

# ***SPORT ADMINISTRATION: POLICY***

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## **14.0 CONFLICT OF INTEREST GUIDELINES**

### **14.1 DEFINITION**

Conflict of interest may be defined as a situation in which the decision makers have an actual or potential interest that may influence or appear to influence the conduct of their duties. Even when this conflict is not illegal, it may create doubts or suspicions concerning the integrity or fairness of decisions made by such persons.

O.R.A. standards require that those involved in making decisions consider all relationships involving themselves that may reasonably be thought to bear on their independence.

### **14.2 JURISDICTION**

These procedures are applicable to the business, activities or events organized by Ontario Ringette Committees, its regions, members and participants.

### **14.3 DETERMINATION OF CONFLICT**

In determining, in which relationships to declare a Conflict of Interest, consider such matters as:

14.3.1 Holding a financial interest, either directly or indirectly with those involved

14.3.2 Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over those involved

14.3.3 Business relationship of yourself, immediate family, close relatives or staff, either directly or indirectly with those involved

14.3.4 Personal relationship of yourself, immediate family, close relatives or associates, either directly or indirectly with those involved.

The best course of action when facing a conflict of interest is to be truthful to everyone involved and, if possible, excuse yourself from the situation. You have a duty to disclose a conflict of interest and not vote.

### **14.4 COURSE OF ACTION**

14.4.1 There may also be situations where an individual is unwilling to disclose the details giving rise to the conflict of interest. In such cases it is sufficient to disclose the fact of the conflict as long as they withdraw from the situation concerned.

14.4.2 It is clearly improper for the person concerned to use their situation/position to have any influence upon that decision, save for the general responsibilities which a committee member may have. It is reasonable for the person concerned to document their concern, but they should remove themselves personally from any further decision making or attempt to utilize internal structure/ procedures.

In rare circumstances it may be that someone forgets or omits to declare a conflict or potential conflict of interest. In this case it is important to remember the mutual responsibility which all members of a committee have. This responsibility or duty can be seen to extend not just towards the individual but in an ethical sense to all involved.

### **14.5 SHARED RESPONSIBILITY**

- 14.5.1 In such circumstances it would be reasonable to raise your concerns prior to, or during, the meeting in a sensitive way so as to allow the person concerned to reflect and decide whether they wish to declare a potential conflict based upon such a perception. If he/she does not wish to name such conflict and another person in the committee has a markedly different perception, it would be reasonable to declare the matter to the Chair who should deal with it as a procedural matter similar to a "point of order". Inability to resolve the matter should be referred to the President/Regional Director/Program VP, who shall rule on the matter.

## **15.0 DISCIPLINE AND COMPLAINTS POLICY**

**15.1 POLICY STATEMENT** Membership and participation in the activities of Ontario Ringette offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with Ontario Ringette’s Code of Conduct as well as with Ontario Ringette’s other policies and procedures.

**15.2 JURISDICTION** Discipline matters and complaints arising within the business, activities or events organized by entities other than Ontario Ringette such as Ontario Ringette regions or members will be dealt with pursuant to the policies of these other entities.

**15.3 DEFINITIONS** 15.3.1 The following terms have these meanings in this Policy:

- “Days” - Days irrespective of weekend and holidays
- “Investigation” - An official inquiry into the validity of a complaint
- “Sanction” - Penalties imposed by Ontario Ringette
- “Ontario Ringette Delegate” - A person in a responsible volunteer position, of the age of majority, or staff position within Ontario Ringette
- “Ontario Ringette Representative” - Any director, officer, committee member, volunteer, coach, athlete, official, referee, manager or participant within Ontario Ringette.

**15.4 APPLICATION OF THIS POLICY** 15.4.1 This Policy applies to all Ontario Ringette Representatives and participants in Ontario Ringette programs and activities including spectators and the parents/guardians of Ontario Ringette athletes.

15.4.2 This Policy only applies to written and signed complaints received by Ontario Ringette from Ontario Ringette Representatives or parents/guardians of minor Ontario Ringette Representatives that may arise during the course of Ontario Ringette’s business, activities and events including but not limited to office environment, competitions, practices, training camps, travel associated with Ontario Ringette activities, and any meetings of staff, committees or the Board of Directors. Anonymous complaints may be accepted upon the sole discretion of Ontario Ringette.

**15.5 REPORTING A COMPLAINT** 15.5.1 Any Ontario Ringette Representative or employee may report to an Ontario Ringette Delegate any complaint. Such complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident.

15.5.2 Upon receiving a complaint, the Ontario Ringette Delegate will provide it to the Ontario Ringette President or designate, if the President is not available or not to act in this capacity because of a conflict of interest or any other reason.

15.5.3 The President, or delegate, will determine whether the complaint is frivolous or vexatious within ten (10) days of receiving it. If the President, or designate, determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.

15.5.4 A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the President, or designate. This decision may not be appealed.

15.5.5 If a complaint is determined by the President, or designate, to be legitimate, the complaint will be designated as a minor complaint or a major complaint and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the President, or designate, to determine whether a complaint is to be dealt with as a major or minor infraction

15.5.6 This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction provided the individual being disciplined is told the nature of the infraction. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in this Policy for major or minor infractions.

**15.6  
INVESTIGATION**

The President, or designate, may appoint an independent individual to conduct an investigation to determine the validity of a complaint. The Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the president, or designate, concluding whether or not there is validity related to the complaint and if a hearing is required. The investigative report will not be disclosed to the decision Discipline Panel.

**15.7 MINOR  
INFRACTIONS**

15.7.1 Minor infractions are single incidents of misconduct that generally do not result in harm to others. All situations involving minor infractions will be dealt with by the President, or designate.

