



RULES AND OPERATING PROCEDURES

UPDATED: August 25, 2008

Changes, additions, deletions

The Board of Directors may modify these rules and operating procedures if it is determined to be in the best interest of the orderly operations of ringette in Alberta.

Deletions from one publication of this document to the subsequent publication as show with as ~~strikethrough text~~. Additions are show as **bold** (excluding headings which are all bold).

Summary of changes below:

POLICY	DESCRIPTION
C.III.A-D	Elimination of Tween BB and Junior BB Divisions
C.I and C.IV	Change of Affiliation deadline to November 15th
E.I.A	Change to remuneration of officials
C.II	Change to Residency and Release Policy

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SECTION A – INTRODUCTION

I. PURPOSE

The purpose of these guidelines is to establish and define the criteria within which Ringette Alberta's activities are to be conducted by its Directors and members.

Information provided in this document is in addition to the Bylaws of Ringette Alberta. Situations not covered in the Bylaws or Rules and Operating Procedures shall be referred to the Ringette Canada Bylaws and Policy Manual.

II. ADMINISTRATION OF RULES AND OPERATING PROCEDURES

These guidelines constitute the procedures within which the Directors and members of Ringette Alberta shall conduct the affairs of this Association.

Amendments to the Rules and Operating Procedures are governed by regulations, which state that the Board may prescribe such policies relating to the management and operation of the Association, as they deem expedient. Such policies shall not be inconsistent with the Bylaws.

SECTION B - ADMINISTRATION

I. DUTIES OF THE EXECUTIVE

All Executive Members shall be responsible for abiding by the Bylaws and the Rules and Operating Procedures of Ringette Alberta. Duties listed here are in addition to those listed in the Bylaws of Ringette Alberta.

A. Composition – The Executive Committee shall consist of:

1. President
2. Vice-President
3. Treasurer

B. The *President* shall:

1. Call meetings of the Board and Executive Committee.
2. Chair all meetings of the Board and Executive Committee.
3. Be a signing officer.
4. Be an ex-officio member on all committees with the exception of the Nominating Committee.
5. Be the Association's representative to Ringette Canada.
6. Be responsible for ensuring that all administrative procedures and communications are carried out.
7. Undertake leadership in promoting the aims and objectives of the Association.
8. Liaise with the Chairs of all Committees of the Board to ensure that their programs are implemented as defined.
9. Act as the Chair of the Governance Committee.
10. Conduct performance appraisals of the Executive Director.

C. The *Vice-President* shall:

1. Perform the duties of President in their absence.
2. Act as interim President due to unforeseen circumstances.
3. Be a signing officer.
4. Administer all organizational planning activities, seminars, conferences and workshops held for that purpose.
5. With the Governance Committee, be responsible for planning and coordinating General Meetings.
6. With the Governance Committee, ensure that the Bylaws, Rules and Operating Procedures reflect the current operations of the Association.
7. Chair Disciplinary Committee. Be a member of the Governance Committee

D. The *Treasurer* shall:

1. Monitor the collection and depositing of all monies belonging to the Association.
2. Maintain proper financial records and provide the annual audited and/or reviewed financial statements to the membership by September 30th.
3. Be a signing officer.
4. Verify for payment all accounts payable by the Association.
5. Submit a financial report at each Board Meeting and General Meeting.
6. Keep the Board informed of the current status of its programs and the Association in general.
7. Oversee preparation of a budget for approval by the Board and ensure that all expenditures are consistent with the approved budget.

II. DUTIES OF THE BOARD OF DIRECTORS

All Board Members shall be responsible for abiding by the Bylaws and the Rules and Operating Procedures of Ringette Alberta. Duties listed here are in addition to those listed in the Bylaws of Ringette Alberta.

A. Composition - The Board of Directors shall consist of:

1. Executive Committee
2. Director of Competitions
3. Director of Marketing
4. Director of Development
5. Four Directors at Large

Each Board Member is expected to:

1. Submit a report, written or oral, for each Board Meeting.
2. Monitor the financial position of their program area.
3. Promote the positive image of Ringette Alberta.
4. Objectively represent the decisions made by the Board and its members.
5. Liaise with Board of Directors concerning respective program area.

B. The Director of Competitions shall:

1. Act as the primary liaison between Ringette Alberta and the Host Committee for the Provincial Championships and the Alberta Winter Games.
2. Chair or arrange for a designate, approved by the Board, to chair the Protest and Grievance Committees for each Provincial Championship.
3. Recommend the host locations for all Provincial Championship Tournaments to the Ringette Alberta Board of Directors for its approval.
4. Prepare game schedules for Provincial Championship Tournaments.

C. The Director of Marketing shall:

1. Oversee the development of Ringette Alberta's marketing programs and formulate policy recommendations related to Public Relations.
2. Work with the Executive Director to solicit corporate funds for Ringette Alberta.
3. Oversee production and delivery of communication plan as outlined in the profile document.
4. Assist in other programs and activities concerning Public Relations and Promotions relating to the image of Ringette Alberta.

D. The Director of Development shall:

1. Attend, as directed by the Board of Directors, national, provincial, and local meetings in the area of development.
2. Oversee activities in the area of sport development and Leadership Training through Ringette Canada and other agencies.
3. Oversee activities of the Coaching Development Committee, Officiating Development Committee, Athlete Development Committee, Local Association Leaders Development Committee and the Recognition, Awards and Scholarship Committee.
4. Oversee the development of Ringette throughout the province through consultation with the appropriate zone representative, local recreation director and local school boards.
5. Oversee the application for any and all grants that are available for development programs and projects.

III. DUTIES OF THE ZONE REPRESENTATIVES

Under the guidance of the Director of Competitions of Ringette Alberta, assist with the efficient operation of Ringette programs within one of the eight zones.

1. Consult with Executives of Ringette Associations to determine requirements, identify and resolve problems and assist in planning and operational matters.
2. Promote ringette philosophies and development of organized ringette at all levels.
3. Respond to requests of interested ringette people to visit their organizations.
4. Assist interested ringette people in setting up their own associations.
5. Provide the office and Board with potential contacts for use in providing schools clinics and instructional materials.
6. Ensure that immediately following the AGM of each Association in the zone, a list of the new executive and association mailing addresses is supplied to the office.
7. Communicate information from Competitions Committee meetings to associations in their zone.
8. Be a member of the Competitions Committee.

IV. DUTIES OF THE STAFF

A. The Executive Director shall be involved in the following areas:

1. Board
 - a. Liaise with Board and Executive Members.
 - b. Assist the Chair in preparation of the agenda for Board and Executive Committee Meetings.
 - c. Report directly to the President of the Association or designate.
 - d. Act as the liaison between office staff and Board.
 - e. Work in conjunction with Board Members in implementing their program areas.
 - f. Provide assistance in Board development and training for all new Board Members.
 - g. Maintain and develop long term Business Plan and assist President with overall Board direction.
 - h. Coordinate and prepare the Annual Business Plan in conjunction with the Board.
 - i. Coordinate / negotiate for all meeting facility needs.
2. Local Association Liaison
 - a. Provide clarification on Bylaws and Rules and Operating Procedures.
 - b. Receive and distribute any notice of motion to amend the Bylaws.
 - c. File amendments to the Bylaws with the Consumer and Corporate Affairs Branch of the Alberta Government.
 - d. Provide assistance to Local associations as required.
 - e. Legal and insurance review.
 - f. Issue management
3. Grants, Sponsorship and Fundraising.
 - a. Assist the Directors on grant submissions to Alberta Sport, Recreation, Parks and Wildlife Foundation (or its successor), and other granting agencies.
 - b. Work with Director of Marketing to promote the sport within the business community.
 - c. Create informative sponsorship packages.

- d. Develop sponsorship agreements.
4. Profile, Promotions
 - a. Ensure website is current and useful.
 - b. Maintain regular and measurable communication with coaches, officials and players.
 - c. Create and distribute promotional resources; including but not limited to brochures, posters and videos.
5. Programs
 - a. Provincial Championships
Process all team registration forms for provincial championship tournament.
 - b. Canadian Ringette Championships
 - i. Act as liaison between Host Association and Local Associations sending teams.
 - ii. Ensure team registration forms are complete.
 - iii. Provide orientation and budget information for each team.
 - iv. Assist in the coordination of travel arrangements for all Alberta Representatives.
6. Staff
 - a. In conjunction with Executive Committee, complete job postings and advertisements for staff positions.
 - b. Provide training for new staff members.
 - c. Supervise all office staff.
 - d. Complete annual written performance evaluations for staff.
7. Financial
 - a. With each Board Member, prepare the annual budget for their program areas.
 - b. With the Treasurer, consolidate, oversee, and maintain the annual budget.
 - c. Oversee and ensure payment of accounts payable and receivable.
 - d. Oversee data entry of all accounting records.
 - e. Prepare audits on Cash Calendar and Casino accounts as required by Alberta Gaming Commission (or its successor).
 - f. Assist with annual audit or review engagement.
8. Other related duties as assigned by the Executive Committee.

B. The *Technical Director* shall be involved in the following areas:

1. Membership Registrations
 - a. Provide timely information to membership on registration procedures.
 - b. Coordinate and oversee the registration process with Zone Directors and office staff.
 - c. Ensure each team registration form is processed and verified.
 - d. Check team staff qualifications for each team registration.
 - e. Ensure membership databases are accurate.
2. Certification programs (NOCP & NCCP)
 - a. Work with the Chairs of the Coaching and Officiating Development Committees on their respective programs.
 - b. Promote clinics to the membership
 - c. Have knowledge of all certification course opportunities
 - d. Ensure clinic kits are compiled for each clinic.
3. Coaching Programs
 - a. Maintain coaching database
 - b. Receive all Practical Level 2 submissions and forward forms on to Ringette Canada or appropriate individual(s).
 - c. Work with the Chair of the Coaching Development Committee in educating coaches on Ringette Alberta's Coaching Policies
4. Officiating Programs
 - a. Maintain officials' database.
 - b. Receive all official evaluation forms and forward to the Chair of the Officials Development Committee and Ringette Canada as necessary.
 - c. Work with the Chair of the Officials Development Committee in educating Associations on developments in the NOCP program.
5. High Performance Programs
 - a. Work with the Chair of Athlete Development Committee in developing AAA programs.
 - b. Assist in developing policy on team staff and player selection.
 - c. Design and oversee implementation of the Canada Winter Games four-year plan including promotions, registrations, program delivery and program evaluation.
 - d. Work with Chair of Athlete Development Committee to implement Ringette Alberta contribution to Ringette Canada's National Team programs.
6. Alberta Winter Games
 - a. Work with Ringette Alberta's Liaison on developing and preparing teams for the Alberta Winter Games.
 - b. Ensure that coaching and player requirements are followed and registration forms for participating teams are completed.
7. Equipment and Resources
 - a. Order resources and account for inventory items.
 - b. Coordinate all equipment usage and distribution.
 - c. Maintain all equipment.
8. Board Meetings and AGM
 - a. Attend meetings.
 - b. Submit a written report for each meeting.
9. Provincial Championship Tournaments

- a. Work with the Director of Competitions on hosting packages and ensuring there are trophies, medallions and banners for each Provincial Championship tournament.
 - b. Ensure team staff members meet qualifications for Provincial Championships.
 - c. Ensure all post-event documentation is completed accurately.
10. Canadian Ringette Championships / Western Canadians
- a. Conduct team orientations.
 - b. Assist with team registrations for the CRCs / WCRCs.
 - c. Coordinate RAB uniforms and tracksuit usage.

C. The Office Administrator shall be involved in the following areas:

1. Office
 - a. Maintain inventory of all office supplies.
 - b. Responsible for re-ordering of supplies and organization of office.
2. Board and Local Association
 - a. Maintain and distribute a Board address list and ensure that all information is current.
 - b. Maintain and distribute a Local Association address list and ensure that all information is current.
3. Meetings
 - a. Prepare packages for Board and Executive Meetings.
 - b. Compile minutes and report packages for Board and Executive Meetings.
 - c. Assist E.D. in coordinating facility needs for all meetings.
4. Local Association Liaison
 - a. Prepare association packages and mail-outs.
 - b. Provide assistance to local associations as required.
5. Cash Calendar
 - a. Coordinate the Cash Calendar Program.
6. Business Plan
 - a. Assist in the preparation of the Business Plan.
7. Membership Registrations
 - a. Assist the Technical Director in the process of registrations.
 - b. Assist in maintaining registration database.
8. Financial
 - a. Assist the Executive Director in ensuring payment of accounts payable and receivable.
 - b. Assist the Executive Director in completing data entry of all accounting records
9. Administrative Duties
 - a. All secretarial and clerical related duties as deemed necessary by the Executive Director.

V. MEMBERSHIP PRIVILEGES

A. Group Members, who are not in arrears for fees or assessments, are entitled annually to:

1. One (1) copy of the Bylaws of the Association.
2. One (1) copy of the Rules and Operating Procedures.
3. One (1) copy of the minutes of the Annual General Meeting and Board Meetings
4. The opportunity to host Provincial Championship Tournaments.
5. The opportunity to host Coaching, and Officiating clinics.
6. Voting privileges at the Annual General Meeting.

B. Associate Members, who have paid the annual fee of \$20.00, shall be entitled annually to:

1. One (1) copy of the Rules and Operating Procedures.
2. One (1) copy of the minutes of Annual General Meeting and Board Meetings.

C. Individual Members, who have paid the annual fee of \$20.00, shall be entitled annually to:

1. One (1) copy of the Rules and Operating Procedures.
2. One (1) copy of the minutes of the Annual General Meeting.

D. Honorary Members shall be entitled to:

1. One (1) copy of the minutes of the Annual General Meeting upon request.
2. One (1) copy of the Rules and Operating Procedures upon request.

