



## **POLICIES OF THE WINNIPEG RINGETTE LEAGUE (WRL)**

*As per Article IX of the WRL's Constitution:*

### **POLICY AND PROCEDURE**

#### **A. Consistency**

1. As the Ringette Manitoba (RMB) Annual General Meeting (AGM) is after the Winnipeg Ringette League's (WRL) AGM, any of RMB's Policies and Procedures that affect the WRL's play shall automatically be applied for consistency. However, the WRL rules shall take precedence and RMB shall be referred to only if an occurrence or situation is not covered by the WRL rules.

#### **B. Failure to comply with Policy and Procedures may result in:**

1. Forfeiture of games,
2. Suspension from the League,
3. Suspension from the League Playoffs,
4. Other appropriate disciplinary action(s).

#### **C. AMENDMENT OF POLICY AND PROCEDURE**

1. Policy and Procedure may be amended by a 2/3 (two-thirds) majority at any WRL council meeting or at the AGM.
2. Notice of motions for inclusion at the AGM must be submitted (in writing) at a monthly WRL council meeting no less than 30 days prior to voting on motion.

## SOCIAL MEDIA POLICY

The Winnipeg Ringette League has established the following guidelines to ensure the highest standard is applied with respect to the use and monitoring of social media.

The Winnipeg Ringette League will:

- a) Monitor social media sites prior to use by Winnipeg Ringette League personnel to ensure suitability and to get a feel for the style of contribution, the nature of the content and any “unwritten” rules that other contributors might follow.
- b) Conduct orientation and training sessions with respect to the use of social media to inform individuals about applicable guidelines, policies and procedures, as required.
- c) Designate one or more people responsible for posting to social media sites. Unless designated, an individual will not use social media on behalf of Winnipeg Ringette.
- d) Ensure unique and strong passwords for social media accounts.
- e) Ensure individuals only connect with others through social media in a positive manner.
- f) Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.
- g) Before displaying information through social media, ensure such information is not plagiarized and does not infringe copyright law or confidential and proprietary information.
- h) Ensure individuals balance personal and professional information posted via social media and understand that such posted information plays a part in building a positive environment.
- i) Comply with the Personal Information Protection Act.
- j) Restrict the ability for others to post on Winnipeg Ringette League’s social media sites.

Individuals **will adhere** to Winnipeg Ringette League’s Code of Conduct and this Policy.

### Individuals will not:

- a) Use social media for the purposes of fraud or any activity that contravenes the laws of Canada or any other applicable jurisdiction.
- b) Impersonate any other person.
- c) Upload, post, email or otherwise transmit:
  - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another’s privacy or otherwise objectionable.
  - ii. Material which is designed to cause annoyance, inconvenience, or needless anxiety to others.
  - iii. Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party.
  - iv. Any unsolicited or unauthorized advertising or commercial material “junk mail”, “spam”, “chain letter”, “pyramid scheme” or any other form of solicitation.
  - v. Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

### Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the Winnipeg Ringette’s discipline and complaints policy, legal recourse, and/or termination of employment/volunteer position.

## Respectful Behaviour

While it is alright to disagree with WRL policy & guidelines, one should always express those opinions as YOURS and not that of the WRL. You are not someone authorized to speak about or on behalf of the WRL. At all times, individuals should act respectfully to the WRL and other players, officials and fans.

Confidentiality is of utmost importance. If you acquire private information in a manner that is not publicly accessible for all, this information should not be spread through any social media account.

Any negative branding of the WRL name, league or as an entity as a whole should be reported to the WRL as soon as possible.

## Social Media and Social Networking Sites

The WRL utilizes social media and social networking sites as a service and an additional form of communication with its stakeholders. The more the WRL engages interested parties, the better the WRL will be able to serve all stakeholders.

The use of official Winnipeg Ringette League social media websites signifies the agreement to the following terms of use:

- a) Submission or posting of comments by members of the public to an official Winnipeg Ringette League social media site or account constitutes participation in a limited public forum.
- b) Content submitted to an official Winnipeg Ringette League social media site or account is subject to public disclosure.
- c) All public commentators will be required to register prior to commenting. Anonymous comment postings shall not be allowed. Public commentators shall not create multiple accounts for one user.
- d) All content, whether publicly posted or privately transmitted, are the sole responsibility of the person from which such content originated. This means that the commentator (not the Winnipeg Ringette League) is entirely responsible for all content that the commentator uploads, posts, emails, transmits, or otherwise makes available via the social media website. Content is described as all materials, including but not limited to: information, data, text, software, music, sound, photographs, graphics, video, hyperlinks, and messages contained in a posting to an official Winnipeg Ringette League social media site.
- e) Inappropriate content may at times be posted by third party commentators. The Winnipeg Ringette League cannot be held responsible for this third party content. The Winnipeg Ringette League may monitor and moderate comments, and reserves the right (but not the obligation) at the sole discretion of the organization to (before or after content is posted) edit, move, delete or refuse content containing any inappropriate content as defined in the definitions below.
- f) Users of the social media website must evaluate and bear all risks associated with the use of any third party content, including any reliance on the accuracy, completeness, or usefulness of such content. The Winnipeg Ringette League cannot guarantee the authenticity, accuracy, or security of such content including any links posted by a third party. Under no circumstances will the Winnipeg Ringette League be liable for third party content including, but not limited to, errors or omissions, or loss or damage incurred as a result of the use of or reliance upon content posted, emailed, transmitted, or otherwise made available via the social media site.