15.7.2 If the President, or designate, determines the complaint is legitimate and that it is a minor infraction, the President, or designate, will notify the individual alleged to have committed the minor infraction and will provide the individual with a copy of this policy.

15.7.3 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the President, or designate, provided the individual being disciplined is told the nature of the infraction and is provided an opportunity to respond.

15.7.4 Examples of minor infractions include, but are not limited to:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Conduct contrary to the ideals of respect such as angry outbursts or argument; and
- A single comments about body types;
- A single incident of being late for or absent from Ontario Ringette events and activities at which attendance is expected or required.

15.7.5 Sanctions for minor infractions, which may be applied singly or in combination, include the following:

- Verbal or written reprimand;
- Verbal or written apology;
- Service or other voluntary contribution to Ontario Ringette;
- Suspension from the current activity; or
- Any other similar sanction considered appropriate for the offense.

15.7.6 A written record will be maintained by Ontario Ringette for a period of normal business practices at their head office for minor infractions that result in a sanction.

**15.8 MAJOR  
 INFRACTIONS**

15.8.1 Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Ontario Ringette.

15.8.2 Examples of major infractions include, but are not limited to:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Incidents of physical abuse;
- Repeated angry outbursts or arguing;
- Repeated incidents of being late for or absent from Ontario Ringette events activities at which attendance is expected or required;
- Repeated comments about body types;
- Pranks, jokes or other activities that endanger the safety of others;
- Conduct which results in harm to the image, credibility or reputation of Ontario Ringette and/or its' sponsors;
- Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- Any use of alcohol by minors;
- Any use of illicit drugs and narcotics; or
- Any use of banned performance enhancing drugs or methods.

15.8.3 If the President, or designate, determines the incident is a major infraction and that there is validity to the complaint, a hearing is required. The President, or designate, will notify the individual alleged to have committed a major infraction and will provide the individual with a copy of this policy.

**15.9 DISCIPLINE  
 PANEL**

15.9.1 Within fourteen (14) days of notifying the respondent of a complaint of a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the President, or designate, will appoint three (3) individuals to serve as a Discipline Panel ("Panel"). The members of the Panel will select from themselves a Chairperson.

15.9.2 Members of the Panel will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest. The members of the Panel will be approved by the parties.

15.9.3 The Panel will hold the hearing as soon as possible, but not more than thirty (30) days after being appointed.

15.9.4 Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel may decide to conduct the hearing by way of review of documentary evidence or by way of O.R.A. hearing. If the Panel decides to conduct an O.R.A. hearing, it may decide to do so in-person or by means of telephone conference.

**15.10  
PRELIMINARY  
MEETING**

15.10.1 The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:

- Format, date and location of the hearing;
- Timelines for the exchange of documents;
- Clarification of issues in dispute;
- Any procedural matters including order and procedure of the hearing;
- Remedies sought;
- Evidence to be brought before the hearing;
- Identification of any witnesses; or
- Any other procedural matter that may assist in expediting the hearing and that there is validity to the complaint, a hearing is required. The If the President, or designate, determines the incident is a major infraction

**15.11 HEARING**

15.11.1 The Panel will govern the hearing fairly and as it sees fit, provided that:

- The affected parties will be given seven (7) days written notice of the day, time and place of the hearing;
- A quorum will be all three Panel members, and decisions will be by majority vote where the Chairperson carries a vote;
- Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
- The individual being disciplined may be accompanied by a representative;
- The individual being disciplined will have the right to present evidence and argument;
- Any party potentially affected by the matter may be made party to the hearing by the Panel;
- The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
- If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- The hearing will be held in private;
- Each party will bear their own costs;
- Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

15.11.12 After hearing the matter, the Panel will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate

penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties, the President, or designate, and Ontario Ringette within fourteen (14) days of the conclusion of the hearing.

15.11.13 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

**15.12 SANCTIONS**

15.12.1 The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- Written reprimand;
- Written apology;
- Removal of certain privileges of membership or employment;
- Suspension from certain events;
- Suspension from certain Ontario Ringette activities;
- Suspension of Ontario Ringette funding;
- Payment of a financial fine in an amount to be determined by the Panel;
- Suspension from employment with or without pay;
- Suspension from all Ontario Ringette activities for a designated period of time;
- Expulsion from membership;
- Publication of the Panel's decision;
- Other sanctions as may be considered appropriate for the offense.

15.12.2 Unless the Panel decides otherwise, any disciplinary sanction will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Ontario Ringette until such time as compliance occurs.

15.12.3 In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the incident;
- The extent to which others have been in harmed by the incident
- The cooperation of the individual being disciplined in the proceedings under this policy;
- Whether the incident is a first offence or has occurred repeatedly;
- The individual's acknowledgement of responsibility;
- The individual's remorse and post infraction conducts;
- The age, maturity or experience of the individual;
- Whether the individual retaliated, where the incident involves harassment;
- and
- The individual's prospects for rehabilitation.

15.12.4 A written record will be maintained by Ontario Ringette for a period of normal business practices at their head office for major infractions that result in a sanction for a period of normal business practices.

**15.13 SERIOUS  
INFRACTIONS**

15.13.1 The President, or designate, may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending further investigation, a hearing and a decision of the Panel.

15.13.2 Where it is brought to the attention of the President, or designate, that an Ontario Ringette Representative has been charged with an offence under the Criminal Code, or has previously been convicted of a criminal offence, the President, or designate, may suspend the Ontario Ringette Representative pending further investigation, a hearing or a decision of the Panel.

