



# POLICY MANUAL 2024



Approved: February 1, 2024

This Policy, approved the four Western Provinces (Manitoba, Saskatchewan, Alberta and British Columbia), supersedes all other versions of WCRC Policies.

The purpose of these policies is to govern the Western Canadian Ringette Championships and provide guidance to help ensure the WCRC's provide development opportunity to all participants in keeping with Ringette Canada's Long Term Athlete Development model. These policies apply only to the Western Canadian Ringette Championship Tournament.

#### 1. Purpose of the Western Canadian Ringette Championships

The WCRC's are played each year so that high performance U14 teams may experience interprovincial competition in accordance with the Ringette Canada Long Term Athlete Development model and 'A' level Provincial Champions in the U16, U19 and Open divisions can achieve the highest level of competition afforded to them.

#### 2. Definitions

The following terms have these meanings in this Policy

- a) Appeal – participants follow the policy to ask that an authority alter a decision to one requested by the appellant.
- b) The Committee – is the Western Canadian Ringette Championships Governance Committee.
- c) Commitment Date – deadline by which PSO's must have notified The Committee of the number of teams that will compete in each Division.
- d) Division – is an age Division as defined by Ringette Canada. The Divisions that play in the WCRC are U14 AA, U16 A, U19 A and Open A
- e) Entry fees due date – date the entry fee per team is due from the PSO to the Host Committee.
- f) Fees – The dollars charged to each team that registers to play in the WCRC's.
- g) Host Committee – "The Host" an Ad Hoc Committee of the WCRC Governing Authority. The Host Committee includes all Sub-Committees subsequently created and all persons who, through the Host Committee, assist with the organization and staging of the Western Canadian Ringette Championships. The Host Committee is accountable to the WCRC Committee. The Host Committee is responsible for the general day-to-day administration of the Western Canadian Ringette Championships.
- h) Host Operations Manual – is a document that describes aspects of the WCRC for which the Host has responsibility and accountability.
- i) Mentor Coach – as defined by the PSO but exclusive of the Coaches as defined by Ringette Canada and is a person under the age of 18.
- j) Participants – includes all persons who have a role of any description in the WCRC and includes but not limited to players, parents/guardians of players, spectators, volunteers and employees of PSO's, team staff and Officials.
- k) Provincial Sport Organization (PSO) Representative – one person who is authorized by that PSO to make decisions pursuant to the terms and conditions of the WCRC Policy, Host Operations Manual and Technical Package including all matters of discipline.
- l) Registration Deadline Date – the date by which team rosters are submitted.
- m) Team – as defined by Ringette Canada.
- n) Team Default – PSO has paid the entry fee and then cannot send a team in a Division.
- o) Technical Package – document that describes the technical aspects of the play of the game and contains the detailed Codes of Conduct for participants.

### 3. Critical Dates

- a) Identification of the next Host Association: **Prior to the start of the current WCRC Tournament.**
- b) Date for submissions for changes to WCRC Policy, Technical Package or Host Operations Manual: **September 1<sup>st</sup>.**
- c) PSO Commitment to Attend to Host Committee: **December 15<sup>th</sup>.**
- d) Conclusion of any required Wild Card Draws: **December 31<sup>st</sup>.**
- e) Notification deadline for PSO's with insufficient 3B or higher Officials for WCRC tournament: **December 31<sup>st</sup>.**
- f) Entry fee invoice due from Host Committee to PSO: January 15<sup>th</sup>.
- g) Entry fee due from PSO to host Committee: **January 31<sup>st</sup>.**
- h) Deadline for PSO's to name Officials to Committee: **February 1<sup>st</sup>.**
- i) Team roster deadline date (team rosters must be submitted to Host): **Two weeks before start of the tournament.**
- j) Team Check-in occurs on the Wednesday of WCRC Tournament week: **payments for goods and services other than the entry fee are paid at check-in.**
- k) Opening Ceremonies: **Wednesday of Event.**
- l) Event/Games: **Thursday –Saturday.**
- m) Closing Ceremonies, Awards Banquet – **Saturday evening.**
- n) Departure from WCRC – **After the banquet.**
- o) Next host start date: **Immediately following the Closing Ceremonies.**

### 4. WCRC Governing Authority Committee

- 4.1 The Western Canadian Ringette Championships (WCRC) are governed by the rules of Ringette Canada and the policies of The Committee.
- 4.2 The authority of The Committee to set policies is granted by the consensus of the Boards of Directors of the Ringette Association of the Canadian Western Provinces (British Columbia, Alberta, Saskatchewan, and Manitoba)
- 4.3 All persons who participate in any activity of the WCRC's must be a member in good standing with Ringette Canada and with their home Province
- 4.4 The Committee is comprised of two representatives from each of the four Western Provinces
- 4.5 The Committee will meet a minimum of once annually as agreed to by The Committee members.
- 4.6 The Committee is chaired by one of the two representatives from the Province which next hosts the WCRC's; new chair commences after closing ceremonies.
- 4.7 Minutes of The Committee meetings are recorded and distributed by the host PSO of the ensuing year's WCRC's.
- 4.8 Each Province has one vote in any decision. In the case of a tie-vote, the chair casts the deciding ballot.

### 5. Commitment to Attend

- 5.1 Each PSO must annually declare their intended participation by the Commitment Date.
- 5.2 Each Province is eligible to send one representative per division U16 A, U19 A and Open A categories. In addition, the hosting Province is eligible to identify one host team per division in these 3 divisions (not U14 AA).
- 5.3 Total participation at the U14 AA division will include a maximum of 10 teams.
- 5.4 Representation in the U14 AA division will be determined annually. (refer to the Technical Package: Section 2.3 and 2.4.