- g) Winnipeg Ringette League social media sites and their content are owned by Winnipeg Ringette League.
- h) Comments must be submitted in either one of Canada's two official languages – English or French.

**Definitions:**

**Blog** – an abridgment of the term “web log”. A blog is a specific type of social networking site which is regularly updated by the “blogger” who will post commentary, events, graphics or video, and which allows commentators to participate in a dialogue with the Winnipeg Ringette League.

**Comment** – a response to social media content submitted by a user of the social media site, or commentator.

**Commentator** – a citizen, stakeholder and/or employee responding to or commenting on social media content.

**Content** – all materials, including but not limited to: information, data, text, software, music, sound, photographs, graphics, video, hyperlinks, and messages contained in a posting to a Winnipeg Ringette League social media site by the Winnipeg Ringette League or by third party commentators.

**Inappropriate Content** – includes:

- Comments not topically related to the particular site or material being commented on;
- Comments that are offensive to an individual or an organization, profane, hateful, insulting, rude, abusive, aggressive, or violent;
- Defamatory or harassing remarks, or serious, unproven/ unsupported or inaccurate accusations against individuals or organizations;
- Comments that invade the privacy of others (i.e. by providing personal information such as phone numbers and email addresses);
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, national or ethnic origin, age, creed, gender, marital status, socio- economic status, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Comments containing solicitations, advertisements, announcements, or endorsements of any commercial, financial, labor or political organization;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party;
- Unintelligible or irrelevant messages;
- Comments that are repetitive or are considered spam, such as the same comment being posted repeatedly;
- Impersonating or misrepresenting someone else, including public figures or Winnipeg Ringette League officials;
- Messages that the moderator feels will not add to the normal flow of conversation/dialogue/debate.

**Social Media** – is a term used to describe a user-friendly family of electronic tools for people to connect, participate and share information. Social Media can take many different

forms, including discussion forums, blogs, wikis, podcasts, Really Simple Syndication (RSS), pictures, video, rating and bookmarking.

**Social Media Moderator** – an authorized employee designated by the President of the Winnipeg Ringette League whose responsibilities will include:

- reviewing and posting content submitted by Winnipeg Ringette League authors to a Winnipeg Ringette League public facing social networking site.
- monitoring content submitted by public commentators. Monitoring may include editing and/or removing posts that are inconsistent with the Winnipeg Ringette League Terms of Use for Social Media Commenting by the Public.

**Social Media Presence** – Winnipeg Ringette League engaging with the public through use of public facing social software or social networking sites.

**Social Networking Sites** – Public web sites where users have a presence through personal profile or business related pages and share information about themselves or their business. Users have the ability to link to each other and create a list of contacts who can view each other's profiles. Social Networking Sites enable users to create, participate, connect, share or re-mix content and form communities around shared interests. Examples include Facebook, MySpace, YouTube, Twitter, LinkedIn, Delicious, Flickr, blogs, etc.

**Social Software** – Social Software is also known as collaboration software. Social software is a software system that allows users to find and share information, as well as connect and interact with each other. Social software applications consist of tools that enable participants to:

- create content;
- participate in discussions;
- blog;
- post bookmarks;
- manage, share and collaborate on documents;
- customize their home page with information that is relevant to them; and
- create a profile.

## COMPLAINTS AND DISCIPLINE POLICY

### Definitions:

The following terms have these meanings in this policy:

**“Complainant”** – The party alleging an infraction.

**“Days”** – Days irrespective of weekend and holidays (working days).

**“Member”** – All categories of membership defined in the Winnipeg Ringette League (WRL) bylaws, as well as all individuals employed by or engaged in activities with the WRL, including but not limited to, directors, officers, committee members, coaches, officials, referees, minor officials, volunteers, participants, parents/guardians, and administrators.

**“Parties”** – The complainant, respondent and any other individuals or persons affected by the complaint.

**“Respondent”** – The alleged infracting party.

### Purpose:

1. Membership in the WRL, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the WRL Constitution, Bylaws, policies, procedures, rules and regulations. Irresponsible behaviour by members, parents/guardians or others as listed in the definitions can result in severe damage to the integrity of the WRL. Conduct that violates these values may be subject to sanctions pursuant to this policy.

### Application of this Policy:

1. This policy applies to all members as defined in the definitions.
2. This policy only applies to discipline matters that may arise during the course of WRL business, activities and events, including but not limited to, games, practices and any meetings. All members should be aware of the WRL social media policy as found in the WRL rulebook and the WRL website.
3. Discipline matters and complaints arising within the business, activities or events organized by entities other than the WRL will be dealt with pursuant to the policies of these other entities.