15.13.3 Notwithstanding the procedures set out in this Policy, any Ontario Ringette Representative who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of the Ontario Ringette for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by Ontario Ringette in accordance with this Policy.

**15.14  
CONFIDENTIALITY**

Where the conduct reported is of a sensitive or confidential nature, Ontario Ringette will keep all proceedings under this Policy confidential, except where disclosure is directed by the Panel as part of a sanction, is required by law or is in the best interests of the public.

**15.15 TIMELINES**

If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

**15.16 APPEALS  
PROCEDURE**

The decision of the Panel may be appealed in accordance with the Ontario Ringette's Appeal Policy.

**ONTARIO RINGETTE ASSOCIATION**  
**SUITE 207, 3 CONCORDE GATE, TORONTO, ONTARIO M3C 3N7**  
Phone: (416) 426-7204 Fax: (416) 426-7359

**INCIDENT REPORT**

Date and Time of Incident: \_\_\_\_\_

Name of Writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

This Incident is a: \_\_\_\_\_ Minor Infraction \_\_\_\_\_ Major Infraction

Individual(s) involved in the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (Please be concise, accurate and non-judgmental):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident:

\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action that was taken (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Writer: \_\_\_\_\_ Date: \_\_\_\_\_

## **16.0 APPEAL REVIEW POLICY**

### **16.1 PURPOSE**

The purpose of this Review Policy is to provide a mechanism to examine and settle questions of procedural fairness within the Ringette community that is fair, quick and affordable.

The O.R.A. recognizes that the fundamental principle of procedural fairness underlies the dealings of all its members in their day to day administration of the sport.

16.1.1 The principles of procedural fairness are:

- That **Registered Participants** know in advance that a decision that could affect their personal rights or privileges is going to be made,
- That **Registered Participants** be able to hear and respond to the evidence presented when the decision is made, and
- That the decision maker will follow the established rules to reach the decision, base that decision on the evidence, and do so without taint of bias.

### **16.2 JURISDICTION**

These procedures are applicable to the business, activities or events organized by Ontario Ringette, its regions, members and participants.

### **16.3 DEFINITIONS**

16.3.1 “**Actual or apprehended bias**” - Bias is a pronounced lack of neutrality on the issue to be decided. A conflict of interest would be an example of an actual bias. The test for an apprehension of bias is: Would a reasonable person in the Ringette community knowing the relevant facts have good reason to suspect that the decision maker could have been improperly influenced to favour one side over the other?

16.3.2 “**Appellant**” - The member whose rights and privileges has been affected by a decision maker and is now filing the application for review.

16.3.3 “**Days**” – Calendar days excluding the initial date and including the deadline date. For example, if a seven day deadline starts on the 1<sup>st</sup> of the month then it will end at midnight on the 8<sup>th</sup> of the month.

16.3.4 “**Decision maker**” - An officer or director of the O.R.A. or of one of its **Regions** or Registered (Association) Members who has made a ruling that affects the rights and privileges of the appellant.

16.3.5 “**Ontario Ringette Representative**” – Any director, officer, committee member, volunteer, coach, athlete, official, referee, manager or **participants** within Ontario Ringette or its **Regions**, Registered Members or Registered Participants.

16.3.6 “**Receiving Organization**” – the body with jurisdiction to conduct the review.

16.3.7 “**Respondent**” – the person(s) whose decision is the subject of the

application for review. The original decision maker will typically be the respondent in a review.

16.3.8 **“Review Panel”** – the three people selected by the receiving organization to hear a particular review.

**16.4 SCOPE AND APPLICATION OF THIS POLICY**

16.4.1 Any ruling made by a decision maker that affects the rights and privileges of a participant may be reviewed under this policy except for:

- Volunteer appointments,
- Matters relating to the substance, content and establishment of team selection criteria,
- Budgeting and budgeting implementation,
- Matters of operational structure and committees,
- Referee decisions,
- Tie-breaking decisions,
- Matters where existing avenues of review or appeal have not been exhausted ,
- Matters where either the appellant or the respondent is not a member/participant of the O.R.A.,
- Discipline matters and decisions arising during events organized by entities other than those within Ontario Ringette and its members, which are dealt with pursuant to the policies of these other entities,
- Matters of employment,
- Infractions for doping offences, and
- The rules of Ringette.

**16.5 FILING A REQUEST FOR REVIEW**

16.5.1 **The organization that receives the request** – the request is to submitted to the next higher level of authority:

Organization	Ontario Ringette	Region	Registered Member (Association/Clubs)	Registered Participants (Person)
1 <sup>st</sup> Level	O.R.A.	O.R.A.	Region	Association
2 <sup>nd</sup> Level			O.R.A.	Region
3 <sup>rd</sup> Level				O.R.A.

16.5.2 **Format of the request** - The request for review shall :

- Be made in writing and addressed to the President of the receiving organization,
- Set out the decision to be reviewed and evidence the date it was delivered.
- List the specific grounds for review and contain sufficient detail and evidence to support the request for a new hearing,
- Be signed by the appellant, and

- Be accompanied by a \$500 deposit made payable to the receiving organization.

16.5.3 **Grounds for Review** – Not every decision may be reviewed. Decisions may only be reviewed, and reviews may only be heard, on the following procedural grounds:

- **Failure of Due Process** – That the decision maker failed to follow or incorrectly interpreted the written rules and/or policies of the O.R.A. in making its decision.
- **Exceeding Jurisdiction** – That the decision maker lacked the proper authority to make the decision it did.
- **Misapprehension of Fact** – That the decision maker based a decision on a finding of fact that was not reasonably supported by the actual evidence.
- **Bias** – That the decision maker was affected by actual or apprehended bias.