VI. POLICY RELATED TO ADMINISTRATION AND FINANCE

A. Signing Authorities (two of the following):

1. President
2. Vice-President
3. Treasurer
4. Executive Director

B. Payment of Bills

The Treasurer will oversee payment of all bills for expenditures, which have been duly authorized by the Board or are within the approved amounts set elsewhere in these guidelines.

C. Allowable Expenses

Expense claims should be filed on a monthly basis with the Ringette Alberta office. Expense claims must be filed within 60 days of the bill or receipt date and within 30 days of the expiration of the fiscal year. The fiscal year for the association shall be August 1 to July 31.

1. Transportation
 - a. Travel assistance shall only be paid when an authorized individual is traveling on approved Association business.
 - b. The actual expense incurred for public transportation by rail, bus or air, upon submission of receipts to the Ringette Alberta office.
 - c. \$0.30/km for use of a personal vehicle when traveling on approved Ringette Alberta business. Car-pooling is encouraged. Travel reimbursement must be pre-approved by budget authority.
 - d. Travel assistance will not be paid for within a 50 km radius of authorized individual's domicile with the exception of necessary multiple trips during one specific event.
2. For approved meetings, clinics, conferences and similar activities:
 - a. A per diem of \$40.00 maximum per person on presentation of receipts for food. Receipted meals exceeding the approved rates will require Treasurer's approval prior to reimbursement. Request for reimbursement shall not include any expenses for alcoholic beverages.
 - b. Reimbursement for meals shall be made at cost upon submission of receipts or some or all meals may be claimed at the following rates: breakfast = \$7.50, lunch = \$9.50, supper = \$17.00 or combination thereof.
 - c. An individual able to leave home for association business after 8:00am may not, on the same day, claim an expense for breakfast.
 - d. An individual able to return home from association business by 6:00 pm may not, on the same day, claim an expense for supper.
3. Accommodation
 - a. The actual expense incurred for hotel accommodation, double occupancy where possible, upon submission of receipts to the Ringette Alberta office.
 - b. Where an individual elects to have single hotel occupancy, or other persons who are not on authorized association business, only one half ($\frac{1}{2}$) of the hotel expense will be reimbursed.
4. Stamps and stationary, upon submission of a receipt.
5. Telephone calls, upon submission of bill for reimbursement.

D. Annual Budget Procedures

1. A Presidents' forum will be held within the first 60 days of each fiscal year at which time the budget will be presented for approval.

E. Non-budgeted Expenditures

1. Should an expenditure be required that has not been budgeted for, the Board as a body must approve the expenditure prior to it being made.
2. When a decision is required before the next scheduled board meeting the President and Treasurer together may authorize expenditures not exceeding \$500.00. Such expenditures must be reported to the Board at the next Board Meeting.

F. Address of Ringette Alberta

11759 Groat Road
Edmonton, Alberta T5M 3K6
Ph. (780) 415-1750
Fax. (780) 415-1749
Web: www.ringettealberta.com

VII. POLICY - ANNUAL, BOARD AND OTHER MEETINGS

A. Voting Privileges and Procedures

1. Each Elected Officer of the Association and each Director of the Association shall be entitled to one vote at all Association Meetings with the exception of the Chairperson, who shall have a casting vote only in the case of a tie.
2. Each Group Member in good standing shall be entitled to the following voting privileges at all Annual General or Special Meetings:
 - a. One vote per Group Member.
 - b. An extra vote for each additional 50 players or part thereof, excluding the first 50 players registered with the Association. Each vote must be cast by a delegate in attendance at said meeting.
 - c. A Group Member shall designate its voting delegate(s) upon registration at all said meetings of the Association.
3. All voting delegates must be 18 years of age or older.

B. Annual General Meeting (AGM) Agenda:

1. Call to Order
2. Adoption of Agenda
3. President's Welcome
4. Approval of Minutes of last Annual General Meeting
5. Business Arising
6. Executive Reports
7. Treasurer's Report
8. Officers' Reports
9. Zone Directors Reports
10. Staff Reports
11. Committee Reports
12. Old Business
13. New Business
14. Election of Officers
15. Announcements
16. Adjournment

C. Nominating Procedures

1. The Chairperson of the Nominating Committee shall be someone designated by the Board.
2. The Nominating Committee shall forward, to the Ringette Alberta Office, its nominations for Officers by April 1st.
3. Nominations from Group Members of the Association or members of the Board for the Officers and Directors of the Association, excluding Zone Representatives, shall be delivered by the Nominating Committee Chairperson of the Association not later than seven (7) days prior to the AGM.
Note: Zone Representatives are appointed /elected by Associations within their respective Zone.
4. Nominations from the "Floor" shall be received from voting members eligible to vote at the AGM.
5. All nominations must be accompanied by an acknowledgment signed by the nominee stating his or her willingness to stand for the office as set out in the nomination.

D. AGM Workshop Procedures

At each AGM, a series of workshops may be offered. The premise of holding these workshops is to facilitate a structured discussion on a topic.

1. The facilitator's duty is to ensure that a majority of the workshop group participate in the discussion.
2. Should the workshop group wish, it may suggest a secondary workshop or non-relevant motion that will be addressed by the Board and may be included at the next General Meeting.
3. The only Special Resolutions that will be voted on the "floor" during a General meeting must be related to a Bylaw change and be communicated to the membership in accordance with the Bylaws

VIII. PLANNING AND DEVELOPMENT - GENERAL

The Board shall manage the affairs of the Association in keeping with the objectives of the Business Plan and shall utilize the Business Plan as a guideline in their decision-making.

- A. The planning and development process shall be coordinated by the Executive Director under the direction of the Board.
- B. The Board shall establish a Three Year Business Plan containing goals, outcomes, strategies and performance measures.
- C. The Board shall conduct a complete review of the Business Plan every year. In accordance with Alberta Sport, Recreation, Parks and Wildlife Foundation regulations, a revised Plan approved by the Board will be submitted to the Foundation in September of each year.

SECTION C - PLAYER AND TEAM REGISTRATION

I. REGISTRATION

A. The following tasks will be carried out by the staff at the Ringette Alberta office:

1. Distribute team registration materials and information to Group Members each September. Ensure they are aware of the requirement to complete additional registration forms if they are entering teams in the Alberta Winter Games.
2. Coordinate Alberta team and player registrations.
3. Keep records of all players to ensure their eligibility.
4. Coordinate and record group, associate, individual and honorary memberships of Ringette Alberta.
5. Verify qualifications of all team staff for teams entered into sanctioned tournaments and Provincial Championships.
6. Invoice for membership fees, as defined by Ringette Alberta fee structure.
7. Distribute information regarding membership numbers and therefore eligible voting delegates one month before the Annual General Meeting of the Association.

B. Player Registration Fee

1. The player registration fee shall be set at the Annual General Meeting of the Association.
2. December 15th is the deadline for player registration reimbursement. Players who decided not to complete the season prior to December 15th and who have not been on the ice more than 3 times (practice, game, scrimmage, etc) are eligible for provincial registration reimbursement. Registration reimbursement is accompanied with the deletion of any future insurance coverage/claims.

C. Administration of Player and Team Registration

1. The office shall maintain a record of teams by age and category and shall forward this information, appropriate registration forms, and payment prepared by the Treasurer to Ringette Canada no later than February 15th of each year.
2. Member Associations are required to register all players within their Association according to the Ringette Alberta Registration procedure.
3. Associations are required to verify player's date of birth.
4. Registration and fees must be received in the office no later than November 15th.
5. A player may be registered on one team registration only each season - except if domicile has changed, if they play on a Double Carded Team (Section C-III.E.1-5 and C.IV.C.2), or if they are an affiliate player (Section C-IV.A-C), in which case they must sign the necessary affiliate form. (See also
6. Any player changes ~~and all player documentation~~ must be submitted to the Ringette Alberta office no later than January 31st of the current playing season.
7. An individual can only be registered on one Ringette Alberta Team as Head Coach unless the second team is a Double Carded team or a one-time special event team.
 - a. There shall be no less than 2 team staff registered per team
 - b. All teams may list on their rosters an unlimited number of qualified team staff however only 5 team staff may be on the bench on a game by game basis.
 - c. There is a minimum of one Head Coach and a maximum of one Manager and one Trainer.
 - d. All team staff members that will be on the player's bench must be registered on the appropriate team as team staff members.
 - e. At the Open A and B level, the second team staff member (Assistant Coach, Manager or Trainer) may be listed both as a player and as team staff. At the Open C, D and Masters level any player may also be listed as any team staff member (Head Coach, Assistant Coach, Manager or Trainer).
 - f. For Belle and younger teams, one of the team staff must be a non-playing female, 18 years or older. (See also D.I.E.4) Petite, Tween, Junior and Belle teams require a Female Coach on the Bench. If Head Coach they must be 18 years of age or older. If Assistant Coach they must be 16 years of age or older. No coach can be playing ON the or FOR THE team in question. Open, and Masters teams are not required to have a female coach.
 - g. All team staff documentation and any team staff changes must be submitted to the Ringette Alberta office no later than January 31st of the current playing season.
8. Registration deadline for teams wishing to participate in the Provincial Championships is December 1st. Payment must be received at the time of registration.
9. The minimum number of regular players required to register a team is seven. There is no maximum number of regular players that may be registered; however, each team may only dress a maximum of 18 players on a game by game basis.

D. Boys in Ringette

1. In the Tween A and under divisions boys are allowed to play in Ringette Provincials up to a maximum of 50% of the team being male.
2. In Junior and above these requests will be dealt with on a case-by-case basis. This does not apply to AA levels.
3. This policy is to be reviewed every 5 years (to be reviewed in 2007).

E. Late Player Registration

1. Group Members may register players with their teams no later than January 31st of the playing season. Fees are required at the time of registration.
2. For players that were registered with another Association in Alberta, the appropriate transfer form (Refer to Section II) must be received by Ringette Alberta.
3. For players that were registered in another Province, the signed Ringette Canada Transfer form must be received by Ringette Alberta.
4. The playing years of experience of a player added to a team's registration form after November 15th prior to the January 31st deadline will be included in the team's average and may affect the team's tiering level.

F. Player movement Between Teams in the Same Association

Players that are initially registered with one team may transfer to another team within the same Association with association registrar approval no later than January 31st.

II. RESIDENCY RULE (Releases)

Philosophy for Releases

~~The philosophy for releases is intended to provide associations with guidance when applying the Process for Releases policy. Decisions by the Ringette Alberta Appeals Committee will consider, but not limit themselves, to this philosophy when hearing an appeal.~~

~~It is expected that players will play where they live. If a player wishes to play in another association a release is required by all players that are under the age of 18 as of December 31st of the current playing season.~~

~~Players 18 years of age and over as of December 31st of the current playing season may play for any team in the Province providing they meet the age and gender requirements for that team. No release paperwork is required.~~

~~The only exception to playing in your home association is when there is no suitable team.~~

~~The term "suitable" captures both the competitive level and the personality issues around athlete success.~~

~~If a player can qualify for a higher level team in another association then generally the release would be granted. This applies to both association to association and zone to zone releases. A player that does not make a AA or A team has the right to tryout in another association at the same level.~~

~~A player should not get a release because the team in the next association has a better coach or is more competitive. We must prevent players from team shopping.~~

~~The most difficult cases to assess are the ones where the player doesn't like the coach or feels that the other players are not supporting his/her efforts. The local association must decide what is best for the entire association and act accordingly. Sometimes this will mean granting the release and sometimes this will involve asking the player to accept the current situation and work with the team to create a supportive environment.~~

~~Releases should not be granted if it is a major detriment to the home association. This does not mean that the best player has left to play in the adjacent association and the team will not win provincials. It means that the team cannot field a team without the player.~~

~~Each Zone must define the boundaries for each registered association within the Zone. This is required for players that reside outside of a city with a Ringette association (ex. Bruderheim — Fort Saskatchewan or Sherwood Park). This seems obvious but Strathcona County extends closer to Bruderheim. We would not expect the player to travel to Sherwood Park and a release seems like additional bureaucracy.~~

~~If a receiving association terminates a release or will not register a released player in the following season then the player is once again aligned with their home (geographic) location. Movement to another association would require a release from the home (geographic) association.~~

Process for Releases

A. Tryouts

~~Players must inform their home (releasing) association of their intention to tryout in another association. The receiving association will confirm that the home association is aware of the tryout. This does not imply that the home association will grant a release. It simply maintains openness in the process and avoids the bureaucracy of the release paperwork prior to the player being successful.~~

B- Association to Association Release

- 1- ~~Players under the age of 18 as of December 31st of the current playing season that reside within an association's boundaries shall participate for that Association unless duly released. If such a player does not have a suitable team to play on she/he may play in the nearest Association within their zone provided the player obtains a release form signed by:~~
 - a- ~~Player~~
 - b- ~~Parent or Guardian~~
 - c- ~~Both Association Presidents~~
 - d- ~~Zone Representative~~
- 2- ~~Four copies of this release form must be distributed as follows:~~
 - a- ~~One to each of the Associations involved.~~
 - b- ~~One attached with team registration, which is carried by the team.~~
 - c- ~~One submitted to the Ringette Alberta office for processing.~~
- 3- ~~In instances where a suitable team is geographically closer, but in another zone, the player may consider a zone to zone release; however, this should not be done to the detriment of a team within their residential zone.~~

C- Zone to Zone Release

- 1- ~~Players under the age of 18 as of December 31st of the current playing season that reside in a particular zone shall participate in that zone unless duly released. If such a player does not have a suitable team to play on they may play in the nearest zone provided the player has a release form signed by:~~
 - a- ~~Player~~
 - b- ~~Parent or Guardian~~
 - c- ~~Both Association Presidents~~
 - d- ~~Both Zone Directors involved~~
- 2- ~~If such a player has tried out for and been unsuccessful in making a 'AA' team for the current season in her resident zone, she is eligible to try out for and compete on either:~~
 - a- ~~A 'AA' team in the nearest Zone provided the player obtained the proper player release.~~
 - b- ~~A double-carded 'AA' team in the nearest zone offering such a team provided the player maintains her commitment to play on an A level team for the current season in her resident zone and provided the player obtains the proper player release for this specific purpose and abides by the guidelines for Double-Carded Teams (Section C-III.E.1-5)~~
- 3- ~~Six copies of the release must be distributed as follows:~~
 - a- ~~One to each of the two Zone Directors involved~~
 - b- ~~One to each of the two Associations involved~~
 - c- ~~One attached with team registration, which is carried by the team~~
 - d- ~~One submitted to the Ringette Alberta office for processing~~

D- Release Guidelines

- 1- ~~Once a release is approved it will become permanent if it is not terminated by Aug. 1st of the next year by either of the associations or by either of the zones. If not terminated by either party then the new (receiving) association will become the home association after the August 1st deadline. If the release is terminated the player is once again associated with the home (releasing) association and normal transfer rules would apply.~~
 - a- ~~Releases may not be terminated after August 1st of the current playing season. The only exception is in the event that all signing authorities agree, in which case a release may be terminated at any time.~~
 - b- ~~Terminating a release requires written notification to all parties involved in the release.~~
- 2- ~~Releases must be received in the Ringette Alberta office no later than November 15th of the current playing season.~~
- 3- ~~The signing authorities have the right to appeal to Ringette Alberta in the event of a dispute. Appeals should be handled in the following manner:~~
 - a- ~~Appeal to the home association.~~
 - b- ~~Appeal to Ringette Alberta. Ringette Alberta will make every effort to include involvement from the individual, the parent and the associations and zones involved.~~
 - c- ~~The Appeals Committee will consist of the Executive Director, Vice President, 2 other board members and where possible an athlete's representative.~~
 - d- ~~The decision of the appeals committee is final.~~

1.0 Policy Statement

- 1.1 Ringette Alberta is committed to providing all stakeholders with procedural fairness in the movement of players from association to association.

