediate disciplinary action, pending further discipline by Team BC.
 - o *Second Level* - Discipline Committee disciplines in the case of all major infractions.
 - o *Third Level* - Appeals Committee hears appeals of disciplinary decisions, whether made by the Head Coach or the Discipline Committee.
 - o *Fourth Level* – BC Ringette Association may apply further discipline after the CRCs.
- c. Documentation Required – Incident Report Form

14.3 Appeals

An appeal is the opportunity for a respondent to appear before a new panel to discuss the disciplinary action being rendered.

An appeal may be argued based on alleged errors in process, on errors in fairness, or on new facts.

Procedure:

- i. An interested party seeking to appeal the decision(s) of the Disciplinary Committee as to offence, punishment, or both must deliver a completed Notice of Appeal form to the Appeals Committee within two hours of receiving the decision(s) to be appealed.
- ii. The right to an appeal shall also apply to any athlete who has been removed from Team BC for testing positive for illicit drugs/narcotics or performance enhancing drugs or methods, once the results of the individuals "B" sample are obtained.
- iii. The Notice of Appeal must state all of the grounds for the appeal. The Notice of Appeal Form may be obtained from the RINGETTE BC Representative and delivered back to the Disciplinary Committee.
- iv. The Appeals Committee is convened pursuant to Ringette Canada policies.

- v. Within 12 hours of receiving a completed Notice of Appeal form, the Appeals Committee shall convene a hearing which shall observe the following principles:
 - The appellant and Ringette Canada officials shall be given at least two hours' notice of the hearing and be notified of the time and location of the hearing. The appellant shall have the opportunity to address the Appeals Committee.
 - The appellant may be accompanied by an Athlete's Advocate or any other adviser, including legal counsel.
 - The hearings shall be held in private.

(This page of the handbook is to be read, signed, witnessed, removed from the handbook and returned to your Team manager. The Team manager will ensure that the signed agreements are given to BC Ringette.)

15 Agreement:

Canadian National Ringette Championships Team BC and Club
Team Participants' Agreement.

15.1 Team Staff

I have read and understand the conduct and policy statements in this handbook and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Date: _____

Name: _____ Signature: _____

Witness Name: _____

Witness Signature: _____

15.2 Athlete's Agreement

I have read and understand the conduct and policy statements in this handbook and agree to conduct myself in a manner that demonstrates the standards established in the Athletes' Code of Conduct.

Dated: _____

Name: _____ Signature _____

Guardian`s Name: _____ Signature _____