16.5.4 **Timing of the request -**

- The complete application for review shall be filed with the receiving organization within twenty-one (21) days of the date of the delivery of the decision being reviewed. If the receiving organization is the O.R.A. and the deadline falls on a day when the office is not open then the next day the office is open will become the deadline.
  
- If the decision was verbal then the member can request that it be put in writing and the deadline to file will start from receipt of that written decision.
  
- Any party wishing to initiate a review beyond the twenty-one (21) day period must provide a written request giving reasons for an exemption. The decision to allow or not allow a review outside the 21-day period will be at the sole discretion of the President of the receiving organization, or designate, and may not be reviewed.

**16.6 SCREENING OF REVIEW**

16.6.1 To have merit a request for review must:

- Be complete in all respects with respect to the requirements listed above,
- The facts must be relevant, complete and of sufficient weight to be non-trivial, and
- The grounds for review are presented in a logical argument showing how procedural fairness was lacking in the decision.
- Screening will be done by the President or designate of the receiving

organization.

**16.7 TIMELINE AND COMMUNICATIONS**

- 16.7.1 **Actionable Status** - The request will be screened for actionable status within seven (7) days of filing. If not actionable, the request will be returned with a written explanation of why it is not actionable together with the deposit in full. **If the request is denied on technical grounds (i.e. no grounds for appeal, not signed, no deposit submitted) and these defects can be corrected within the twenty-one (21) day period allotted, the request can be amended and resubmitted.**
  
- 16.7.2 **Panel Selection** -
  - The President of the receiving organization will select a panel of three persons to hear the review.
  - The members of the panel will select a chair between them.
  
- 16.7.3 **Documentation** - All documents relating to the review must be shared between all parties, panel members, and for reviews conducted by the O.R.A., the office. All requests for additional information or clarification must be made to the chair of the panel who will circulate the requests and the replies.
  
- 16.7.4 **Response** - The respondent will have up to seven (7) days from the date of screening to prepare a response.
  
- 16.7.5 **Rebuttal** - The appellant will have up to seven (7) days from the date of the response to prepare a rebuttal to any new items raised by the response.
  
- 16.7.6 **Hearing** - The review panel will have up to seven (7) days from the date of the rebuttal to hold a hearing and reach a decision.
  
- 16.7.7 **Variation** - The chair of the review panel may shorten or extend the deadlines as needed to avoid a denial of procedural fairness in the review process itself.

**16.8 THE REVIEW DECISION**

- 16.8.1 **Verbal** - A verbal decision shall be reached within twenty four (24) hours of the hearing and issued to the parties. At a minimum the verbal decision will state whether the request has been allowed or not.
  
- 16.8.2 **Written** – The written decision shall be issued with three (3) days of the hearing. It will include:
  - The decision of the panel to deny or allow the request.
  - A brief summary of the documentation. Confidential information is to be omitted. If confidential information is significant to the decision then the fact that it exists and was considered must be disclosed.
  - The names of the panel members and the dates of the various stages

of the review.

- If the review is allowed:
  - the decision must state the specific grounds for which the review is being allowed,
  - the decision may contain guidance on specific points of procedural fairness for the benefit of those conducting the rehearing,
  - a deadline for the rehearing may be set,
  - the status of the parties reverts to its original state until the matter is reheard, and
  - the panel may extend any deadlines falling under the jurisdiction of the receiving organization to preserve the rights of the parties until the matter is reheard.
  - The amount of the deposit, if any, to be returned to the appellant. The determination of this amount is left entirely to the discretion of the panel.
- The decision of the panel is binding on the parties, and on all Ontario Ringette Representatives under the jurisdiction of the receiving organization.

**16.9 FOLLOW UP  
 WHERE THE  
 O.R.A. IS THE  
 RECEIVING  
 ORGANIZATION**

- 16.9.1 The record of the review process will be maintained by the O.R.A. office and is not confidential except for any confidential information that is marked as such by the panel chair. Access to the record can be granted at the discretion of the President of the O.R.A. upon written request.
- 16.9.2 If a rehearing is allowed then the minutes of that rehearing shall be sent to the O.R.A. office to complete the file.

**16.10 FURTHER  
 REVIEW**

- 16.10.1 The decision of the screener to rule the application as “not actionable” is subject to this review process.
- 16.10.2 The decision of the review panel is itself subject to this review process

## **17.0 SCREENING POLICY**

### **17.1 PURPOSE**

17.1.1 Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth. Ringette Ontario is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Ringette Ontario takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

17.1.2 The purpose of screening is to identify individuals within Ringette Ontario who pose a risk to children or youth.

### **17.2 JURISDICTION**

Screening matters arising within the business, activities or events organized by entities other than Ontario Ringette such as Ontario Ringette regions or members will be dealt with pursuant to the policies of those other entities.

### **17.3 POLICY STATEMENT**

Not all personnel affiliated with Ringette Ontario will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to Ringette Ontario or its members.

17.3.1 Persons who will be subject to screening through a PRC are those who work closely with minor athletes and who occupy positions of trust and authority within Ringette Ontario programs. Such ‘designated positions’ include:

- All individuals in paid staff positions;
- All persons affiliated with provincial teams, whether paid or volunteer;
- All staff persons, board members and volunteers involved in the delivery of developmental programs including camps and clinics; and
- Any staff person, board member or volunteer appointed to accompany a Ringette Ontario team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
- Any Official of Bench Staff who registers directly with the ORA and not through a member.