2.0 Purpose

- 2.1 To establish fair, equitable, and just standards for athletes applying for and receiving releases.
- 2.2 To ensure communication with all parties effected by a release including Ringette Alberta, Zones and Associations.

3.0 Principles

- 3.1 It is expected that minor players will play where they live, in their home association.
- 3.2 The administration of the release process will be conducted in a timely manner by all signing authorities.

- 3.4 If a player does not have a "suitable" team on which to play, the player, or parent /guardian of the player, may seek a release to play in an alternate and appropriate association with a "suitable" team.
- 3.5 If a player's home association does not have a "suitable" team for that player, or if the player can qualify for a higher-level team in the same division in another association, then generally a release would be granted.
- 3.6 Players may not be denied the opportunity to evaluate for a higher-level team.
- 3.7 Associations are not required to accept players from another association.
- 3.8 Only the signing authorities have the right to appeal the release in the event of a dispute. A release may be challenged only to Ringette Alberta and must be accompanied by information supporting the challenge.
- 3.9 It is expected that associations within proximity to one another work cooperatively and do pre-season planning to accommodate the development of players and establishment of viable teams.

4.0 Applicability

- 4.1 All Ringette Alberta recognized associations.
- 4.2 All players under the age of 18 as of December 31st of the current playing season.

5.0 Definitions

- 5.1 Signing authorities: those whose signatures are required on the Ringette Alberta Player Release Form
- 5.2 Player: Individual registered or intending to register with the intention of participating in the game of ringette. In the case of minors, her parent(s) or legal guardian(s) will represent the player.
- 5.3 Releasing Association: the association from which the player is seeking a release or from which the player has been released. The releasing association is always the Home Association.
- 5.4 Home Association:
The association in the community in which the player lives or to which a player has received a one-time release in accordance with 6.2.6;
Each zone shall determine the boundaries of the associations within that zone.
- 5.5 Receiving association: the association to which the player is being released or to which she intends to be released
- 5.6 Evaluation: any formal assessment of an athlete's skills and or physical, mental or social capacity.
- 5.7 Terminate (a release): The act of ending the 'released' status.
The term "revoke" is not used as it implies that the releasing association is the only entity with control over a player's residency.
- 5.8 Suitable team: Any team that fits the player's age and skill level.
- 5.9 Viable team: Seven (7) players are required to register a team
- 5.10 Appropriate Association: May or may not be the closest geographically. The specific needs of the player, associations, and family are taken into consideration.

6.0 Requirements

- 6.1 Notwithstanding the allowances outlined in 6.2.3, no individual may participate as a player in any Ringette Alberta sanctioned game including league and tournament games with any association other than her home association unless released.
- 6.2 Releases are complete when all signatures have been obtained. Copies are to be distributed to all signatories, Ringette Alberta Office and attached to the team's registration form. Signatures, indicating agreement with the release, are required from:
 - 6.2.1 If the player is moving from a home association to another association within the same zone, the presidents of both associations must sign the release.
 - 6.2.2 If the player is moving from a home association to another association in a different zone the presidents of both associations must sign the release.
 - 6.2.3 If the player is moving from a home association that offers any combination of A, B, and/or C teams only at the player's level, to an AA team within the same zone. A release is not required.
 - 6.2.4 If the player is moving, from a home association that offers any combination of A, B and/or C teams only at the player's level to a AA team in a different zone and there are no AA associations within the players home zone. A release is required and must be signed by the home association president and the AA association president.
 - 6.2.5 If the player is moving from a home association that offers any combination of A, B, and/or C teams only at

the players level to a AA team in a different zone and there is a AA association within the players home zone. A release is required and must be signed by, the home association President, the home zone AA association president and the receiving AA association president

- 6.2.6 A first time registrant to the sport may register in the closest association to where she lives. If, the player lives in a rural area or there is no association in the community in which she lives and the closest association crosses a zone boundary, a one-time release would be required to be signed by the representatives to Ringette Alberta of both affected zones.
- 6.3 Terminating a release
- 6.3.1 Termination of releases between February 1 and April 30 are not permitted. Rosters are frozen during this time.
- 6.3.2 Effective May 1 of each season, all releases are automatically terminated and players return to the original releasing associations.
- 6.3.3 Only if all signing authorities agree, a release processed after August 1 of the current playing season may be terminated at any time up to January 31 of the current playing season.
- 6.3.4 Terminating a release requires written notification to all parties involved and will only be official once receipt of written notice is confirmed by the Ringette Alberta office according to 6.7 below.
- 6.3.5 If the release is terminated at any time during the playing season in accordance with this policy, the player returns to the original (releasing) association. The player may be subsequently re-released in accordance with 6.1 and 6.2.
- 6.4 Processing a Release
- 6.4.1 Releases may only be requested between September 1 and January 31 of the current playing season.
- 6.4.2 The player, or parent/guardian of the player, seeking a release must provide a written request to her home association.
- 6.4.3 Within seven (7) days of receiving the request from the player, the home association must either approve or deny the release request by virtue of confirming receipt of the completed Ringette Alberta Player Release Form by the Ringette Alberta office.
- 6.4.4 Should the home association or Ringette Alberta deny a release, a player, or parent/guardian of the player, may re-apply for a release within the same season as per 6.4.1 and providing the parameters of the release have changed.
- 6.4.5 It is the responsibility of the player, or parent/guardian of the player, to ensure all necessary signatures on the release form are collected. Releases are not eligible for consideration until all required signatures are obtained
- 6.4.6 Players may attend team evaluations, practices and other team functions and events while the release is being processed but may not take part as a player or team staff member in any Ringette Alberta sanctioned game including league or tournament or exhibition games.
- 6.5 Fees or favours in kind may not be requested, offered, charged, or accepted to approve, deny, or terminate a release. Parties found doing so, may have all membership or participation rights revoked at the discretion of the Ringette Alberta Board of Directors.
- 6.6 Releases and player evaluations;
- 6.6.1 Releases are not required to attend an evaluation.
- 6.6.2 Associations conducting evaluations may not request, in any manner, a release from the player's home association prior to the evaluation.
- 6.6.3 Before commencing any evaluation of a player who will require a release should she be successful in her evaluation, the player, or parent /guardian of the player, must provide written notice in accordance with 6.7 to both the player's home association and the association conducting the evaluation.
- The notice must be sent to both association presidents and secretaries and include:
- The full name, mailing address, and street address of the player being evaluated;
 - The Ringette Alberta ID number if known;
 - The division and level for which she is being evaluated;
 - If known, the date the final decision on the player will be made.
- 6.6.4 NOTE: A player who has taken part in evaluations for a higher-level team in another association and has failed to make that team must return to the home association. The player may subsequently apply for another release to a different team or association in accordance with 6.4.4.
- 6.7 Proof of communication

6.7. Acceptable forms of proof of communication referenced in this policy are:

- 1
 - Dated e-mail confirmation displaying the content and correct e-mail address of the intended recipient.
 - Dated fax confirmation sheet displaying the content and correct fax number of the intended recipient.
 - Dated hard copy of the content displaying the name and original signature of the intended recipient.

6.7. In the case of communication between associations, the correct contact information will be that which is on file with the Ringette Alberta office at the time the communication is sent.

6.7. It is the home association's responsibility to provide current contact information to the Ringette Alberta office at all times. Other parties attempting to communicate with an association in good faith, using the contact information on file with Ringette Alberta will not be responsible for communication breakdowns on the part of the recipient.

6.8 Compliance and Consequences

6.8. A player, or parent /guardian of the player, failing to comply with this policy forfeits her right to seek a release for the current playing season.

6.8. A receiving association failing to comply with this policy forfeits its rights to use that player for the current playing season.
E.g. A player who plays in an early season tournament without complying with provisions of this policy may not play again that season for that team or association

6.8. A home association failing to comply with this policy will forfeit its right to deny the release for the player for current playing season.

7.0 References

Appeal Policy section F.

Ringette Canada age divisions

III. TIERING AND CATEGORIZING OF TEAMS AND PLAYERS IN ALBERTA

Ringette Alberta has the option to disqualify any team from participating in Provincials that does not follow the tiering guidelines as set by Ringette Alberta. Age divisions as per Ringette Canada Bylaws and Policy Manual.

A. Playing Categories refer to participation in the following in Alberta:

- AAA World Championships and Canada Winter Games
- AA National, Interprovincial, and Provincial 'AA' Championships
- A Interprovincial, Intraprovincial, and Provincial 'A' Championships
- ~~BB Interprovincial, Intraprovincial, and Provincial 'BB' Championships~~
- B Interprovincial, Intraprovincial, and Provincial 'B' Championships
- C Interprovincial, Intra-provincial, and Provincial 'C' Championships
- REC Friendship Tournaments (Recreational or Mixed Age Division teams)

B. One Team In An Age Division

- 1. For Bunnies and Novice there are no tiering requirements. It is recommended that Associations with more than 1 team in these divisions divide them as equally as possible according to skill level.
- ~~2. All Single team associations at Tween and Junior will tier BB. The Retreat and Advance options will be utilized to address any anomalies.~~
- 2. At the **Tween, Junior and Belle** age divisions, the team will self tier at the A or B level.
- 3. Teams may 'tier up' (register at a higher level) without restriction.

C. Two or More Teams At The Same Level In An Age Division

- 1. When there are two or more teams at the 'A' or 'B' levels or at the Tween or younger age divisions at the 'AA' level, Associations and Zones will equally balance teams at the start of the season.
- 2. At the Junior 'AA' age division or older it is acceptable for associations to form major/minor teams so as to assemble the strongest teams capable of qualifying for National competition.

D. Two or More Teams at Different Levels in an Age Division

1. Where an Association has enough players to field additional teams in the Petite, Tween, Junior, Belle divisions, they will tier them in the following order:

2 teams } 1A, 1B	6 teams } 1AA, 2A, 3B
3 teams } 1A, 2B	7 teams } 1AA, 2A, 4B
4 teams } 2A, 2B	8 teams } 1AA, 3A, 4B, etc.
5 teams } 2A, 3B	
2. Petite teams will tier in the following order:

1 team } 1A or 1B team
2 teams } (may be at the same or different levels) 1A, 1B or 2 balanced B teams
3 teams } 1A, 1B, and 1C team
4 teams } 1A, 1B, and 2C teams
5 teams } 2A, 1B, and 2C teams
6 teams } 2A, 2B, and 2C teams
7 teams } 2A, 2B, and 3C teams
8 teams } 3A, 2B, and 3C teams
9 teams } 3A, 3B, and 3C teams
3. At Petite there is no obligation on any Zone or Association to field a 'AA' team.
- ~~4. At Tween an Association is required to make one 'A' and one 'B' team may, as an alternative, make two balanced 'BB' teams.~~
4. Teams may 'tier up' without restriction.
5. Where a zone is comprised of one community, all teams in an age division within that zone will be considered when determining tiering.

E. Double Carded Teams (see also C.IV.C.2)

1. A representative team comprised of players from within a zone may participate in the Provincial Championship Tournament and regular tournaments.
 2. These teams/players must meet the registration requirements (Section C-1).
 3. In addition, these teams must adhere to the following guidelines; they:
 - a. cannot play in a regular league
 - b. can only participate in the appropriate level tournaments
 - c. may not play more than 10 exhibition games per season; this does not include sanctioned tournaments
 - d. in Tween and above age divisions, players cannot come from an Association with more than 60 registered players at that particular age level
 4. Players on these teams would be double carded and therefore be permitted to play on their regular teams including Provincial play, but would not be eligible to affiliate to any other team.
 5. Double carded teams are allowed at all levels of play.
- NOTE: A player would be expected to give first priority to practices, games, and tournaments scheduled by her A team and the AA coach would be expected to liaise with the A coaches in an effort to minimize conflicts.

