

Hanover Minor Ringette Inc.

By-Laws 2014

Please note that, throughout this document, Hanover Minor Ringette Inc. will be referred to as "HMR" or "the association".

- 1) Registration fees shall be set by the HMR Executive prior to the start of the ringette playing season and must be paid in full by the dates noted on the registration form. A player for whom the registration fees have not been paid by the noted dates will not be able to participate in practices, games or tournaments until payment in full is received. Special consideration may be given by the Executive, if requested in writing.
- 2) Proof of age must be submitted upon registration.
- 3) The HMR Executive will, if requested in writing, give consideration to any person who wishes to play ringette but is unable to do so because of financial circumstances. Each situation will be reviewed on an individual basis.
- 4) The HMR Executive shall rule on all issues not covered by the By-laws.
- 5) All Coaches, Managers, Trainers, Players, Teams and Officials are to be approved by the HMR Executive.
- 6) All complaints, allegations or objections must be submitted using the Communication Form included in each player family's Parent/Player Information Package. The form may also be found the HMR website (www.hanoverringette.ca). The complainant's first name, last name and contact phone number must be included. The HMR Executive has the right to ask a complainant to sign a printed copy of the Form. All Communication Form concerns will be added to the agenda of the next executive meeting for the Executive to discuss and vote on action(s) that may be required. If a concern requires immediate attention, a special executive meeting may be called by the President. Written response from the Executive will be given to the concerned parties within 48 hours following that meeting.
- 7) The HMR Executive shall address Coaches, Managers, Trainers, Players, Parents or Officials who conduct themselves in a manner that is detrimental to the game of ringette.
- 8) Swearing, impertinence, bullying and misconduct of any sort that disrupts the functioning of a team will not be tolerated. At the start of the playing season, all HMR members will be given a copy of the appropriate code of conduct for their role, and indicate by signature that

they have read and understood its contents. All Bench Staff and Officials must abide by the Ontario Ringette Association's (ORA) *Code of Conduct and Ethics* and *Discipline and Complaints Policy*. Players will be required to abide by the *HMR Code of Conduct* or face disciplinary action. Parents will be asked to review and abide by the same *HMR Code of Conduct* as their player.

- 9) All ORA rules must be followed. ORA rules are superseded by the policies and procedures of the Western Region Ringette Association (WRRRA) and Western Region Ringette League (WRRL).
- 10) Participation in HMR fundraisers is mandatory. Each player family will be responsible for their profit portion of each fundraiser run by the association. Player families will be given the details of their obligation for each fundraiser prior to its commencement. Should a player family not wish to participate in that fundraiser, funds to cover their profit portion may be submitted instead. When a fundraiser requires that a minimum number of units must be sold, a player family must remit the funds to cover the profit portion of the unsold units. All funds are to be remitted to the Manager of the player's team by the deadline date of that fundraiser. If a player family has not submitted their funds by the deadline, that player will be benched until those funds are paid in full.
- 11) HMR fundraising supports the entire association. An individual team may submit a team fundraising request to the HMR Executive; if approved by the Executive, monies raised from this fundraiser may only be used to cover tournament registration fees or ringette-related activities that have prior approval from the Executive. Any excess funds must be submitted back to HMR and will be considered to be a donation to the association.
- 12) HMR Registration Fees – A player who withdraws before November 15 will receive a partial refund. The refund will reflect the registration fees for the current season minus a 20% administration fee and minus the player's portion of fees paid toward ORA registration and player insurance. This refund will be given only after all equipment has been returned to the association. No refunds will be issued, for any reason, after November 15, except at the discretion of the Executive.
- 13) Tournament Registration Fees – It is the responsibility of the team Manager to solicit interest for tournaments and to collect registration fees from the players choosing to participate in those tournaments. The association will submit a cheque to the tournament only when these monies have been submitted by the team Manager in full to the Treasurer. No refunds for tournament registration fees will be issued by the HMR to individual players for any reason.

- 14) Regional Tournament Registration Fees – It is the responsibility of the team Manager to solicit interest for the regional tournament and to collect registration fees from the players choosing to participate in that tournament. The association will submit a cheque to the WRRL to cover the team's fees for the regional tournament only when these monies have been submitted by the team Manager in full to the Treasurer. No refunds for regional tournament fees will be issued by the HMR to individual players for any reason.
- 15) The 24-Hour Rule is to be used by all HMR Coaches, Managers, Trainers, Players, Parents and Officials whenever possible. Ringette can be an emotional game where, if a situation arises at a game where the potential for confrontation is real, no action should be taken until a 24-hour cooling-off period has been observed to gain perspective on the situation. Only then should the proper communication channels be used to file a complaint or address a situation face to face. However for the safety of players, the Bench Staff will forgo the 24-Hour Rule when members must address situations of immediate concern.
- 16) Cell phones, and electronic devices with voice- and video-recording capabilities that include voice memos, still cameras and video cameras, are NOT PERMITTED TO BE USED inside the change rooms. Cell phones and electronic devices must be taken OUTSIDE OF THE CHANGE ROOM to be used. All phones and devices must be turned off and stowed in the players' equipment bags when inside the change room. Taking photos or making electronic recordings of any kind inside a change room is strictly prohibited. All HMR members will be given a copy of the No Use Policy, and indicate by signature that they have read and understood its contents. Enforcement of the No Use Policy shall be the responsibility of the Bench Staff; violation of this by-law will be subject to disciplinary action at the discretion of the Executive. Disciplinary action may result in legal action and/or removal from a team or the association with no refund. HMR is not responsible any lost or stolen property.
- 17) All forms of bullying, whether physical, verbal or cyber*, are strictly prohibited. Violation of this bylaw will be subject to disciplinary action at the discretion of the Executive. Disciplinary action may result in legal action or removal from a team or the association with no refund.

* Cyberbullying is [bullying](#) that takes place using electronic technology including devices and equipment such as cell phones, computers and tablets, as well as communication tools including social media sites, text messages, chat and websites.