17.3.2 It is the Ringette Ontario’s policy that:

- All positions will have a clear set of guidelines about appropriate behaviour and conduct.
- The recruitment process for all ‘designated positions’ may involve:
  - Requiring the candidate to complete an application form for the position;
  - Interviewing the candidate for the position; and
  - Checking a minimum of two references, one of which will be specific to working with children or youth.
- PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
- Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.

- Ontario Ringette will not knowingly fill a ‘designated position’ with a person who has a conviction for a ‘relevant offence’ as defined in this policy.
- A person in a ‘designated position’ will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
- If a person in a ‘designated position’ subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to Ontario Ringette.

**17.4 SCREENING COMMITTEE**

The implementation of this policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of two years.

17.4.1 The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of the Ontario Ringette.

17.4.2 The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying ‘designated positions’. The Screening Committee may approve an individual’s participation in a ‘designated position’, may deny an individual’s participation in a ‘designated position’ or may approve an individual’s participation in a ‘designated position’ subject to terms and conditions as the Screening Committee deems appropriate.

17.4.3 In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

**17.5 PROCEDURE**

Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, Ontario Ringette will **not** reimburse the person for such expense.

17.5.1 Each person subject to this policy will submit the original copy of their PRC to the Screening Committee of the association they register with, in an envelope marked ‘Confidential’.

17.5.2 The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with Section 17.5 and will notify the person and Ontario Ringette of its decision in writing. The original copy of the PRC will be returned to the person who supplied it.

17.5.3 PRCs are valid for a period of three (3) years.

17.5.4 PRC's for Bench Staff must be done by January 8<sup>th</sup> each year.

17.5.5 PRC for all Officials who are eighteen (18) years of age and older must be done by January 8<sup>th</sup> each year.

17.5.6 If a person has been screened and approved by a member club, Ontario Ringette will confirm such approval and not require a second screening.

**17.6 RELEVANT OFFENCES**

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

17.6.1 If imposed in the last five years:

- Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
- Any violations for trafficking under the Controlled Drug and Substances Act.

17.6.2 If imposed in the last ten years:

- Any crime of violence including but not limited to, all forms of assault; or
- Any criminal offence involving a minor or minors.

17.6.3 If imposed at any time:

- Any criminal offence involving the possession, distribution, or sale of any child-related pornography;

**17.7 RECORDS**

The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with the Ontario Ringette. 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.

**17.8 REVIEW AND APPROVAL**

This policy was approved by the Board of Directors of Ontario Ringette on November 2, 2007. This policy is not a static document: it will be reviewed by the Board of Directors, with input from the Screening Committee, on an annual basis.

**17.9** APPENDIX “A” *Phased Implementation of this Policy*

This policy will be implemented in a phased manner as follows:

- 17.9.1 For those individuals in ‘designated positions’ who are in full-time, continuing employment contracts, this policy will take effect January 1, 2008.
- 17.9.2 For those individuals who are in ‘designated positions’ who are in short term contracts, this policy will take effect upon the renewal of such contracts.
- 17.9.3 For those individuals not yet hired for or appointed to ‘designated positions’, this policy will take effect immediately.

## **18.0 SOCIAL MEDIA POLICY**

**18.1 INTRODUCTION** This policy has been developed to provide advice for associations, leagues, teams, volunteers, members and players to help make informed decisions about how they use the internet and other electronic methods of communication.

18.1.1 Social media has become an integral part of the way we communicate with our audiences and friends. Social media includes personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as, but not limited to, Facebook, LinkedIn, and Twitter; video and image sharing sites such as YouTube, Instagram; and e-mail. As some online postings could conflict with the interests of the Ontario Ringette Association (O.R.A.) and its membership, O.R.A. has adopted the following Social Media Policy.

18.1.2 Breach of this policy may result in either a warning or possible disciplinary action.

**18.2 JURISDICTION** These procedures are applicable to the business, activities or events organized by Ontario Ringette, its regions, members and participants.

**18.3 GUIDELINES** It is everyone's responsibility to follow proper procedures both in the arena and on the web.

18.3.1 Coaches, associations, officials, volunteers and others in a position of trust in ringette need to act responsibly, both on and off the ice, and this includes the use of electronic communications. Associations, leagues and teams that set up websites have a responsibility to ensure monitoring and compliance mechanisms are in place. Coaches, officials and those in a position of responsibility in associations and must ensure they communicate responsibly.

18.3.2 Everyone using any social media platform should:

- Think twice before posting, once posted it cannot be retracted.
- Maintain a positive social media presence. Negative behavior and comments reflect badly on you and could impact the reputation of the O.R.A.
- Write in the first person so that it is clear that you are expressing your personal opinions and not those of the O.R.A. or any other organization.
- Those players 17 years of age and younger should obtain permission from parents to post photographs and or names to social media sites.

18.3.3 Everyone using any social media platform shall NOT:

- Publish negative comments about other associations, teams, players or

referees, and any controversial or potentially inflammatory subjects or incidents that may have occurred.

- Use harassing, hostile or derogatory language in any online communications. Please refer to the Hazing, Bullying and Harassment Policies on the O.R.A. website for a more complete description.
- Be careful when responding to any inaccurate or negative comments about your association, team, player or anyone involved with your association. In order to avoid escalation do not engage in an open debate about these comments. Please contact the O.R.A. for advice.
- Use copyrighted information without citations and links. When publishing either exact or paraphrased text, photos or videos, give credit to the author or publisher. Never use trademarks, slogans, logos etc without obtaining permission from the copyright owner.