F. Zone AA Teams

1. A representative team comprised of players from 2 or more Associations within a zone may participate in the Provincial 'AA' Championship Tournament and proceed to Canadian Ringette Championships.
2. These teams/players must meet the registration requirements (Section C-1). In addition, these teams must adhere to the following guidelines, they:
 - a. must play in a regular league
 - b. can only participate in the appropriate level tournaments
3. Players on these teams are not double carded because of the commitment to play in a regular league.
Examples:
 - a. Tween 'AA' team from St. Albert and Spruce Grove
4. Junior 'AA' team from Red Deer and Lacombe

G. Overage Player Policy

Ringette Alberta's goal is to find a place and appropriate age division for players to play and for teams to compete.

1. An overage player may be allowed to participate at a lower age division.
2. Requests for overage player eligibility must be received by Ringette Alberta via the Zone Representative no later than January 1st of the current playing season and a decision will be made by the Ringette Alberta' no later than January 10th of the current playing season.
3. Accompanying the request must be:
 - a. Statistical proof of years of experience
 - b. Statistics from games played.
 - c. Evidence as to why the exemption is required.

H. Advance Option

In keeping with one of the objectives of Ringette Alberta, which is to promote orderly development of the game and to improve the quality of play at all levels, the following rules will apply:

1. Any team that has been seeded by the above format in a given competition level and wishes to advance to a higher level within the competitive structure may apply to the Ringette Alberta office on or before January 10th of the current playing season.

2. A coach of a given team may request that Ringette Alberta advance an opposing team to the next higher level within its age division. This request must contain the following:
 - a. Approval/support by the association and zone of the requesting coach.
 - b. Game scores against other teams at that level and at the higher level, plus any other factual information to support the request.
 - c. A non-refundable fee of \$200.00 payable to Ringette Alberta, which must accompany the request.
 - d. Requests must be received by the Ringette Alberta office on or before January 1st of the current playing season. A decision by the Ringette Alberta Competitions Committee will be made no later than January 10th of the current playing season.
 - e. The decision of Ringette Alberta Competitions Committee is final.

I. Retreat Option

1. Any team that has been seeded by the above format and strongly feels that it has been incorrectly seeded, according to caliber, may request its seeded level to be reconsidered by Ringette Alberta.
2. The Completed Team Retreat Request Form must be forwarded to Ringette Alberta office on or before January 1st of the current playing season. A decision will be made by Ringette Alberta Competitions Committee no later than January 10th of the current playing season. This request must contain the following:
 - a. Statistical proof including years of experience and games played against other A (BB if applicable) and B teams
 - b. Written approval of its Home Association.
 - c. The decision of Ringette Alberta Competitions Committee is final.
3. Retreated teams will be automatically reassessed by the Ringette Alberta Competitions Committee, if after retreating they add another player to their team registration.

IV. **PLAYER AFFILIATION** (See also C.I.C.6.)

A. Definition

1. Affiliation means that a player may be called up from their regular team in an association to play on a higher level team in the same association on an as needed basis.
2. This is conditional on the player, parents, coaches, and local association agreeing to the affiliation and completing the necessary Player Affiliation Form.

B. Purpose

Allows an association to create a team at a level where there are not enough players for a viable team and allows a team to replace absent, sick, injured, or suspended players on a game by game basis.

C. Policy

1. The deadline for Ringette Alberta to receive all Player Affiliation Forms is **November 15th** ~~January 31st~~ of the current playing season.
2. Player affiliation may occur at one or more playing levels or age divisions higher than the team that the player is on, in the same association.
 - a. 'AA' teams may affiliate a player from a 'AA', 'A', 'BB', 'B' team.
 - b. 'AA' players may only affiliate to other 'AA' teams at a higher age division.
 - c. In cases where an association does not have eligible players to affiliate, it may affiliate players from another association within its zone playing at a lower age division or playing level.
3. Players may not be double carded and affiliated except for goalies at Petite A; otherwise they may only appear on two team registration forms. Petite A goalies may be double carded to a Petite AA team as well as be affiliated to another team. This helps ensure the development of goalies while maintaining the home association's ability to have goalie affiliates for their Tween teams.
4. A minimum of seven (7) players must be registered before an affiliate player may be added to the team registration form.
5. A maximum of eleven (11) affiliate players may be recorded on a registration form.
6. Players 'dressed' and listed on the game sheet shall be:
 - a. A minimum of seven (7) players
 - b. A maximum of five (5) affiliate players
 - c. A maximum of twelve (12) players if the only affiliate player(s) participating in that game are skater(s)
 - d. A maximum of thirteen (13) players if a combination of affiliate skater(s) and an affiliate goaltender is participating in that game.
 - e. A maximum of eighteen (18) if the only affiliate player 'dressed' is a goaltender
7. Affiliate players not eligible to play may be on the bench but cannot be 'dressed'. The players name must appear on the game sheet with (NOT DRESSED) appearing beside their name. It is required that the player wear a helmet while on the bench if under the age of 18.
8. AFFILIATE GOALTENDERS

- a. The affiliate goaltender is only to be played in the event of illness, injury or absence of the full time goaltender.
- b. The affiliate goaltender may be dressed in any game (provided the team follows the maximum per game scenario) and may only play if the goaltender gets hurt or ill during the course of that game.
9. Penalties for Affiliation Violation and/or Abuse
 - a. *First time offense* - the team will receive a loss for the game in which the violation and/or abuse occurred, and the score will be recorded as a 0-6 loss for the penalized team.
 - b. *Second time offense* (within two calendar years of the first offense) - the Head Coach or Acting Head Coach will receive a 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-6 loss for the penalized team.
 - c. *Third and subsequent offenses* (within two calendar years of the first offense) - a disciplinary hearing will be held and the Head Coach or Acting Head Coach will receive a minimum 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-6 loss for the penalized team.
10. There is no additional registration fee for an affiliate player.
11. There is no restriction as to the number or type of games an affiliate player may play.
12. Conflicts regarding Provincials may occur. Therefore, team staff must be aware of the dates for each Provincial Championship. The affiliate's main responsibility is to her own team's schedule (practices, league games, exhibition games, play-offs, tournaments, etc).
13. A team that has affiliate players may not pick up players for Provincial Championship Tournaments from teams that were defeated within its zone.
14. A team that is made up of players from different communities should locate at a 'home' association that has one or more teams at a lower level so that affiliation may take place. Zone AA teams may affiliate a player(s) from anywhere in the zone in accordance with the above affiliation policy.
15. The registration of affiliate players must include their years of playing experience.

NOTE: The registration of affiliate players and their years of experience may affect the level at which the team is tiered. An affiliate player's years of experience may result in a team being tiered at a higher level but not be used to move the team to a lower level.
16. Supervision of a Minor affiliated to a higher age group team is the responsibility of the player's parents and the coaching staff of the receiving team.

D. CRC and WCRC Player Pick Up Guidelines:

1. Provincial Teams (gold medal-winning teams and host teams as applicable) participating at CRC and WCRC may pick-up additional players to the maximum specified within Ringette Canada's CRC Technical Package and the WCRC Technical Package, respectively.
2. A team cannot remove any players (affiliate players, injured players, otherwise unavailable players, etc.) from their provincial TRF (team registration form) when completing their CRC or WCRC registration form. Players may only be added to a team's TRF, not deleted.
3. All pick-up players must be properly registered with a Ringette Alberta team for the current playing season.
4. In a year when Alberta is hosting CRC or WCRC and thereby has the right to send two (2) Provincial Teams, the following player pick-rules shall apply:
 - a. Immediately following the provincial championship tournament, the resulting provincial gold-medal winning team (Team Alberta) shall have the ensuing four (4) days to pick up additional players. During this time period, the other provincial team participating at CRC or WCRC (host team) must not contact or approach any player to discuss the possibility of them being picked up.
 - b. Once this time period ends, Team Alberta must cease any further efforts to pick-up additional players. Team Alberta must provide Ringette Alberta's Technical Director with the names, ages, etc. of their pick-up players by the end of this fourth (4th) day.
 - c. Once Team Alberta selects its pick-up players, the host team shall then have the ensuing four (4) days to pick-up its players. Once this time period ends, the host team must cease any further efforts to pick-up additional players. The host team must provide Ringette Alberta's Technical Director with the names, ages, etc. of their pick-up players by the end of this fourth (4th) day.
 - d. CRC and WCRC registration forms shall be completed and submitted to Ringette Alberta's Technical Director for review and approval before submission to Ringette Canada or to the WCRC Host Committee.
 - e. Any player declining an invitation to be picked up by Team Alberta thereby foregoes the opportunity to be picked up by Alberta's host team. A player shall have one and only one opportunity to be picked up.

V. ADULT RINGETTE

For Open C, and D and Masters only.

A. Coaching Requirements

Ringette Alberta waives the coaching requirements for all Open C, D, and Masters A, B, and C teams, but teams need to submit the name of at least one coach by January 15th for Provincial Championship purposes. Complete Coaching Requirements for the Open A and B divisions are listed on our website at www.ringettealberta.com. (See also D.I.E.4).

B. Substitutions and Additions for Sanctioned Tournaments and Provincial Championships

Each team may substitute/add to a maximum of five (5) skaters to bring their roster to 13 skaters. Teams that do not have a goaltender due to absence or medical reasons may substitute a goaltender.

1. A team may use Ringette Alberta registered player(s) only.
2. A team may substitute player(s) from an equivalent or lower division as defined by the adult ringette rules.
3. Alternate players must be indicated as such on the score sheet.

C. Double carding will be allowed under the following conditions:

1. A player may play on one Masters team and one Open team only, providing she falls within the age guidelines.
2. When playing in two divisions a player must play at an equitable skill level i.e. Open B=Masters A, Open C=Masters B, Open D=Masters C
3. In any given tournament, a player may play in only one division.

D. Categorization of Teams

1. Open 'A'- Highly Competitive

Teams are comprised mostly of former 'AA' players and highly skilled 'A' players.

- i. Teams who chose players based on skill, make cuts, hold tryouts
- ii. All collegiate teams
- iii. Teams who do not qualify for Open 'B' or Open 'C'

2. Open 'B'- Competitive

Teams are comprised of mostly mid-level 'A' players and high/mid-level 'B' players

- i. Teams that do not make cuts based on skill
- ii. Teams that may register a maximum of 3 players who have been registered at the 'AA' level or higher Ringette or equivalent skill levels in hockey within the past three (3) years.

3. Open 'C' and 'D'- Recreational

Teams that are comprised of mostly mid-low level 'B' players

- i. Teams that do not make cuts based on skill
- ii. Teams may register a maximum of 2 players who have been registered at the 'AA' level or higher in Ringette or equivalent skill levels in hockey within the past five (5) years.

D. Affiliation

Affiliation may occur at one or more playing levels higher than the team that the player is on from a team in the same zone. For example, but not restricted to:

- i. Open 'A' teams may affiliate a player from an Open 'B' or Open 'C' team or from a Belle 'A' or Belle 'B' team.
- ii. Open 'B' teams may affiliate a player from an Open 'C' or Open 'D' team or from a Belle 'B' or Masters 'A' team.
- iii. Open 'C' teams may affiliate a player from an Open 'D' team or a Masters 'B' or 'C' team

See Section C.IV for more information and affiliation rules.

E. Eligibility

Players who have been registered at the 'AA' level or higher in Ringette or equivalent skill levels in hockey within the past five (5) years shall not be eligible to play in these divisions.

**Players with 'AA' experience who move to smaller communities should be given special consideration allowing them to play on a lower level team. These considerations would include playing experience in the past few years as well as the availability of a higher level team.

F. Retreats

Retreats to be allowed based on evidence of being non-competitive provided by the team applying for the retreat and recommended by the Local Association.

G. Underage Players

Underage players may register and play with any team providing they meet the appropriate skill level of that Open team as per the guideline (C.V.D) or at the discretion of the local association. Players who are 18 or 20 years of age as of December 31 of the current playing season may apply to participate in Provincials and sanctioned tournaments if the

player has no other place to play. Underage players must be designated as such on the score sheets and on the Ringette Alberta registration form.

H. Registrations

Adult Ringette Teams will be required to obtain the signature of their Local Association.

I. Procedures

All motions pertaining to Adult Ringette must be approved by the Local Association before being passed on to the Zone Director. All Associations having registered Adult Ringette teams must be informed of these motions prior to the motion being presented at a Ringette Alberta Board Meeting.

VI. MIXED AGE DIVISIONAL TEAMS

A. Age Divisions

1. 13 years and under
2. 17 years and under

B. Registration

1. All teams that register in one of the above specific divisions will have individual player registration fees waived on all FIRST year players. All other players pay registration fees as set out by Ringette Alberta.
2. The membership fee for new associations will be waived for the first two years; therefore, these associations would be registered as Associate Members.

SECTION D - TECHNICAL DEVELOPMENT

I. COACHING DEVELOPMENT

A. Program Overview

Coaching development includes the promotion, planning, organization, and implementation of coaching programs including the National Coaching Certification Program (NCCP) as set out by Ringette Canada and the Coaching Association of Canada.

B. Provincial Learning Facilitator

A Master Learning Facilitator (MLF) is a person who instructs Learning Facilitators at nationally or provincially/territorially recognized Learning Facilitator courses. The MLF provides a link from the coaching program of Ringette Canada to the Learning Facilitator. Attendance at Master Learning Facilitator certification courses is by invitation of the Ringette Canada Coaching Committee.

Duties:

1. Identify the need for Learning Facilitator courses in Alberta and conduct Learning Facilitator certification courses as warranted.
2. Train, update yearly, and evaluate regularly the Learning Facilitators within Alberta.
3. Responsible for the Practical certification for NCCP Level 2 coaches in Alberta according to the approved policies of Ringette Canada.
4. Conduct and/or coordinate Level 3 Technical Coaching Clinics.
5. Review on a yearly basis, the Technical and Practical certification content of the NCCP Community Sport Initiation and Competition Introduction for recommendation to the Coaching Committee.
6. Identify and recommend future Master Learning Facilitators.
7. Assist with the communication to Ringette Alberta on all aspects of the NCCP.