- 5.5 Competition in a division will be scheduled provided three or more Provinces have committed to attend by the Commitment Date.
6. Technical Staff
  - 6.1 Host Chair - the Host of the WCRC shall have a person who is the chair of the Host Organizing Committee and the chair will report to The Committee.
  - 6.2 Director of Officials for Competitions - the Host Committee shall appoint a Director of Officials who will be a member of the Host Committee.
  - 6.3 Medical Personnel - the Host Committee shall ensure that there are medical personnel present at each game and the medical personnel shall wait in the arena until summoned onto the ice by the on-ice official to attend to an injured athlete.
7. Code of Conduct
  - 7.1 All participants in the WCRC, in competition or any other role will abide by the Host PSO's Code of Conduct and their PSO's Code of Conducts. Each PSO will ensure that all participants from their Province in the WCRC agree to the Code of Conduct provisions of this policy.
  - 7.2 Breaches of Codes of Conduct during the WCRC will be brought to the attention of the PSO Representative in a timely manner. The PSO has the responsibility for follow up on the breach. The Host Committee has the responsibility to follow up on breaches by spectators.
8. Conflict of Interest Policy
  - 8.1 Participants will fulfill the requirements of this policy.
  - 8.2 Participants will not:
    - a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties as a member of the WCRC Governing Authority or Host Committee.
    - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
    - c) In the performance of their official duties, accord preferential treatment to any person.
    - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the WCRC Governing Authority or Host Committee, where such information is confidential or is not generally available to the public.
    - e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of The Committee or Host Committee, or in which they have an advantage or appear to have an advantage on the basis of their association with the Committee or Host Committee.
    - f) Use the WCRC Governing Authority or Host Committee property, equipment, supplies or services for activities not associated with the performance of official duties with the WCRC Governing Authority or Host Committee without the permission.
    - g) Place themselves in positions where they could, by virtue of being a decision maker within the WCRC Governing Authority or Host Committee, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
    - h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the WCRC Governing authority or Host Committee.

### 8.3 Disclosure of Conflict of Interest

- a) At any time, an individual becomes aware that there may exist a real or perceived conflict of interest; they will disclose this to any member of The Committee immediately.

### 8.4 Reporting a Conflict of Interest

- a) Any participant who is of the view that another participant may be in a position of conflict of interest shall report this matter to The Committee chair. The report shall be in writing and signed by the participant. Anonymous complaints may be accepted upon the sole discretion of The Committee.

## 9. WCRC Fees

Registration fees are due by the entry fee date. Other fees are payable as defined in the Technical Package and are required from the teams in accordance with the terms in the Technical Package.

### 9.1 Entry Fees

- a) Entry fees are set by The Committee and are listed in the Technical Package.
- b) Entry fees are not refundable.
- c) WCRC Default Sanctions
  - In the event of a Team Default, the PSO in default will automatically forfeit their Entry Fee and they will also pay \$5000.00 to the Host Committee.

### 9.2 Team Photograph

- a) Teams are required to purchase photographs as outlined in the Technical Package.

## 10. Discipline, the Result of Disciplinary Procedures (Sanctions) and payment of Fines

- 10.1 Teams are required to stay at the hotel assigned to them. Any team using a hotel other than the hotel provided by the host will not be permitted to complete at the event.
- 10.2 All fines levied are paid by the PSO to the Host Committee.
- 10.3 The PSO holds the responsibility to ensure that fines and other sanctions arising from the WCRC are enforced for their teams.
- 10.4 Failure to pay a fine or demonstrate completion of a sanction will result in the further repercussions to be decided by The Committee.
- 10.5 The most severe sanction that can be imposed resulting from the WCRCs is prohibition from registration in the next WCRCs.
- 10.6 All fines must be paid 90 days from the end of the year's tournament.

## 11. Protest, Grievance and Discipline.

- 11.1 Decisions made regarding any aspect of the Western Canadian Ringette Championships are subject to review by The Committee based on an appeal filed by an involved party. Should The Committee hold to its original decision, the appeal will be adjudicated by the PSO of the current host in accordance with the appeal policy of that PSO and the decision arising from that process will be binding on The Committee. The only exception to this is that decisions made by an on-ice Official cannot be appealed. The results of adjudications of the appeal by The Committee are final and cannot be appealed further.
- 11.2 Western Canadian PSO's can apply to The Committee to have specific WCRC policies reviewed by The Committee. Review of the requested policy must commence prior to the next WCRC provided the request for review is received by The Committee on or before September 1<sup>st</sup>. After that date, the review must commence prior to the subsequent WCRC.
- 11.3 The Protest, Grievance and Discipline Panel ("The Panel") for the Western Canadian

Ringette Championship shall consist of the Host Province's Director of Competitions (or equivalent), Host Committee Chair or designate, Host Province President or designate, Host Province's PSO Staff ("The Staff") and the Supervisor of Officials. The Staff person shall be an ex-officio member. The staff shall not vote but may be available for technical advice. The chairperson of the panel shall be the Director of Officials for Competition.

- 11.4 The Panel shall not consider any protest based upon a referee's judgement call. The Panel shall consider all other appeals, protests and grievances related to any aspect of the Western Canadian Ringette Championships. Decisions by the Panel are final for the WCRC underway although PSO's may have their own grievance policies that are not binding on the Panel or The Committee.
- 11.5 All protests or grievances are to be submitted, in writing, to any member of the Protest, Grievance and Discipline Committee within 30 minutes following the game in question. A \$500.00 cash deposit shall accompany all protest. This deposit is refunded only when the protest is upheld.