**18.4 REGIONS,  
ASSOCIATIONS  
AND LEAGUES**

Regions, Associations and Leagues are responsible for ensuring all content hosted on their websites, social networks, message boards or blogs abide by the Rules and Regulations of O.R.A. As a representative of O.R.A., Regions, Associations/Leagues that maintain a social media presence to promote or communicate themselves, will assume responsibility for reviewing responses to online posts and resolving any concerns about the propriety of the responses. If you do not have a moderator to approve all postings before they appear online, it is highly recommended that you have someone to review all complaints and review and remove any offensive comments within 48 hours of receiving the complaint.

**18.5 TEAMS,  
PLAYERS AND  
VOLUNTEERS**

Many teams, players and volunteers create websites, including social media pages, on one of the many hosting sites. These sites can be very useful in announcing league changes, new practices, changes of arenas, cancellations due to weather, team scores, tournament wins, etc. Although many players seventeen (17) years of age and younger will have their own email address, all communications should also be sent to the parent’s email as well. No adult should communicate one on one with a player seventeen (17) years of age or younger. Players seventeen (17) years of age or younger should be encouraged by their coaches and parents to inform an adult they trust if they receive any communications that makes them feel uncomfortable or if anyone has told them not to tell anyone about a communication. The website should contain information for the person to contact in these cases.

**18.6 COACHES  
AND REFEREES**

A large percentage of O.R.A. coaches and referees deal with children who are under 18 years of age. Many of our referees and coaches in training are also under 18. Extra care must be taken with this age group to avoid even an appearance of improper conduct. All public communications in social media to those under 18 about the association/leagues shall be conducted using “official” O.R.A. social media sites only.

- 18.6.1 Unless a player/referee/coach seventeen (17) years or younger is a direct relation, the coaches, managers, referees, trainers and association officials should generally not:

- Accept anyone as a friend on social networking sites, or share their personal social webpage's with anyone under 18.
- Make contact with anyone outside of the ringette context via any social networking media.
- Send personal messages of a non-ringette nature to anyone under 18.
- Engage in any personal conversations or social comments.

Any questions on the O.R.A. social media policy or any incident related to it should be directed to the O.R.A. office.

## **19.0 ANTI-DOPING POLICY**

### **19.1 POSITION STATEMENT**

Ontario Ringette is unequivocally opposed on ethical, medical, and legal grounds, to the practice of doping in sport and fully supports the position of Ringette Canada and Sport Canada against the use of banned substances and methods. The use, possession, and/or trafficking of banned substances, methods or recreational drugs, or the encouragement or counseling to use banned substances, methods or recreational drugs; and/or taking measures to mask the use of banned substances, methods or recreational drugs by any member of Ontario Ringette is unacceptable, constitutes doping violations, and will not be tolerated.

Note: Recreational drugs include all substances, the use of which is restricted or prohibited by law. They include substances that may not already be included under the banned or restricted lists of the International Olympic Committee (IOC). These lists are adopted by Ontario Ringette.

Ontario Ringette accepts the Canadian Center for Drug-Free Sport's policy on banned substances: "The deliberate or inadvertent use by an athlete of a substance or method which is banned by the International Olympic Committee constitutes doping. The International Olympic Committee and International Sports Federations forbid such practices. The provision or administration of such banned substances or methods to athletes is forbidden."

Ontario Ringette will adhere to Ringette Canada's anti-doping policy which outlines doping control, violations, penalties, etc.

### **19.2 JURISDICTION**

These procedures are applicable to the business, activities or events organized by Ontario Ringette, its regions, members and participants.

### **19.3 PREVENTION**

19.3.1 Ontario Ringette is aware that, at any time, Sport Canada and Ringette Canada can randomly check Ringette players for use of banned substances or methods. Ontario Ringette, at present, does not conduct independent checks of its athletes, but does comply with standards set by Ringette Canada, and recognizes that checks more likely will occur at the Canadian Ringette Championships, Canada Winter Games and World Ringette Championships.

19.3.2 Ontario Ringette educates its Team Ontario players directly by supplying the teams with documentation on its anti-doping policy. At the same time, Ontario Ringette will afford each local association the opportunity to receive information on banned substances and methods, should they desire.

### **19.4 DOPING PENALTIES**

The following penalties are to be used for all athletes representing the province/country at the Canadian Ringette Championships, Canada Winter Games and World Ringette Championships. Local associations are strongly urged to adopt these penalties as well.

19.4.1 Ontario Ringette shall respect all sanctions/penalties imposed by Sport Canada, World Ringette Federation or Ringette Canada

regarding doping violations by Ontario Ringette athletes.

In addition, for inadvertent or intentional use of banned substances or methods, or refusal to provide a urine sample, the following Ontario Ringette grid of penalties may be applied:

19.4.2 Inadvertent use:

- verbal or written reprimand; and/or
- barred from next competition or training camp; and/or
- barred from training or competition for a period of time

19.4.3 The above penalties shall be considered for first or second offences. Otherwise:

Intentional use /Failure to provide a sample:

- 1st offence - minimum 1-year suspension
- 2nd offence - life suspension

**19.5 APPEALS**

Appeal of a decision by the Ontario Ringette board of directors regarding doping violations will follow the Administrative Review Policy, Section 16.0.