C. Provincial Learning Facilitators

Duties:

1. Be certified at least one level above the NCCP clinic being taught.
2. Attend Learning Facilitator Clinics as necessary to maintain proper certification.
3. Conduct at least one clinic every two years.
4. Act as a representative of Ringette Alberta, observing the fair play code.
5. Ensure the clinic kit and registration forms are returned to the Ringette Alberta office within two (2) days of the clinic.
6. Receive an honorarium and expense allowances as approved by the Treasurer and Technical Director

D. National Coaching Certification Program (NCCP)

The program is a series of courses with the following minimum requirements:

Community Sport Initiation	10 hours	Integrated	
Competition Introduction	17 hours	Integrated	
	Theory	Technical	Practical
Level 3 (Provincial)	35 hours	27-33 hours	External Evaluation

E. Team Staff Development Plan

1. This Team Staff Certification Policy applies to teams that will be attending sanctioned tournaments, Ringette Alberta Provincial Championships, Alberta Winter Games, Canada Winter Games and any Canadian or Western Canadian events where Ringette Canada does not have a policy in place.
2. The deadline for Team Staff (Head Coach, Assistant Coach, Trainer, Manager) certification requirements, excluding Practical Level 2, to be completed is December 15th of the current playing season. Practical Level 2 deadline is January 31st of the current playing season.
3. Managers that will not be on the players bench are not required to be listed on the Official Team Roster, however it is recommended. Managers that are listed on the Official Team Roster must meet the requirements as per SECTION D.I.E.2 above and SECTION C.I.C.7.
4. (See also C.I.C.7.d.) Gender Equity – All Petite, Tween, Junior, and Belle teams require a minimum of 1 female team staff aged 18 or over. Petite, Tween, Junior and Belle teams require a Female Coach **on the Bench**. If Head Coach they must be 18 years of age or older. If Assistant Coach they must be 16 years of age or older. No coach can be playing ON the or FOR THE team in question. Open and Masters' teams are not required to have a female coach.

5. Certification Requirements

For a complete list of coaching certification requirements please access our website under [Coaching Development](#).

F. Managers Certification Program

Each team may list a maximum of one manager on their team registration. This manager must have their Ringette Managers Certification from Ringette Canada.

G. Certified Trainer

Each team may list a maximum of one trainer on their team registration form. This trainer must have valid first aid certification as set by Ringette Canada in order to act as trainer.

II. OFFICIATING DEVELOPMENT

A. Program Overview

Officiating development includes the promotion, planning, organization and implementation of officiating programs including the National Officiating Certification Program (NOCP) as set out by Ringette Canada.

B. Master Officiating Instructor

Duties:

1. Be certified by Ringette Canada.
2. Fulfill the responsibilities set out by Ringette Canada.
3. Receive an honorarium and expense allowances as approved by the Treasurer and Director of Officials.

C. Officiating Instructors

Duties:

1. Be certified at least one level above the NOCP clinic being taught.
2. Must have attended the Officiating Instructors clinic and continue to attend an Officiating Instructors clinic each rule change year.
3. Conduct a minimum of one NOCP clinic every two years.
4. Ensure clinic kit and registration forms are returned to the Ringette Alberta office within two (2) days of the clinic.
5. Receive an honorarium and expense allowances as approved by the Treasurer and Director of Officials.

D. Evaluators

1. Community Evaluator requirements:
 - a. Attendance and successful completion of the NOCP Evaluator Clinic.
 - b. Complete one evaluation under the supervision of a regional evaluator or higher each year.
 - c. Eligible to evaluate up to and including 2A.
2. Regional Evaluator requirements:
 - a. Act as a community evaluator for at least one year.
 - b. Attend and successfully complete the regional evaluator clinic.
 - c. Complete five (5) regional evaluations under the supervision of a provincial evaluator within three (3) years of completing the regional evaluator clinic.
 - d. Submit a written request for advancement to this level to the Director of Officials.
 - e. Eligible to evaluate up to and including 3A.
3. Provincial Evaluator requirements:
 - a. Act as a regional evaluator for at least one year.
 - b. Attend and successfully complete the NOCP Level 4 Officiating Clinic.
 - c. Complete five (5) provincial quality evaluations under the supervision of a provincial evaluator within three (3) years of appointment of provincial evaluator.
 - d. Submit a written request for advancement to this level to the Director of Officials.
 - e. Eligible to evaluate up to and including 4A.

E. Duties of the Zone Referee in Chief

1. Inform the Association Referees in Chief of clinics and developments in the sport.
2. Coordinate Association requests for clinics.
3. Ensure all active officials are registered with the Ringette Alberta office by November 15th of each year. This includes payment of the registration fee of \$15 per returning official.
4. Review the zone lists of officials and certification levels to ensure the information is correct.
5. Recommend candidates to Director of Officials to attend Evaluator Clinics.
6. Coordinate the development of officials throughout the zone through consultation with the Director of Officials and the Association Referees in Chief.
7. Provide written recommendations of officials for the Alberta Winter Games by December 15th and the Provincial Championships by January 15th.
8. Ensure that the Ringette Alberta office receives the Officials Game Report(s) regarding match penalties assessed.

F. Duties of the Association Referee in Chief

1. Inform the Association referees of clinics and developments in the sport.
2. Request officiating clinics to ensure an adequate number of qualified officials within the association.
3. Ensure that registrants for Level 2/3 clinics have been officiating for two seasons to be eligible, unless special permission is granted by the Director of Officials.
4. Secure an Officiating Supervisor for sanctioned tournaments.
5. Ensure all active officials are registered with the Zone Referee in Chief by November 1st of each year.
6. Review the Association list of officials to ensure the information is correct.
7. Recommend candidates to the Zone Referee in Chief to attend Evaluator Clinics.
8. Coordinate the evaluation of officials within the Association.
9. Provide recommendations of officials for the Alberta Winter Games and Alberta Provincial Championships to the Zone Referee in Chief by December 1st.
10. Ensure that the Zone Referee in Chief receives the Officials Game Report(s) regarding match penalties assessed.
11. Ensure that officials understand reporting procedures regarding match penalties.

12. Oversee the assignment of qualified officials to games.

G. Officiating Supervisors for Tournaments

1. Qualified Regional Evaluator.
2. Provide advice, as requested, on the assignment of officials to games.
3. Assist with the assignment of officials to semi-final and final games.
4. Evaluate officials.
5. Serve on a protest and grievance committee, and deal with related problems.
6. Officiate no more than two (2) games per day at the event in which they are supervising.
7. Shall be paid an honorarium by Ringette Alberta of \$10 per evaluation submitted at Level 2C or higher.

H. Evaluation of Officials

8. Level 1 evaluations are sent to the Zone Referee in Chief who makes an annual report to the Ringette Alberta office. The report includes each active official, the recommended level, and the date of their last evaluation.
9. Level 2, 3, or 4 evaluations are sent to the Ringette Alberta office by the Evaluator.

I. Selection of Officials

1. Canadian Ringette Championships (CRCs) and Canada Winter Games - as defined by Ringette Canada
2. Western Canadian Ringette Championships (WCRCs) – appointed by the Director of Officials as per WCRC guidelines
3. Provincial Championships and Alberta Winter Games
 - a. Zone Referees in Chief shall submit names of recommended officials to the Director of Officials by December 15th for Alberta Winter Games and January 15th for Provincial Championships.
 - b. Director of Officials shall select a sufficient number of Officials and an Officiating Supervisor to work each of the designated Provincial Championship Tournaments.
 - c. All efforts shall be made to ensure there is representation from at least three different Alberta zones on each of the selected officiating crews.
 - d. Director of Officials shall contact each of the selected officials to ensure their participation in the assigned Provincial Championship Tournament.
 - e. The assigned Officiating Supervisor shall be responsible for all game assignments and will work with the Director of Officials, Ringette Alberta office and the Host Committee to make travel, accommodation, and meal arrangements.
 - f. The referee honorarium, travel and accommodation expenses will be paid at the rate set on an annual basis by Ringette Alberta.

III. PROVINCIAL REPRESENTATIVE TEAM PROGRAMS

A. Participation in Canadian Ringette Championships and Western Canadian Ringette Championships.

1. Winning Provincial Teams participating in the CRCs and WCRCs may pick-up players to a maximum of eighteen (18). Any player picked up shall have registered on a Ringette Alberta team within the current playing season and be of the appropriate age.
2. Registration forms for the CRCs are to be completed and forwarded to the Ringette Alberta office for approval before submission to Ringette Canada. Ringette Alberta will be responsible for forwarding the forms to Ringette Canada.
3. Travel subsidy for teams attending CRCs and WCRCs will be based on fulfilling the required commitment to Ringette Alberta fundraising ventures.

B. Provincial Teams

The selection process for team staff and players will follow the selection process outlined in the CWG four year plan as determined by the Director of Special Programs.

IV. DISCIPLINARY POLICY

A. Purpose

Sets suspension procedures for handling the lengths of suspensions and appeal procedures for acts described under the section Misconduct Penalties and Match Penalties of the Official Rules of Ringette in a timely manner.

B. Jurisdiction

1. Suspensions will be set by Ringette Alberta for any Misconduct and/or Match penalties assessed to a player or team staff member that is registered with Ringette Alberta (further known as the participant) which occur in any exhibition, league, tournament or provincial championship game.
2. Tournament Disciplinary Committees will use this policy to govern suspensions for the duration of the tournament; however, Ringette Alberta will take into account any such suspension already served and issue further suspensions, if necessary.
3. Further suspensions or disciplinary hearings are at the discretion of the home association in which the individual is registered.

C. Policy

1. A participant shall be suspended for specified acts described under the section Misconduct Penalties or Match Penalties of the Official Rules of Ringette. In all cases, the minimum Ringette Canada suspension of one game, in addition to the game ejection, shall be served and may not be appealed.
2. In addition, a Ringette Alberta suspension shall be served as recommended in G - Length of Ringette Alberta Suspensions, based on the severity of the action. This suspension may be appealed as described under Section F.IV.B.
3. A suspension may be issued for acts described in a written complaint as described under F – Complaints.
4. Additional Match Penalties within two (2) calendar years from the date of a prior incident resulting in a Ringette Alberta suspension shall result in a Hearing of the Appeals Committee to determine the length of the suspension.
5. Games served under suspension must be league, sanctioned tournaments including mini games, playoff, Provincial championships including mini games, or prescheduled games. Prescheduled games are defined as games that were scheduled prior to the game in which the Misconduct Penalty and/or Match Penalty was assessed.
6. Participants who have been suspended may not participate in any games, whether the game counts towards their suspension or not, until their suspension has been fully served.
7. Participants who have been suspended are not allowed in the playing areas of the arena, including but not limited to the dressing room, players bench or timekeeper's bench.
8. Suspensions not completely served in one season carry over to the following season(s) until fully served.

D. Procedures

1. Games in Alberta
 - a. For each Misconduct Penalty or Match Penalty that is assessed in any game, exhibition, league, sanctioned tournament or Provincial Championship, the official shall complete an Officials Game Report at the completion of the game.
 - b. The complete Officials Game Report will be distributed as follows:
 - i. Original Copy – to be forwarded, along with a copy of the game sheet, to the Ringette Alberta office by 12:00 PM the second (2nd) business day following the completion of the game.
 - ii. 2nd Copy – to be retained by the official for their reference
 - iii. 3rd Copy – to be given to a team staff member of the offending team
 - c. If the game takes place in an exhibition or league game it is the responsibility of the official to forward the report to Ringette Alberta. If the game takes place in a sanctioned tournament or Provincial Championship it is the responsibility of the event coordinator to forward the report to Ringette Alberta.
 - d. Failure to notify Ringette Alberta will result in a \$50.00 fine to the association with which the official is registered or that hosted the event.
 - e. Upon receipt of notification of a Misconduct Penalty or Match Penalty the Ringette Alberta office will:
 - i. Record the particulars of the incident
 - ii. Forward an email to the Zone Director and Zone Referee-in-Chief in which the participant is registered.
2. Games Out of Province
 - a. A copy of the game sheet and Officials Game Report(s) shall be forwarded to the Ringette Alberta office by a team staff member of the offending team within 24 hours of their return to Alberta.
 - b. If any game suspensions have been served while out of province, copies of these game sheets should also be forwarded at this time.
 - c. Failure to notify Ringette Alberta will result in a \$50.00 fine to the association with which that participant is a registered member.
 - d. Upon receipt of notification of a Misconduct Penalty or Match Penalty the Ringette Alberta office will:
 - i. Record the particulars of the incident
 - ii. Forward an email to the team contact of the participant informing them of the number of games that the participant is required to serve.
 - iii. Forward an email to the Zone Director and Zone Referee-in-Chief in which the participant is registered.
 - e. Following the game in which a Match Penalty was assessed, the participant shall immediately sit out the Ringette Canada suspension of one game, as described in Section D.V.C.1. The participant shall then sit out

the number of games indicated on the Officials Game Report unless the Ringette Alberta office has received an appeal.

- f. For each game that a participant is suspended the participant's name must appear on the game sheet with the words 'SUSPENDED – GAME # X' appearing following the name.
- g. Once all games have been served copies of all game sheets will be forwarded to the Zone Director of the zone in which the participant is registered. The Zone Director will forward the game sheets to the Ringette Alberta office so that it can be recorded that the suspension has been served.

E. Appealing Suspensions

1. All appeals of suspensions will be governed by Section F – APPEALS.

F. Complaints

1. A written complaint of an incident involving an intent to injure or verbal abuse of officials which was not observed and reported by an on-ice official may be reported to Ringette Alberta for investigation.
2. Such a report must be submitted within seven (7) business days from the date in which the incident occurred. The report must be signed by the Zone Director of the individual submitting the complaint.
3. Such a report shall include:
 - a. Videotape of the incident and/or,
 - b. Two (2) written statements from witnesses who have no association (i.e. participating family members) with either team.
4. Within five (5) working days of the receipt of the complaining, the Director of Officials (or designate) shall seek a written report from the on-ice officials and other affected individuals.
5. Within a further five (5) working days, the investigation shall be completed and the Directory of Officials (or designate) shall consult with the Vice-President, as chair of the Appeals Committee to determine if a hearing is required.
6. If a hearing is required, the Appeals Committee shall meet within five (5) working days of that decision.

