

Policy Number: NWR03

Most Responsible Board Member: Athlete Empowerment

Approval date: August 12, 2025

Definitions

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

The following terms have these meanings in this Policy:

Individuals means all categories of Membership within NWR Bylaws, as well as all individuals engaged in activities with NWR, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.

Dressing rooms means any space where players, coaches, or other individuals may be dressing or undressing, equipping themselves with gear, or have general expectations of privacy. This includes bathrooms/ restrooms and is synonymous with change rooms or locker rooms.

Device means all electronic devices which are capable of recording photographs, video, or audio, or are capable of transmitting data or communicating via cellular or wireless signals. This includes but is not limited to phones, watches, tablets, laptops, cameras or video recording devices.

Safety

All participants in Northwest are to apply safety concepts, as outlined below, to all on and off ice activities.

1. All members of the NWR Board, coaches, assistant coaches, team managers and other members of the bench staff are required to have completed the security clearance process described in the Screening Policy.
2. All players are to abide by the equipment requirements indicated in the playing rules of Ringette Canada. This includes any team outdoor practices or casual games of "shinny".
3. At the beginning of each season, a completed Player Medical Form is to be supplied to the Head Coach and Manager.
 - a. This is to be updated with new information if required during the season.
 - b. All teams are required to have completed Player Medical Forms at every team function.
4. Each team must have an emergency plan which identifies three (3) people with specific responsibilities as follows:
 - a. The initial person to respond to the injury on the ice
 - b. A second person to call 911 if necessary, and to serve as the initial contact for the EMS response team and direct them to the injured player
 - c. A third person to obtain the medical record of the player and to provide this to the EMS team (if parent is not available to answer questions).
5. Players are not permitted on the ice without a Coach, Trainer or On Ice Assistant.

6. The “Rule of Two” (see [Ringette Canada Athlete Protection Policy](#)) stipulates that no adult (except the parent of the player) may be alone with a player in the dressing room. At least two adults are required in the company of a player. This rule must be strictly adhered to for the protection of all. If this rule is not being adhered to, it is the responsibility of the team manager and Head Coach to attempt to deal with the person(s) in question, and if the issue is not resolved it must be reported to the NWR President and disciplinary action will be taken as appropriate.

Dressing Rooms

7. Non-player males (including coaches and fathers) are not permitted in the dressing rooms in the U12 and older divisions, except for in the role as coaches when the players are fully dressed prior to the start of the game (coaches’ pregame briefing) and at the end of the game (coaches’ post-game briefing). A minimum of 2 coaches are to be in dressing room together to comply with the Rule of Two.
 - a. At U12 divisions and above, where players require male assistance tying skates, they are required to leave the dressing room to secure the necessary assistance.
8. In the U12 and older divisions, male athletes are expected to change in a separate space from the team dressing room and may enter the team dressing room for the pregame and postgame briefings with the coaches.
9. For guidance related to non-binary gender identities, refer to the [Ringette Canada Transgender Inclusion Policy](#).

Devices

Refer to the [RAB Code of Conduct](#) section on cell phone use.

10. **Devices** are not permitted in change rooms except in the following circumstances:
 - a. At the discretion of the team staff:
 - i. The player’s parents/guardians have requested that the player must, for legitimate reasons (e.g., medical or situational), have their device with them and/ or powered on in the changing room.
 - ii. The team uses a device for playing music in the changing room.
 - b. Adults may have devices only when the dressing room being occupied has only adults in it:
 - i. AND all adults present expressly consent to devices being used in their presence
 - ii. AND the devices are not being used to record images, videos, or audio,
 - iii. AND are not transmitting any images, videos, or audio.
 - c. Adult team staff may have and use devices in the players changing room during the time that the team staff are permitted to enter it, AND in the presence of at least one other adult, AND ONLY for the purposes of coaching, team talks, video review, or tactical discussions in preparation for, or review of, the session.

- i. The device shall not be used to record photographs, audio or video, or transmit or receive live-feed audio or video.
 - d. Adult individuals who are not part of the team staff, when they are the parent/ guardian of a younger player, while they are assisting the player with equipping their gear in the dressing room may have a device in their possession. The device should, at no time be used in any capacity within the dressing room and is preferably powered off.
11. *A permitted device may not be used in any way that may:*
- a. record or transmit any image, video or audio file
 - b. access any social media platform
 - c. use any app that is not approved for use by team staff for a specific pre-approved purpose (e.g., medical monitoring, playing music).
12. Enforcement
- a. Individual teams may implement their own procedures to ensure compliance while ensuring devices are kept safe. It is suggested that where possible, devices should be left at home, with a parent/ guardian. Alternatively, devices, may be collected in a team box/ bag.
 - i. Team staff are not responsible for loss or damage to the devices.
 - b. Devices are not to be confiscated or retained beyond the need to remove them from the dressing room.
 - i. Individuals may use devices outside of dressing rooms, within any venue restrictions.
 - c. Team staff and/ or the NWR Board may revoke exceptions and/or implement sanctioning at any time if individuals are found to be circumventing the terms of this policy.
13. Consequences
- a. Violation of the Devices section of this policy is subject to NWR Discipline and Complaints. Anyone who is aware of a violation is expected to submit a complaint to the NWR Director of Complaints at complaints@nwrinningette.com.
 - b. Coaches may consider additional sanctions as a team-imposed consequence for violating the Devices section of this policy.

Cross-Reference

Ringette Canada

- [Transgender Inclusion Policy](#)
- [Athlete Protection Policy](#)

Ringette Alberta

- [Safe Sport Policies](#)
- [Athlete Protection Policy](#)
- [Code of Conduct](#)

Revision History

Date	Action Taken
Feb 2025	Document formatted. Added statement re: RC Transgender Inclusion Policy
Aug 2025	Devices section added to expand on the Ringette Alberta Code of Conduct statement on cell phone use. Approved.