## **20.0 INFORMAL REVIEW OF ADMINISTRATIVE /PROCEDURAL FINES**

- 20.1 PURPOSE** To allow a Request to Review where an administrative/procedural fine has been assessed and there are no grounds for a request for review under the ORA Administrative Review Policy.
- 20.2 DEFINITION** This applies to any fine that is arbitrarily assessed based on a policy/procedural violation including but not limited to:
- 20.2.1 Outstanding invoices levied ten (10) percent finance charge after thirty (30) days if not paid,
  - 20.2.2 Sanction Event Applications received after June 30<sup>th</sup> subject to a one hundred dollar (\$100.00) fine or,
  - 20.2.3 Administrative, Participant and Other Rules listed under Violation of Sanction Rules.
- 20.3 SCOPE** Applies to fines levied by the ORA, its staff or Standing Committees.
- 20.4 FILING A REQUEST FOR REVIEW** Requirements – the applicant must:
- 20.4.1 Acknowledge that the infraction occurred and that it will not be repeated in the future,
  - 20.4.2 Pay the fine in full,
  - 20.4.3 Pay an additional \$100 review deposit, and
  - 20.4.4 File a request in writing with the provincial office within twenty-one (21) days of receiving the written notice of fine.
- 20.5 THE REQUEST FOR REVIEW**
- 20.5.1 A concise summary of the facts
    - Who the applicant is,
    - Who the fining authority is,
    - The written reason for the fine, and
    - A brief but complete outline of the facts of the matter.
  - 20.5.2 Any mitigating factors that the applicant wishes the review panel to consider

- 20.6 RESPONSE** The fining authority will be sent a copy of the Request For Review and will then have two (2) weeks to respond in writing to the request. The response should contain:
- 20.6.1 Additional facts as needed,
  - 20.6.2 What rule or policy was infringed and where and when it was published to the membership,
  - 20.6.3 A summary of the communications, both verbal and written – between the fining authority and the applicant relating to this incident,
  - 20.6.4 History of related previous fines involving the two (2) parties in the last three (3) years, and
  - 20.6.5 Any aggravating factors that the fining authority wishes the review panel to consider.
- 20.7 REBUTTAL** The applicant has one (1) week to rebut the response once it is received.
- 20.8 PANEL SELECTION**
- 20.8.1 A panel will be constituted to determine the matter. Each member of the panel must be free of conflict of interest – actual or perceived – in the matter. The panel will select a chair from amongst its members.
  - 20.8.2 If the fine is less than \$500.00, the outcome will be determined by a panel of one (1).
- For amounts of \$500.00 and greater, the outcome will be determined by a panel of three (3) members.
- 20.9 HEARING** Having reviewed the documents, the panel may be satisfied that it can proceed purely by way of documentary evidence. If it is not satisfied then it may extend the timelines so that questions it puts to one or both of the parties can be properly answered, or it may decide to convene a hearing to take verbal submissions. Such a hearing may be in person or by teleconference at the option of the panel and must be scheduled so that all parties have a reasonable chance to participate. Lack of participation means that the written submissions are used as is.
- 20.10 REVIEW DECISION** The review panel has one (1) week from the decision to proceed by way of documentary evidence or the conclusion of the verbal hearing to reach a decision and has another week to issue written reasons. The decision of the panel will only be based upon the evidence as provided by the appellant and respondent.
- Written reasons will include:
- 20.10.1 Decision of the panel to deny or allow request,

20.10.2 Names of the panel members, and

20.10.3 Rationale for the decision made

**20.11 CONSIDERATIONS  
 IN DETERMINING  
 THE OUTCOME**

Every case is different and it is up to the best judgment of the panel to make the fine fit the infraction. The purpose of levying fines is not to raise money but to educate the members and ensure future compliance with the rules. The aim is to have people understand that the rules are serious and that the penalties levied to enforce them are fair and reasonable in the circumstances.

**20.12 CRITERIA TO  
 CONSIDER WHEN  
 SETTING THE  
 AMOUNT OF A  
 FINE**

20.12.1 Recognition by the applicant that the rules were broken and must not be broken again,

20.12.2 The pattern of communications between the parties on this issue,

20.12.3 Whether this is a first or repeated infraction,

20.12.4 Extenuating circumstances, and

20.12.5 Aggravating circumstances

**20.13 AMOUNT OF FINE**

The maximum fine is meant to be levied only in the very worst cases. The facts of each case are scaled against that worst case and a proportion of the maximum is assessed.

20.13.1 For a first-time offender to write a cheque in any amount is an acknowledgement of wrong doing and doing this is a bigger deterrent than the amount of the cheque itself.

20.13.2 Repeat offenders are more deterred by the amount of the cheque.

**20.14 DISPOSITION  
 CONSIDERATIONS**

The expectation is that different decisions will be broadly consistent with each other in the sense that equally serious infractions will receive comparable treatment and that more serious infractions will be punished more severely than less serious infractions. If the decision is to lower the fine then a refund will be made within two (2) weeks of the issuance of the written decision.

**20.15 DETERMINATION  
 OF DEPOSIT**

The \$100 deposit may be kept or returned, in whole or in part, at the sole discretion of the panel and this decision may not be reviewed.

**20.16 REVIEW OF  
 DECISION**

The review process of the fine may itself be reviewed under our Request for Review policy should sufficient grounds exist, otherwise the decision is final.

**20.17 PUBLICATION**

The outcome of the request and the written reasons for it may be published unless it contains confidential information which must be respected.

## **21.0 ONTARIO TRILLIUM FOUNDATION APPLICATIONS FOR NON-INCORPORATED MEMBER ASSOCIATIONS**

- 21.1 DEADLINE** All Ontario Trillium Foundation (OTF) requests for support must be received at the office a minimum of thirty days (30) prior to the submission dates.
- The ORA is co-signing the agreement and ensures re-payment of the funds should your association not live up to the terms of the agreement.  
Before the ORA considers endorsing your application, they need to receive and read it.
- 21.2 SCOPE** These procedures are applicable to any member that is not incorporated as a not-for-profit organization.
- 21.3 REVIEW** The application is reviewed by your Regional Director, the VP Finance and the Executive Director. These people, if agreeable, then recommend support for your application to the Board of Directors.
- 21.4 LOGIN AND PASSWORD** Once the Board of Directors supports the application, the ORA shares their login and password with the applicant so they can apply using OTF's online application system.
- 21.5 FUNDS** If the application is successful, Trillium releases the funds to the ORA as the Incorporated Company. ORA then releases the funds to the association
- 21.6 REPORTS** The association is responsible for the submission of all required reports and documentation to the Ontario Trillium Foundation as required.

