

## 14. Queries

Matters requiring review resulting from a query from a member will only be considered when received in writing. All such queries will be reviewed by the President who will determine whether a response is sufficient or whether the query should be reviewed by a panel and a decision rendered in writing.

The panel will consist of the following members:

### 14.1 Review Committee:

A minimum of 7 of the following:

- Ringette Calgary President
- Ringette Calgary Past President
- VP Administration
- VP League
- Officials Development Director
- Sub-Association Presidents or representative thereof.

### 14.2 Matters to be Considered:

- Procedures and administration of the Rules and Regulations, Bylaws or Operating Policies.
- Violations of a team, player or coaching protocol not covered under Disciplinary Review.
- Other matters not covered in policy.

### 14.3 Procedure for Submission of a Query:

- The Query must be in writing and submitted to the President within seven (7) days of the breach of procedure. A copy of the Query must also be submitted to the relevant Sub-Association President in the same time frame.
- The Query must be concise and detail the incident listing the parties involved, the breach of Policy or incident to be considered, the Date, Time, and Place the incident took place.
- If there are witnesses of the incident, or other persons who are acting as references in the matter, they must be identified, and a phone number included.
- Once the President has researched the Query, they will contact the initiator and provide a course of action.

### 14.4 Record of Queries:

All Queries and any resulting actions will be recorded in a case book