G. Length of Ringette Alberta Suspensions

1. One (1) game for any Misconduct Penalty
2. Two (2) games for the following actions:
 - a. Hair Pulling
 - b. Face Masking
 - c. Head Butting
 - d. Participating in a fight
 - e. Excessive verbal abuse of an on-ice official by a player
3. Three (3) games for the following actions:
 - a. Spearing
 - b. Butt ending
 - c. Stick Swinging
 - d. Kicking
 - e. Intent to injure (for actions not already specified)
 - f. Instigating a fight
 - g. Excessive verbal abuse of an on-ice official by a team staff member
 - h. Minimal physical abuse of an on-ice official by a player.
4. Four (4) games for the following actions:
 - a. Minimal physical abuse of an on-ice official by a team staff member
5. Five (5) games for the following actions:
 - a. Moderate physical abuse of an on-ice official
 - b. Exiting the penalty box prior to the completion of a penalty to become involved in an altercation
6. Ten (10) games for the following actions:
 - a. Excessive physical abuse of an on-ice official
 - b. Threat of physical violence against an on-ice official
7. As determined by the Appeals Committee when convened as outlined in Section F – Appeals Policy IV, Process B.

NOTE:

Minimal physical abuse= touch/brush

Moderate physical abuse = push

Excessive Physical abuse = punch, attempt to punch, push causing a fall

V. RINGETTE RULES DEVELOPMENT

- A. The Ringette Canada Rule Change Suggestion Form is available from the Ringette Alberta office. Submissions for the next rule change year must be received prior to the AGM at the end of the rule change year and be submitted as either 'Editorial' or 'Playing Rule' suggestions.
- B. The Ringette Alberta membership will vote on these proposed rules at the AGM at the end of the rule change year. Submissions must be endorsed by Ringette Alberta as per the Ringette Canada Policy.
- C. The proposed rule changes, as endorsed by Ringette Alberta through a $\frac{2}{3}$ majority vote, will be submitted to Ringette Canada prior to September 1st, following the rule change year.
- D. Changes to the Official Rules of Ringette will occur every three years. Proposals for changes will be accepted by Ringette Canada prior to September 1st, following each rule change year for the next rule change year. All proposals for changes to the 'Official Rules of Ringette' must be submitted on the Ringette Canada Rule Change Suggestion Form (RC Policy Manual).
- E. Ringette Canada will return the complete rule change submission package to Ringette Alberta. Prior to November 30th, following the rule change year, the Ringette Alberta membership will be given an opportunity to vote and comment on the proposed rule changes as submitted by the Ringette Canada membership via two (2) open forums held in the North and South. The forums will be open to all membership including coaches, players and officials. Ringette Alberta will submit its vote on each of the proposed rule changes to Ringette Canada prior to December 15th, following the rule change year.

SECTION E - COMPETITIONS

I. PROVINCIAL CHAMPIONSHIP TOURNAMENTS

A. General

1. Only teams of Group Member Associations may participate in Provincial Championship Tournaments. Group Member Associations must be registered with Ringette Alberta by December 1st of the current playing season. ALL PLAYERS MUST BE REGISTERED WITH RINGETTE ALBERTA.
2. The deadline for registered teams to declare to the Ringette Alberta office their intent to participate in Provincial Championships is January 31st.
3. A team comprised of selected players from within a Zone may participate in Provincial Championship Tournaments.
4. Each association that hosts a Provincial Championship Tournament must establish a local Tournament Committee and name a chairperson to work in conjunction with the Competitions Committee to stage the Tournament according to the policies of Ringette Alberta.
5. The Ringette Alberta Chair of the Officials Sub-Committee or designate will assign and schedule the referees for each Provincial Championship Tournament. Any referee with a conflict of interest shall not be eligible to officiate in the Provincial Championship in which the conflict occurs. The Chair of the Officials Sub-Committee will decide if there is a conflict of interest. Remuneration for officials will be ~~\$17.00~~ **\$20.00** for Tween and under divisions and ~~\$20.00~~ **\$26.50** for Junior and up **at the A, B, C, and D Provincial Championship Tournaments. Remuneration for officials will be \$18.00 for Tween and under divisions and \$24.00 for Junior and up at the AA Provincial Championship Tournament.** Officials will receive ~~\$5~~ **\$6.00** for each mini-game. Officials will also be given a daily meal per diem (dependent on location) and reimbursement for approved travel only.
6. Teams participating in Provincial Championship Tournaments are responsible for their travel, meals, and accommodation expenses.
7. Applications to host Provincial Championship Tournaments are to be submitted to Ringette Alberta no later than November 15th of the current year. Where possible, final selection of Provincial Championship Tournament hosts will be declared shortly following this deadline.
8. For the purpose of Provincial Championship Tournaments, where possible the following groups will be played on the same weekend. The groups are:
 - a. all AA first weekend regardless of when Nationals or Westerns are
 - b. Belle A, Junior A second weekend
 - c. Petite B and Petite A not before the third weekend
 - d. Petite B and Petite C
 - e. Tween A and Tween BB
 - f. Open A, Belle B, Tween B
 - g. Petite A, Junior B and Junior BB
 - h. Masters, Open B & C

The Provincial Championship Tournament dates for each year will be determined at the AGM for the upcoming season.
9. Ringette Alberta game sheets, supplied by Ringette Alberta, will be used. A copy of the game sheet will be distributed by a representative at the control desk following the completion of the game. Distribution will be as follows; one copy to the home team, one copy to the visiting team and one copy to the Ringette Alberta office upon completion of the Provincial Championship Tournament.
10. Ringette Alberta will supply 18 team medallions in gold, silver and bronze for each division. In divisions with only 3 teams competing, gold and silver only will be awarded. In divisions with only 2 teams competing, only gold medallions will be awarded.
11. Ringette Alberta will send the appropriate team registration fees, collected for Provincial Championship Tournaments, to the host association.
12. Gate Admission shall not be charged.
13. The host association may sell souvenirs at the Tournament and retain any profit from these sales.
14. The responsibilities of the host association are to:
 - a. Ensure adequate first aid facilities are available and accessible and that paramedical personnel are accessible and notified of the event. It is strongly encouraged that paramedical personnel are in attendance.
 - b. Reserve adequate ice time. The ice schedule must be submitted to Ringette Alberta no later than December 31st of that ringette season for scheduling. The Ringette Alberta Director of Competitions will complete the schedule for games.
 - c. Designate team dressing rooms.
 - d. Ensure officials dressing room is available.
 - e. Ensure that a food and beverage concession is available and open at all hours of tournament operation.
 - f. Nominate a member of the host association to act as chairperson to work with the Competitions Committee or the Ringette Alberta office.
 - g. Ensure a meeting room is available for use by the Protest and Grievance Committee.
 - h. Arrange for timekeepers, scorekeepers, arena managers and all other required support staff.
 - i. Supply rings for all tournament games (new rings must be available at the start of the tournament).
 - j. Provide information on suitable accommodation (hotel/motel) for teams that will be required to stay overnight. Must contact teams a MINIMUM of ten (10) days PRIOR to the tournament.

- k. Organize opening ceremony if possible.
 - l. Liaise with the Director of Marketing on media relations strategy and activities promoting all Provincial Championships.
 - m. Arrange printing of Tournament Program which must acknowledge assistance from Ringette Alberta in the contents (Ringette Alberta will provide outside program covers).
 - n. Ensure there will be no other tournaments for ringette scheduled by the host association occurring at the same time as Provincials.
15. Ringette Alberta will sanction separate male provincial championships when warranted.

B. Provincial Championship Tournament Rules

1. All Provincial Championship Tournaments will be played under the Official Rules of Ringette. Any departure from these rules must be approved by the Provincial Championship Planning Committee and Ringette Alberta.
2. Team Staff
 - a. All team staff members who will be on the players bench at Provincials must register according to Section C-I and must meet the minimum certification requirements as per the Coaching Development Plan in Section D-I.E-G. Only the certified team staff declared on the sign-in sheets may be permitted to coach during Provincial Championship Tournament games. Ineligible team staff are not permitted to influence team decisions.
 - b. A member of the team staff cannot be listed on the official game report as a player on that team with the exception that at the Open 'AA', and Open 'A' level, the second team staff member (Assistant Coach, Manager or Trainer) meeting the minimum certification requirements may be listed both as a player and as team staff. At the Open 'B', 'C', 'D' and Masters 'A', 'B', 'C' level any player may also be listed as a team staff member.
 - c. The Manager must have successfully completed the Manager's Certification Program prescribed by Ringette Canada. Only one Manager per team will be permitted on the team registration form and be on the players bench.
 - d. The Trainer must have valid first aid certification that meets the standards as set by Ringette Canada. Only one Trainer per team will be permitted on the team registration form and be on the players bench.
3. Period Length
 - a. For the Petite and Tween divisions, at the A, BB, B and C Provincial Championship Tournaments, periods will be eighteen (18) minutes in length.
 - b. For the Petite and Tween divisions at the AA Provincial Championship Tournaments, periods will be fifteen (15) minutes in length.
 - c. For the Junior and above divisions, at the A, B and C Provincial Championship Tournaments, periods will be twenty-three (23) minutes in length.
 - d. For the Junior and above divisions, at the AA Provincial Championship Tournaments, periods will be twenty (20) minutes in length.
4. If any team accumulates more than 30 minutes in penalties in any one game during the Provincial Championship Tournament, the head coach or acting coach from that game shall be suspended for its next full length game.
5. If a team has an ineligible player playing in a game the game score will be recorded as a 0-6 loss for the penalized team.
6. If a misconduct penalty is assessed against a person, they will be ejected from that game. If a match penalty is assessed against a person, then they will be suspended from the next full length game in the tournament. In either case, the Protest and Grievance Committee will assess the circumstances of the penalty and may impose further suspensions on the person.

NOTE: Players and team staff may not participate in any other tournament games until their suspension has been fully served.
7. Game sheets must be completed and signed at the control desk by the coach or manager a minimum of twenty (20) minutes prior to game time. Teams will indicate the starting goaltender (G), alternate goaltender(s) (AG), captains (C) and assistant captains (A) on the game sheet.
8. All uniform numbers will coincide with the game sheet. Each player shall have an individual number and there shall be no duplicating of numbers on any team. It is suggested that each player have their number on the right front of their uniform as well to facilitate officials calling the game.
9. Teams must be ready to go on the ice ten (10) minutes before game time. Teams not iced within two (2) minutes of the referee's whistle being blown to start the game will forfeit the game. The game will be played as exhibition. The score, credited to the team that has been given the win, will be recorded as 7-0.
10. There will be a three (3) minute warm-up and a one (1) minute break between periods.
11. When the reference is made to the home team it will be the first team listed on the schedule.
12. In case of conflict in uniform colors, the visiting team will be required to change uniforms.
13. Alternate goalkeepers may be warmed up between periods in the end their team will defend for the second period. They may use one skater and two rings for the purposes of warm-up. There will be no time outs permitted to warm up an alternate goaltender except in the case of an injury to the starting goaltender in which case the Official Rules of Ringette will be followed.

C. Team Protocol

1. Shaking Hands

At the end of each game, teams should line up on their respective blue lines and then proceed to shake hands at center ice. Coaches and managers may also join the line.
2. Receiving Trophies and Medallions
 - a. One or two players should be designated to receive the trophy on behalf of the team.
 - b. The announcer will call each player's name, plus call team officials to center ice to receive medallions or plaques. The player should skate to the presenter(s) of the awards when called, shake hands, receive the award and return to the team formation.

- c. Only team members, coaches, managers, and trainers listed on the game sheet will receive awards to a maximum of 18. If extra medals are needed, they may be purchased from the office. Engraving is to be paid for by the team requesting the medals.

D. Protest and Grievance

1. Ringette Alberta will appoint a Protest and Grievance Committee for each of the Provincial Championship Tournaments. This committee will consist of a Representative from the Competitions Committee (or designate), a Representative from the Officials Sub-Committee (or designate) and the Chairperson of the Host Association.
2. At least one member of the committee shall be present at the arena at all times. All members should be readily available to meet and decide upon any protest or grievance within thirty (30) minutes of submission.
3. The Committee will consider all appeals, protests and grievances related to any aspect of the Provincial Championship Tournament. They will not consider an appeal based upon a referee's judgment call.
4. Protests will only be entertained from a registered team staff member.
5. All protests must be submitted in writing to any member of the Protest and Grievance Committee within thirty (30) minutes of completion of round robin and semi-final games or forty-five (45) minutes of completion of medal round game leading to the protest.
6. All protests must be accompanied by a \$200.00 deposit. This deposit will be refunded only if the protest is upheld.
7. The Protest and Grievance Committee's decision is final and no further appeals will be entertained.