### Reporting a Complaint:

1. Any member may report to the WRL President or Vice-President any complaint or alleged infraction by a member. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints will not be accepted.
2. A Complainant wishing to file a complaint beyond the fourteen (14) working 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 WRL. This decision may not be appealed.

### Case Manager:

1. Upon receipt of a complaint, the WRL President will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this policy.

Such appointment is not appealable. The Case Manager is not required to be a member of the WRL. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this policy, and to implement this policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous and within the jurisdiction of this policy. If the Case Manager determines the complaint is frivolous or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed.
- b) Determine if the complaint is a minor or major infraction;
- c) Appoint the Panel, if necessary, in accordance with this policy;
- d) Determine the format of the hearing;
- e) Coordinate all administrative aspects of the complaint;
- f) Provide administrative assistance and logistical support to the Panel as required; and
- g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

The Case Manager will not participate in rendering the panel's final decision.

2. The Case Manager will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
3. This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.

#### **Minor Infractions:**

1. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others or to the WRL. Examples of minor infractions include, but are not limited to, a single incident of:
  - a. Unsportsmanlike conduct;
  - b. Disrespectful comments or behaviour directed towards others; and
  - c. Non-compliance with the bylaws, policies, procedures, rules, regulations and directives of the Winnipeg Ringette League (WRL).
2. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or WRL council members).
3. Procedures for dealing with minor infractions will be informal as compared to those for major infractions. These will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 11). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

4. Penalties for minor infractions, which may be applied singly or in combination, include the following:
  - a. Verbal or written warning;
  - b. Removal of certain privileges of membership for a designated period of time;
  - c. Suspension from future game(s), activity or event; or
  - d. Any other sanction considered appropriate for the offence.
5. Minor infractions that result in discipline will be recorded and maintained by the WRL. Repeat minor infractions may result in subsequent incidents being considered a major infraction.

### **Major Infractions:**

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons or to the WRL.

1. Examples of major infractions include, but are not limited to:
  - a. Repeated minor infractions;
  - b. Intentionally damaging WRL property or improperly handling
  - c. WRL monies;
  - d. Incidents of verbal, psychological or physical abuse;
  - e. Incidents of hateful or discriminatory behaviour or language based on one or more prohibited grounds including but not limited to race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability;
  - f. Pranks, jokes or other activities that endanger the safety of others, including hazing;
  - g. Disregard for the bylaws, policies, rules, regulations and directives of the WRL;
  - h. Conduct that intentionally damages the image, credibility or reputation of the WRL;
  - i. Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
  - j. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
2. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence. Major infractions may also be referred to outside authorities.
3. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the game, activity or event only. Further sanctions may be applied – but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeal provisions of this policy.

### **Procedure for Major Infraction Hearing:**

1. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will establish a panel consisting of 1 to 3 adjudicators to hear the complaint.



2. The Case Manager will determine the format of the hearing, which may involve a hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the panel deem appropriate in the circumstances, provided that:
  - a. The hearing will be held within the appropriate timeline determined by the Case Manager.
  - b. The parties will be given appropriate notice of the day, time and place of the hearing. The time of the hearing shall be established so parties are not required to take time from their employment to participate.
  - c. Copies of any written documents which the parties wish to have the panel consider will be provided to all parties in advance of the hearing in accordance with the appropriate timeline.
  - d. Both parties may be accompanied by one representative or adviser, and a parent/legal guardian when the parties are of minor age.
  - e. The panel may request that any other individual participate and give evidence at the hearing.
  - f. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
  - g. Decisions will be by majority vote.

**Decision:**

1. After hearing the matter, the panel will determine whether an infraction has occurred and if so what appropriate sanction(s) will be imposed. The panel's written decision, with reasons, will be distributed to all parties, the Case Manager and the WRL Executive within fourteen (14) working days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the panel.
2. Where the Respondent 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.
3. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
4. In fulfilling its duties, the panel may obtain independent advice.

**Sanctions:**

1. The panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
  - a. Verbal or written warning;
  - b. Removal of certain privileges of membership;
  - c. Suspension from certain WRL teams, events and/or activities;
  - d. Suspension from all WRL activities for a designated period of time;
  - e. Expulsion from the WRL;

- f. Other sanctions as may be considered appropriate for the offence.
  - g. The panel may refer major infractions to higher ringette authorities (e.g. Ringette Manitoba, Ringette Canada).
2. Unless the panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the panel will result in automatic suspension of membership in the WRL until such time as compliance occurs.
  3. A written record will be maintained by the WRL for major infractions that result in a sanction.

**Serious Infractions:**

1. The WRL may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the panel.

**Timelines:**

1. 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.

**Confidentiality:**

1. The discipline and complaints process is confidential involving only the parties, the Case Manager and the panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

**Appeals Procedure:**

1. The decision of the panel may be appealed in accordance with the WRL's Appeal Policy.