## **22.0 EXPEDITED APPEAL PROCESS**

- 22.1 PURPOSE** The ORA Administrative Review Policy does not lend itself to the short time frame in which decisions must be made regarding disputes arising from the Team Selection Process.
- 22.2 JURISDICTION** This document sets out the policy and procedure for appeals related exclusively to team selection at the A & AA Provincial Championships by the G&T Committee.
- 22.3 WHO IS ELIGIBLE TO APPEAL**
- 22.3.1 Only teams at the A and AA level are eligible to appeal the decision of the Games & Tournaments Committee that either:
- excludes them from participation in the provincial championships or
  - delegates them to the lower tier when there are thirteen (13) teams or more.
- 22.4 GROUNDS FOR APPEAL**
- 22.4.1 A decision cannot be appealed simply because one does not like or agree with it. The sole grounds for appeal are:
- That a mathematical error occurred in allotting points using the ranking formula.
  - That the selection criteria have not been properly implemented.
- 22.5 EXPEDITED APPEALS PANEL** The Committee will consist of the Chairs of the Appeals/Complaints /Committee.
- No person on the Panel shall be related to a participant in the Provincial Championships in question.
- 22.6 SUBMITTING AN APPEAL**
- 22.6.1 A mathematical error occurred in allotting points using the ranking formula.
- Mathematical errors can be reported at any time directly to the ORA Technical Director or a Member of the Provincial Games & Tournaments Committee.
- Within three (3) days the ORA Technical Director and G&T Chair or delegate will review the mathematical calculations and report to the appellant verifying that the correction was made or that the original calculation was correct.
- The latest that a mathematical error can be reported is *noon* five (5) calendar days after the posting of the final ranking for Provincial Championships.

If the appellant is still in disagreement with the decision then they can appeal under 22.5.2 below.

**22.6.2 Selection criteria have not been properly implemented.**

An appeal on these grounds can be submitted at any time. The deadline for submission is noon five (5) calendar days after the posting of the final team ranking for Provincial championships. A team that believes that there are grounds for an appeal the team must:

Complete and submit a written appeal on the Games and Tournament Expedited Review Process form (G&T-F-09)

**22.6.3 Appeals must be addressed to:**

- Ontario Ringette Association  
#207-3 Concord Gate  
Toronto, ON  
M3C 3N7
- By way of email: [ed@ontario-ringette.com](mailto:ed@ontario-ringette.com)
- By way of fax: 416-426-7359

**22.6.4 A payment of \$100.00 must accompany the written notice of intent to appeal.**

If the appeal is received by email or fax, the appeal will not be processed until the payment is received.

The payment must be received within the five (5) day timeframe. Payments can be made by e-Transfer to the email address above. This deposit will be refunded upon successful outcome of the appeal.

**22.7 APPEAL PROCESS**

**22.7.1** Upon receipt of the appeal, the Chair of the Games and Tournament Committee is informed and provided with a copy of the appeal. He/she has three (3) calendar days to respond to the appeal and submit a completed Games and Tournament Expedited Review Process form (G&T – F-09).

**22.7.2** Upon receipt of the appeal, any team that may be removed from the Provincial Championship as a result of the appeal, is informed and provided with a copy of the appeal. If the team wants to be heard they should contact G&T and submit their input to them within the three (3) day deadline.

**22.7.3** G&T would be obliged to review the team’s input but not obliged to use it.

22.7.4 Upon receipt of the appeal, the Appeal Panel has three (3) days to review the request and rationale for appeal to determine if an appeal is justified. If satisfied that there are not sufficient grounds for an appeal the parties in question will be notified.

22.7.5 If there are sufficient grounds to appeal the Appeal Panel has five (5) days to make a decision.

The scope of the Appeal Panel jurisdiction includes:

- Denying the request.
- Uphold the request and the team in question plays and another team is displaced.
- Uphold the request adding the team in question while not removing other teams if the host is able to accommodate and G&T can re-work ice and officials schedules.

## **22.8 DECISION**

22.8.1 The decision of the Appeal Panel will be final.

A representative of the Appeals Panel will deliver a decision to the appellant immediately in verbal or email form. The written decision and rationale will follow.

22.8.2 A representative of the Appeals Panel will deliver a decision to the Provincial Games and Tournament Committee immediately in verbal or email form.

### **NOTE:**

That “days” refers to the total number of calendar days including weekends or holidays. The Appeal Panel reserves the right to modify these timelines to accommodate the particular circumstances of any appeal.

## **Games and Tournaments Expedited Review Form**

### **Information Required from the Appellant**

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Team Name

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Posted Ranking of Team

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Team Level

Reason for Appeal:

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Any background information/correspondence between team and regional G&T Coordinator prior to rankings being posted:

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Correspondence between team and regional G&T Coordinator after rankings being posted:

### **Information Required by G&T Committee**

Rationale for the posted Ranking of Appealing Team:

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Any background information/correspondence between team and regional G&T Coordinator prior to rankings being posted:

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Correspondence between team and regional G&T Coordinator after rankings being posted:

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Latest ice contract to review (to support addition of 1 team, if applicable in situation):

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G&T suggestion on what they would like to see happen:

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