E. Points

1. Points for the games played in the round robin series will be awarded as follows:
 - a. 2 points for a win
 - b. In overtime: ('A', 'BB', 'B' & 'C' only)
 - i. 2 points for winning team
 - ii. 1 point for losing team
 - c. 0 points for a loss in regulation time
2. In semi-final or final games, home will be the team:
 - a. With the most points
 - b. With the least goals against in all round robin games
 - c. From Pool A

F. 'AA' Championship Tournament

1. Every team registered as a 'AA' team will be eligible to participate in the Provincial 'AA' Championship Tournament up to a maximum of nine (9) teams. In the event that there are more than nine (9) teams registered in any age category in a particular season of play:
 - a. at least one (1) team from each zone shall have priority
 - b. next, a second team from the host Association shall have priority
 - c. finally, from the two or more teams otherwise eligible to participate, the remainder to fill out the maximum of nine (9) shall be selected as soon as reasonably possible after December 15th in the year in question by a draw conducted at random by the Technical Director.
2. In the event any registered 'AA' team becomes ineligible to participate in Provincials, players from such team(s) should be picked up through a draft by teams, which are eligible, with the order of drafting to be established by random draw.
3. The Provincial 'AA' Championship Tournament will be held for all 'AA' age divisions on the same weekend whenever possible. In addition, when possible, the Tournament should be completed a minimum of four (4) weeks prior to the commencement of the Canadian Ringette Championships.
4. The Provincial Championship Tournament will be scheduled on Friday, Saturday, and Sunday of the assigned weekend, with no round robin games scheduled on Sunday.
5. The shot clock will be used for the Petite and above age divisions.
6. As per section C.IV teams with affiliate players registered are not eligible to pick up players. Teams qualifying for the Provincial Championship Tournament may pick-up players to replace registered players who are unable to play because of illness or injury:
 - a. If they have less than eleven (11) registered players available to play because of said illness or injury.
 - b. The injured player may not play throughout the Provincial Championship Tournament.
 - c. A doctor's certificate verifying the illness/injury must be presented to representative from the Competitions Committee or designate, prior to the start of the Provincial Championship Tournament.
 - d. Teams that have two goaltenders registered and who lose one of their goaltenders due to a legitimate injury may pick up a goaltender. The goaltender that is picked up is allowed to dress and be on the bench; however may only play in the event of an injury to the registered goaltender.
 - e. Teams that do not have an alternate or affiliate goaltender registered with their team and which lose their goaltender due to illness or injury may pick up a goaltender.
 - f. Pick-up players must come from teams registered in the same age division and within the same Zone.
 - g. The Host Committee must be advised of these player changes.
7. In each age division a round robin series will be played to determine the two teams to participate in the championship game. In an age division or pool with:
 - a. Two (2) teams, there shall be a best of three game playoff.
 - b. Three (3) teams, a double round robin series will be played.
 - c. Four (4) to seven (7) teams, a single round robin series will be played.
 - d. Eight (8) or nine (9) teams, the division will be divided into an A and B pool for round robin play.
8. Each game will be played until a winner is declared. In the event that a game is tied after regulation time:
 - a. Sudden victory overtime will be played until the first goal is scored.

- b. Each overtime period for the Petite and Tween AA's will be fifteen (15) minutes stop time and Junior 'AA' and older will play twenty (20) minute stop time duration.
 - c. Successive overtime periods will be played until a winner is declared.
 - d. The possession of the ring for the opening free pass for the first overtime period will be decided by the referee's toss of a coin.
 - e. The team winning the toss will get possession of the ring for the free pass and the other team will get choice of end for the first overtime period.
 - f. If more than one overtime period is required, the opening free pass will alternate between the teams and the teams will alternate ends.
9. For age divisions with up to seven (7) teams, the two teams with the most points will play in the championship (gold medal) game and the third (3rd) and fourth (4th) place teams will play in the bronze medal game.
 10. For age divisions with eight (8) or nine (9) teams, the two teams in each pool with the most points will advance to the semi-finals. First (1st) place pool A versus second (2nd) place pool B and second (2nd) place pool A versus first (1st) place pool B. Winners will advance to the gold medal game and defeated teams to the bronze medal game.
 11. If a team defaults a game, the team is disqualified from competition with the right of appeal to the Protest and Grievance Committee. The score, credited to the team which has been given the win, will be recorded as 7-0.
 12. In the event that after round robin play teams are tied for a position which entitles a team to participate in any of the championship games (gold, bronze or semi-final games), the following rules will apply:
 - a. In all cases, the maximum difference, (spread) between goals for and against in each game is seven (7). This is the 'Official Score'
 - b. These steps shall be followed in sequence until the tied teams have been ranked in order in the standings. Once one team has been ranked, the procedure reverts back to (i).
 - i. The winner of more game(s) between each other during the round robin will be declared the highest position.
 - ii. If still tied, the team having the greatest positive difference between goals for and against in games between the tied teams in the round robin will be declared the highest position.
 - iii. If still tied, the team having the least total goals against in games between the tied teams during the round robin will be declared the highest position.
 - iv. If still tied, the team having the greatest positive difference between goals for and against in all games during the round robin will be declared the highest position.
 - v. If still tied, the tied team with the least total goals against in all games during the round robin will be declared the highest position.
 - vi. If still tied, a coin toss will be used to break the tie.
 - c. Once tied teams have been ranked, from highest to lowest, then ten (10) minute mini game(s), starting with the two (2) lowest ranked teams, will be played to determine the team(s) which advance(s) to either the gold medal, bronze medal or semi-final games.
 - d. If three (3) or more teams are tied for first place in the round robin, then the team ranked first shall advance to the gold medal game (in non-pool structure) or the semi final game (in a pool structure) and the mini game procedure shall be applied to the remaining tied teams to select the other team(s) that will advance to the gold medal, bronze medal or semi-final game.
 - e. If three or more teams are tied for the two positions in a bronze medal game, then the team ranked first (1st) shall advance to the bronze medal game and the mini game procedure would be applied to determine the other team that will advance to the bronze medal game.

An example if five teams tied for first (1st) place in the round robin, the following would occur:

 - i. The team ranked #5 would play the team ranked #4 in a mini game. The winner moves on to play the #3 ranked team and the loser would be eliminated.
 - ii. The winner of the second game above goes on to play the team ranked #2 in a mini game.
 - iii. The winner of the game referred to in (ii) would go on to play in the gold medal game (or in the case of a pool, the semi-final game) and the loser would go to the bronze medal game (or in the case of a pool, be eliminated).
 13. Procedures for mini games will be as follows:
 - a. There will be an interval of fifteen (15) minutes between mini games.
 - b. Each mini game will be ten (10) minutes fully played stop time.
 - c. The higher ranked team will be designated as the home team and will be awarded the free pass and choice of ends to start the mini game.
 - d. There will be a three(3) minute warm-up prior to each mini game.
 - e. Ice floods are at the discretion of the tournament committee.
 - f. Each team will be permitted one (30 second) time out per mini game.
 - g. If overtime is required, each overtime period will be ten (10) minutes stop time sudden victory. Free pass and choice of end for each overtime period will be as outlined under game tie breaking procedures.
 14. For a team to be declared the Provincial Champion in age divisions with seven (7) or less teams the team must have a record of at least two (2) wins against the team played in the championship game, excluding mini-games. In the event that the team winning the scheduled championship game does not have a record of two wins against the team it has played in the scheduled championship game, an additional game will be played to decide the Provincial Champion. The team forcing the additional game will be declared the Home team for the additional championship game.

G. 'A', 'BB', 'B', 'C' Championship Tournaments

1. ~~A maximum of twelve (12) teams, one from each zone, a team from the host association, plus three wildcard positions may participate for each of the Petite, Tween and Junior Divisions. Where there are:~~
 - a. ~~Less than 12 eligible teams in a division, there will be a maximum of 9 teams at Provincials~~
 - b. ~~12 – 14 eligible teams in a division, there will be a maximum of 10 teams at Provincials~~
 - e. ~~15 or more teams in a division, there will be a maximum of 12 teams at Provincials~~
2. A maximum of nine (9) teams, one from each zone, plus a team from the host association, may participate in the applicable Provincial Championship Tournaments that are held for each of the **Petite, Tween, Junior, Belle, Open, and Masters** divisions.
3. If some zones do not field a team, these spots will be filled on a wildcard basis.
 - a. Wildcard teams will be drawn to a maximum of eight (8) teams, in the **Petite, Tween, Junior, Belle, Open and Masters** divisions. ~~Where applicable, wildcard teams will be drawn to a maximum of twelve (12) teams in the Petite, Tween and Junior divisions.~~
 - b. Zones have until February 10th of each year to determine if their zone will accept or deny any Wildcard positions that have been drawn.
 - e. In divisions with less than 10 teams, each zone will be allowed a maximum of two (2) teams to compete at a Provincial Championship Tournament unless there are no teams from other zones able to participate. ~~In divisions with 10 or more teams, each zone will be allowed a maximum of three (3) teams to compete at a Provincial Championship Tournament unless there are no teams from other zones able to participate.~~
4. Where possible, the Provincial Championship Tournaments will be played in the blocks as indicated in Section E-I.A.9.
5. Provincial Championships are to be scheduled on Friday, Saturday, and Sunday of the assigned weekend. No round robin games will be scheduled on Sunday.
6. The shot clock will be used for all Provincial Championships excluding Open ~~B, C, D~~ and Masters.
7. Zone entries to these Provincial Championship Tournaments must be identified a minimum of ten (10) days prior to the commencement of the appropriate Provincial Tournament. Zones that do not declare a Zone Champion or wildcard team ten (10) days in advance shall incur a fine of \$175.00. The team shall still be eligible if declared late.
8. As per section C-IV, teams with affiliate players registered are not eligible to pick up players for Provincial Championship Tournaments. Teams qualifying for these Provincial Championship Tournaments may pick up players to replace registered players who are unable to play because of illness or injury:
 - a. If they have less than eleven (11) registered players available to play at the time of the Provincials because of said illness or injury.
 - b. The injured/ill player may not play throughout the Provincial Championship Tournament.
 - c. A doctor's certificate verifying the illness/injury must be presented to the Director of Competitions or designate prior to the start of the Provincial Championship Tournament. A team replacing a player due to illness or injury may not pick up a player with an experience level that changes the team's status to a higher level.
 - d. Teams that have two goaltenders registered and who lose one of their goaltenders due to a legitimate injury may pick up a goaltender. The goaltender that is picked up is allowed to dress and be on the bench, however they may only play in the event of an injury to the registered goaltender.
 - e. Teams who do not have an alternate or affiliate goaltender registered and who lose their goaltender due to illness or injury may pick up a goaltender from a lower level.

In instances where a team has less than eleven (11) registered players as of January 31st, they may pick up a maximum of two (2) players to increase their team roster to a maximum of eleven (11) players. In all cases:

 - a. Players must come from teams defeated in their age division during Zone playoffs
 - b. Players cannot be picked up from higher level teams (e.g. An 'A' player for a 'B' team).
 - c. If there are no teams to defeat in their age division during Zone playoffs, teams going to the Provincial Championship Tournament may pick up players from a lower age division.

Examples:

 - i. Team A has nine (9) registered players - they may pick up two (2) players for the Provincial Championship Tournament.
 - ii. Team B has nine (9) registered players with two (2) injured - they may pick up four (4) players – two (2) for injuries and two (2) to reach a maximum of eleven (11).
 - iii. Team C has twelve (12) registered players with two (2) injured - they may pick up one (1) player.
 - iv. Team D has thirteen (13) registered players and one (1) goaltender. The goaltender is injured/ill and has a doctor's certificate – they may pick up one (1) goaltender.
9. In each age division, a round robin series will be played to determine the two teams to participate in the championship game. In an age division or pool with:
 - a. Two (2) teams, there shall be a best of three game playoff.
 - b. Three (3) teams, a double round robin series will be played.
 - c. Five (5) or six (6) teams, a single round robin series will be played.
 - d. Seven (7) teams, a modified round robin format where each team plays four (4) games.
 - e. In an age division with eight (8) - ten (10) teams, the division will be divided into an A and B pool for round robin play.
 - f. ~~In an age division with twelve (12) teams, the division will be divided into an A, B, and C pool for round robin play.~~
 - g. Ringette Alberta staff will do a random draw to determine game participants for the round robin.
10. In the event that a round robin game is tied after regulation time:
 - a. A five (5) minute sudden victory overtime will be played.
 - i. The possession of the ring for the opening free pass for the overtime period will be decided by a referee toss of a coin. The home team will call the coin toss.

