

3.15 OPERATIONS POLICY

Policy Section	Change	Date Approved
A – E	Added sections to support Club Operations	July 26, 2026
H.	Added section for Exemption Procedures	July 26, 2026
All	Title Change from “Policies” to “Operations”	July 26, 2026

A. Purpose

The purpose of this policy is to describe the minimum requirements for Member Associations/Leagues of Ringette BC to maintain their status as a member in good standing. By providing an annual verification that they continue to meet these requirements, Associations/Leagues provide assurance that their organization operates in a safe and effective manner.

B. Application

This Policy applies to Affiliated Organizations and/or Member Clubs of Ringette BC. This policy and any processes within will be reviewed on an annual basis. Any changes or additions will be communicated to Member Associations/Leagues.

C. Organization Structure

Each Member Association/League will provide proof of incorporation as a legal entity (i.e., a registered “not-for profit” organization or “for profit” business) or obtain an exemption following the procedure set out under Exemption Procedures. Proof of incorporation may include but is not limited to a copy of the Member Associations/League Annual Report filed with BC Registries or a Certificate of Good Standing from BC Registries.

Ringette BC reserves the right to waive the requirement for incorporation at its sole discretion.

D. Board of Directors

- i. Each Member Associations/League that is structured as a not-for-profit organization will have a Board that numbers not fewer than three (3) directors who are elected by its members subject to the provisions of the Organization’s By-laws.
- ii. The Board shall meet with sufficient frequency to carry out its basic fiduciary and governance duties, and at least quarterly.
- iii. The Member Associations/League is expected to update Ringette BC regarding any changes in its Board composition and to ensure all contact information for Directors is accurate.
- iv. Any Member Associations/League that has an exemption from being incorporated is expected to provide names and contact information of the individuals who are responsible for the management and administration of the Organization to Ringette BC and to ensure all information is accurate and up to date.
- v. It is recommended that each Member Associations/League carries additional Directors & Officers Liability supplemental coverage.

E. Governance

- i. Each Member Associations/League will abide by the By-Laws and policies of Ringette BC.
- ii. Each Member Associations/League, whether incorporated or not, will adopt by-laws, or rules of operation that govern the financial and legal affairs and other activities of the Associations/League. These by-laws or rules of operation will be guided by the Ringette BC By-laws and will not at any time conflict with the Ringette BC By-laws.

F. Policies

In the interest of providing transparent processes to its Members, Ringette BC has developed policies that cover some specific areas of governance.

Specifically, the sections listed below require all Leagues and club-Associations to apply the Ringette BC policies unless the League or club-Association has matching or equivalent local policies that ensure transparency and consistency.

Each Member Club will adopt the following Ringette BC policies as part of their operations:

- i. Conflict of Interest;
- ii. Concussion Intervention;
- iii. Conduct of Members;
- iv. Volunteer Screening;
- v. Harassment;
- vi. Discipline and Complaints;
- vii. Inclusion;
- viii. Social Media; and
- ix. Appeals
- x. Any future policies identified by the Ringette BC Board for application to Members.

Member clubs must also adopt processes related to Zone within the Coach and Team Selection Policy and are further encouraged to follow the selection processes detailed for club level coaches.

Ringette BC encourages Association/League's to adopt other Ringette BC policies, as appropriate. Ringette BC at its discretion may provide a template for policies and guidelines, including minimum requirements, as an appendix to this Policy.

G. Policy Conflicts

Member Leagues and club-Associations are to have policies that do not contradict or diminish Ringette BC policies.

i. Conflicts with Local Policies

It is expected that League and Club-Association policies developed historically will be updated to be consistent with Ringette BC policies, over time. Each incident of conflict will be treated on a case by case basis when identified, and Ringette BC will provide policy support to the Leagues and club-Associations.

Game Play and Sport Development of this manual apply to all Leagues and Club- Associations for all sanctioned events. These policies (including when expended or amended) and guidelines always supersede any policies or rules developed at the local level.

ii. Local vs. Provincial Policy

As a general guideline, the Leagues and club-Associations should administer policy on their own, with clarification from Ringette BC staff as questions arise. However, the outline below was created to help Leagues or club-Associations to determine when Ringette BC should be involved

Some common decision-making authority is recognized as:

- a. The Ringette BC Board of Directors has the authority to make and amend policies, rules, financial policies and operating procedures for managing the affairs of Ringette BC and ensuring that Members adhere to those policies, rules, code of conduct, operating procedures, etc.
- b. Ringette BC staff have authority to make decisions on application of Ringette BC Policy and sport administration through all levels of sport in BC.
- c. Leagues have authority to make decisions regarding the application of League by-laws and League play.
- d. Club-Associations have authority to make decisions regarding Club- Association by-laws

H. Exemption Procedures

Where this Policy offers an exemption from certain requirements, the following steps shall be taken:

- i. A person with authority to act on behalf of the Member Association/League will submit a request in writing to Ringette BC to be exempted from the requirement stating all reasons relevant to the matter and explaining in specific terms why they should be granted an exemption;
- ii. The Organization will be notified in writing of the approval or denial of their exemption in writing using the contact information provided in the original request;
- iii. All decisions made by Ringette BC regarding a request for an exemption from certain requirements under this Policy will be final and binding, with no right of appeal.
- iv. Ringette BC reserves the right to require any Organization requesting an exemption to enter a Memorandum of Understanding (MOU) with Ringette BC that sets out the objectives and responsibilities of each party.
- v. The term of the MOU will align with the recognized membership year of Ringette BC.
- vi. The MOU, at a minimum, will include a commitment by the Member Club to:
 - a. Abide by the By-laws, policies and rules of Ringette BC including:
 - o Ensuring that all coaches adhere to the requirements of the Team Leadership Qualifications Policy;
 - o Ensuring that all Individuals engaged in Activity with the Member Associations/Leagues adhere to the Ringette BC Concussion Policy, Conduct Policy and Screening Policy