- ii. The team winning the toss will get possession of the ring for the free pass and the other team will get choice of ends for the overtime period.
 - b. In the event that the teams are still tied after the overtime period, then each team that tie in regulation (but lose in overtime) will be awarded one point and two points to teams that win in overtime.
11. For age divisions with up to six (6) teams, the two (2) teams with the most points will play in the championship game and the third (3rd) and fourth (4th) place teams will play in the bronze medal game.
12. For age divisions with seven (7) teams, standings are determined:
 - a. Semi-finals will be first (1st) place versus fourth (4th) place and second (2nd) place versus third (3rd) place.
 - b. Winners will advance to the gold medal game and defeated teams to the bronze medal game.
13. For age divisions with eight (8) – ten (10) teams, the two (2) teams in each pool with the most points will advance to the semi-finals. First (1st) place pool A versus second (2nd) place pool B and second (2nd) place pool A versus first (1st) place pool B. Winners will advance to the gold medal game and defeated teams to the bronze medal game.
- ~~14. For age divisions with twelve (12) teams, the team in each pool with the most points will advance to the semi-finals. The fourth (4th) team will be determined by using the round robin standings (and the tie breaker rules if required) to find the team with the most points that did not finish first (1st) in its pool. Once these four (4) teams have been determined, the four (4) teams will be ranked, using the round robin standings (and the tiebreaker rules if required). Semi-finals will be first (1st) place versus fourth (4th) place and second (2nd) place versus third (3rd) place. Winners will advance to the Gold medal game and defeated teams to the Bronze medal game.~~
15. If a team defaults a game, the team is disqualified from competition with the right of appeal to the Protest and Grievance Committee. The score, credited to the team which has been given the win, will be recorded as 7-0.
16. In the event that after round robin play teams are tied for a position which entitles a team to participate in any of the championship games (gold, bronze or semi-final games), the following rules will apply:
 - a. In all cases, the maximum difference (spread), between goals for and against in each game is seven (7). This is the 'Official Score'.
 - b. These steps shall be followed in sequence until the tied teams have been ranked in order in the standings. Once one team has been ranked, the procedure reverts back to (i).
 - i. The winner of more game(s) between each other during the round robin will be declared the highest position.
 - ii. If still tied, the team having the greatest positive difference between goals for and against in games between the tied teams in the round robin will be declared the highest position.
 - iii. If still tied, the team having the least total goals against in games between the tied teams during the round robin will be declared the highest position.
 - iv. If still tied, the team having the greatest positive difference between goals for and against in all games during the round robin will be declared the highest position.
 - v. If still tied, the tied team with the least total goals against in all games during the round robin will be declared the highest position.
 - vi. If still tied, the team having the highest ratio of goals for divided by the sum of goals for plus goals against in all games during the round robin will be declared the highest position.
 - vii. If still tied, a coin toss will be used to break the tie.
 - c. Once tied teams have been ranked, from highest to lowest, then ten (10) minute mini game(s), starting with the two (2) lowest ranked teams, will be played to determine the team(s) who advance(s) to either the gold medal, bronze medal or semi-final games.
 - d. If three (3) or more teams are tied for first place in the round robin, then the team ranked first (1st) shall advance to the gold medal game (in non-pool structure) or the semi-final game (in a pool structure) and the mini game procedure shall be applied to the remaining tied teams to select the other team(s) that will advance to the gold medal, bronze medal or semi-final game.
 - e. If three (3) or more teams are tied for the two (2) positions in a bronze medal game, then the team ranked first (1st) shall advance to the bronze medal game and the mini game procedure would be applied to determine the other team that will advance to the bronze medal game.
17. Procedures for mini games will be as follows:
 - a. There will be an interval of fifteen (15) minutes between mini games.
 - b. Each mini game will be ten (10) minutes fully played stop time.
 - c. The higher ranked team will be designated as the home team and will be awarded the free pass and choice of ends to start the mini game.
 - d. There will be a three (3) minute warm-up prior to each mini game.
 - e. Ice floods are at the discretion of the tournament committee.
 - f. Each team will be permitted one (30 second) time out per mini game.
 - g. If overtime is required, one overtime period of ten (10) minutes stop time sudden victory will be played. Free pass and choice of end for each overtime period will be outlined under game tie breaking procedures.
 - h. If still tied after 10 minute overtime period a tie will be broken using a shoot out identical to the A, B, BB and C level Provincials semi-final and final games format. (E.I.G.18)
18. In the event that a semi-final or final game is tied at the end of regulation time, a maximum of two (2), five (5) minute sudden victory overtime periods will be played. Free pass and choice of end for each overtime period will be outlined under game tie breaking procedures. If more than one overtime period is required, the opening free pass will alternate between the teams and the teams will alternate ends. If still tied the game will be decided by a shoot-out. The procedure for the shoot out is as follows...
 - a. The selection of shooters will occur at the start of the shoot out within the two (2) minute time limit at the end of the overtime period.
 - b. The coaches will be required to fill in a form that will identify the shooters they have chosen.

- c. They will pick 5 shooters from all players listed for their team on the game sheet for that game. They will also pick 2 additional shooters to be used only in the event of an injury to any of the first 5 shooters. Ejected or suspended players are not eligible.
- d. Home team will shoot first.
- e. The five (5) players from each team will alternate shots until each shooter has shot.
- f. If the teams are still tied after this shoot out then a sudden victory shoot out will occur. The same five (5) players will again alternate shots and when one team scores and the other doesn't, the game will be deemed over. Further rules concerning the 'shoot out' will be explained by the on-ice Officials.

II. **PARTICIPATION IN THE ALBERTA WINTER GAMES**

Participation in Alberta Winter Games (AWG) will be in the Junior age grouping and in agreement with the Alberta Winter Games Rules Committee and Ringette Alberta.

- A. No players shall be younger than twelve (12) or older than fifteen (15) years as of December 31st of the season during which the AWG are played.
- B. If a team is unable to field enough players to make a team, the zone will be allowed to fill up to four (4) players from an adjacent zone (to a maximum team size of 12), if required. All pick ups to be approved by the Provincial Sport Advisor. If a zone cannot field a team with these conditions, the fill team will be determined by:
 - 1. The first opportunity to fill in one team is provided to the Host Community if a team is not already representing the Host Community.
 - 2. The second opportunity to fill in one team is provided to the Host Zone.
 - 3. The third opportunity to fill remaining team(s) is determined by a wildcard selection of teams that have participated in their respective Zone playoff. The format is to be the same as that used for Provincial Championship Tournaments.
- C. Eligible players must be registered with Ringette Alberta as either an 'A' or 'B' team during the AWG season. No AA players are eligible.
- D. Zone All-Star or Association All-Star are not allowed. As a result, players may not be picked up from teams defeated in zone playoffs. Players may be deleted from but not added to the Ringette Alberta registration form for AWG.
- E. When a team has players from more than one AWG Zone, the team shall compete for the Zone where the majority of players reside. A player that competes in one Zone playoff may not compete for the AWG in Ringette for another zone in that same season.
- F. The maximum number of players on a team is eighteen (18) and the minimum is seven (7).
- G. All teams vying for the AWG must declare their intentions, or complete a registration form if the team is different, by forwarding a cheque for \$25.00/player, made payable to Ringette Alberta. This fee will help to offset the costs related to transportation, accommodation, meals, zone identification vests, medals, athlete entertainment and sport competitions. This fee must be submitted to the Ringette Alberta office by October 15th of the season during which the AWG are played.
- H. The deadline for making player/team staff changes for the AWG and the Zone playoffs is December 31st in the season of the AWG.
- I. Playoff formats will be established by the Zone Representative (Provincial Sport Advisor and Ringette Alberta may be used as resources). The Zone Representative must then submit the playoff format to Ringette Alberta by a specific date as set each AWG season.
- J. Co-ed teams will be ineligible to compete.
- K. The AWG and any AWG Zone playoffs or Zone Games shall be conducted in accordance with the following:
 - 1. The Official Rules of Ringette. Any departure from the rules must be approved by the Ringette Committee at the event. [Hosting Chairperson, Provincial Advisor or Zone Sport Representative (or designate), and Head Official]
 - 2. Provincial Championship rules, Competitions Section E-I.A-E.
 - 3. 'A', 'BB', 'B' & 'C' Championship Tournaments Competitions Section E-I.G.
- L. There will be no more than four (4) team staff permitted to occupy the players bench. These members act as team staff and as chaperones. Team staff must be 18 years of age or older and meet qualifications as outlined in Section D-I.E-F.
- M. All team staff and players from qualifying teams must complete an AWG registration/release form following the zone playoff.
- N. Ringette Alberta will appoint a Protest and Grievance Committee, which will consist of the Ringette Alberta Director of Competitions (or designate), Ringette Alberta Director of Officials (or designate) and the Provincial Sport Advisor.

III. EVENT SANCTIONING

A. Guidelines

1. Sanctioning is required for each event on an annual basis.
2. Application forms must be submitted into the Ringette Alberta office at least thirty (30) days prior to the event.
3. Applications for sanctioning will be accepted from members of Ringette Alberta only.
4. Sanctioned events will be listed on the Ringette Alberta website.
5. The event chair will receive written notification of the sanctioning of their event.

B. Types of sanctioned events:

1. Special Events (includes schools and "modified rules" events [e.g. 3 on 3])
2. Tournaments

C. Special Events

Sanctioning will be provided for all special events hosted by a member of Ringette Alberta in good standing, following submission and approval of sanctioning application form.

D. Tournaments

1. Sanctioning of tournaments is at the discretion of the Ringette Alberta Technical Director. In order to be sanctioned the host association must abide by the regulations listed below:
 - a. Facilities which include Ringette lines on the ice surface (or permission to add them as required) must be secured.
 - b. Application Packages for the tournament must include:
 - i. Application and entry fee information.
 - ii. Draw format and minimum number of guaranteed games.
 - iii. Tournament rules and tie breaking procedures.
 - c. Acceptance Packages should include:
 - i. Map and location of arena(s).
 - ii. Host hotel information.
 - d. Required tournament rules, as outlined in the sanctioning application package, must be adhered to.
 - e. All games must be scheduled with a flood in between.
 - f. All officials must be Ringette Canada certified.
 - g. All participants must be registered with their Provincial Association.
 - h. A tournament schedule must be provided to teams a minimum of one (1) week prior to the start date.
 - i. Encourage fair play and sportsmanship throughout the tournament.
 - j. Following the coaching certification deadline of December 15th, ensure all team staff are eligible to be coaching; report any infractions to the Ringette Alberta office.
 - k. Game sheets for all games in which a Match or Misconduct Penalty are issued, and all subsequent games sheets of games affected by suspension, and the Official's Report, must be faxed to the Ringette Alberta office within 24 hours of the tournament ending.
2. Teams are required to forward a copy of their official Ringette Alberta Team Registration Form (TRF) to the tournament committee a minimum of two (2) weeks prior to the tournament.
3. Tournament hosts are permitted to fill vacancies with teams of the same age division, one caliber lower and/or with teams of one age division lower, one caliber higher (to complete the pool[s]).

E.g. Tween AA may play Junior A
Petite B may play Petite A

All participating teams must be informed and give the option to withdraw with full refund, if this option is exercised.

IV. OUT OF PROVINCE COMPETITIONS

- A. Member Associations who plan to have teams participating in out of province tournaments are required to formally advise the Ringette Alberta office and request a travel permit a minimum of one month prior to the tournament dates.
- B. Players who receive a Match Penalty while attending out of province tournaments will be required to serve the Ringette Canada suspension upon their return to Alberta, if the suspension was not served during the tournament. As per Section D-V.D.2, team staff must forward the game sheet and Officials Game Report (if any) within 24 hours after returning to Alberta to the Ringette Alberta office. The suspended games are to be the same level ('AA', 'A', 'BB', 'B', 'C') as was played during the tournament at which the Match Penalty was served. In instances where teams, such as Open 'AA', do not play in a regular 'AA' league, the suspended game should occur at the next 'AA' level competition or tournament the team is scheduled to play in.

SECTION F - APPEALS

I. Philosophy

Ringette Alberta will have a common process that players, team staff, associations or zones may use to challenge an existing policy, player or coaching suspension, or a ruling that may be detrimental to the sport or would unjustly penalize a player.

II. Definitions

- A. Complaint
Refer to Section D.V.F. Complaints under the Disciplinary Policy.
- B. Grievance
An individual, team, association, or zone does not like something and expresses their displeasure in writing.
- C. Appeal
A formal request to change a decision made by an association or Ringette Alberta.

III. Principles

- A. Minimize frivolous grievances or appeals that consume Ringette Alberta energy and prevent sport development.
- B. Everyone should have the right to challenge a ruling that may be detrimental to the sport or would unjustly penalize a player.
- C. Grievances will not result in the changing of a current decision. The Board will consider the input when making future changes to policies and procedures. Only appeals may result in changing of a current decision.
- D. Appeals will be dealt with in a timely matter.

IV. Process

- A. Appeal of Policy
 - 1. An appeal of a suspension must be submitted, in writing, to the Ringette Alberta office.
 - 2. Cash, certified cheque or money order in the amount of \$200.00, the appeal fee, must accompany the written appeal. Any appeals upheld will result in the appeal fee being refunded.
 - 3. The Appeals Committee shall be convened for the reasons related to but not limited to:
 - a. Player releases
 - b. Team staff certification
 - c. Team retreats and advances
 - 4. To hear an appeal related to policy, the Appeals Committee shall consist of the Vice-President (chairperson), plus a minimum of three neutral members from the Board of Directors or Zone Directors. The Vice-President may appoint alternate members to fill any vacancies.
 - 5. Appeals will be heard within 7 days of receipt.
 - 6. The decision of the Appeals Committee is final.
- B. Complaints, Hearings and Appeal of Suspension
 - 1. Appeals will not be heard at sanctioned tournaments – suspensions will stand for the duration of a sanctioned tournament.
 - 2. Appeals will be heard for suspensions that resulted from a Misconduct Penalty or Match Penalty in all other sanctioned games including: Ringette Alberta Provincial Championships, league games, exhibition games, games out of Province.
 - 3. An appeal of a suspension must be submitted, in writing, to the Ringette Alberta office within seven (7) working days of the game in which the Misconduct Penalty or Match Penalty was assessed unless the appeal is during the course of Ringette Alberta Provincials in which case the appeal must be submitted in writing, to the Ringette Alberta Representative at the Provincial Championship tournament.
 - 4. Cash, certified cheque or money order in the amount of \$200.00, the appeal fee, must accompany the appeal. Any appeals upheld will result in the appeal fee being refunded.
 - 5. All appeals will be heard by the Ringette Alberta Appeals Committee which will be made up as follows:
 - a. At Provincial Championships the Ringette Alberta Appeals Committee will include the Ringette Alberta Director of Competitions or designate (chair) the Ringette Alberta Director of Officials or designate, and the Host Association or designate.
 - b. For all other appeals the Ringette Alberta Committee will include the Vice President (chair), the Director of Officials (non-voting technical advisor), plus three neutral members from the Board of Directors or Zone Directors. The Vice-President may appoint alternate members to fill any vacancies.

6. The Appeals Committee shall be convened for the following reasons:
 - a. A hearing is required as a result of a complaint as outlined in Section D.V.F Discipline Policy G. Complaints.
 - b. If a second (2nd) Match Penalty has been assessed to the same participant.
 - c. If a suspension has been appealed by the participant.
 - d. If the Event Coordinator of a Sanctioned Tournament recommended, when submitting the Officials Game Report, that the length of the Ringette Alberta suspension be increased from the number of games under Section D.V.G. – Length of Ringette Alberta Suspensions.
 - e. For both the player and coach if a player participates in a Ringette game while suspended.
 - f. For team staff if they participate in a Ringette game while suspended.
7. The Appeals Committee may not waive the mandatory Ringette Canada suspension but may reduce or increase the length of the Ringette Alberta suspension.
8. Videos will only be entertained under Section D.V. Disciplinary Policy F. Complaints.
9. The decision of the Appeals Committee is final.