

APPENDIX 1: LEAGUE OPERATIONS COMMITTEE TERMS OF REFERENCE

PURPOSE

The League Operations Committee “League Committee” supports the achievement of CRRL mandate and objectives as laid out in its Constitution & By-Laws by managing day to day operations of CRRL.

MEMBERSHIP

- Membership will consist of a Chair who is also the Vice-President of the CRRL Board of Directors, plus between six (6) and eight (8) other Committee Members in the following positions:
 - League Scheduler
 - Referee Coordinator – appointed by RNS
 - Division Convener – U12
 - Division Convener – U14
 - Division Convener – U16
 - Division Convener – U19
 - Optional: Division Convener – U10
 - Optional: Division Convener – 18+
- All committee members are appointed by the CRRL board and must be in good standing with a CRRL Member Association.

AUTHORITY / DECISION MAKING

- The League Committee is a Standing Committee of the Central Region Ringette League.
- The Committee has the authority to interpret and apply Board approved policies.
- The Committee may make decisions related to League Requests including Overage Player Requests, Tournament Block Requests, Team Movements Requests, and approval of goalies to be used as out-of-association affiliates (see CRRL Rules & Regulations 3.1.2.).
- The Committee Chair reports to the CRRL President and will promptly notify of all League Request decisions made by the Committee.
- The CRRL Board may, at its sole discretion, choose to review any operational decision of the League Committee and vote to uphold, modify, or overturn it.

VOTING / DECISIONS

A quorum of the League Committee shall be 5 committee members, and decisions shall be made based on simple majority vote. The Committee Chair will only vote in case of a tie.

FREQUENCY OF MEETINGS

Meetings shall be held a minimum of six (6) times each year between the months of August and April, or more frequently at the call of the Chair. Meetings may be in person or via videoconference.

HANDLING OF LEAGUE REQUESTS

League Requests are operational requests that must be submitted for League approval. These include Overage Player Requests, Tournament Block Requests, and Team Movements Requests. The League Committee has the authority to review and approve or deny these requests.

Immediately following submission deadlines (CRRL Rules & Regulations Appendix: Critical Dates) the League Committee Chair will present the Committee will all League Requests received.

The Committee will discuss and align on criteria used to approve or deny requests. Generally, the criteria shall include, but are not limited to:

- Best interests of the athlete(s) involved ([Long Term Athlete Development](#))
- Best interests of the League and supporting all age categories and divisions of play
- RNS and CRRL policy
- League or non-league game results (for Team Movement Requests)
- Other pertinent information as provided by an individual or team.

Real or perceived conflict of interest must be declared and managed by any committee member as per CRRL Conflict of Interest Policy.

RECORD OF DECISIONS

- All meetings will have an agenda and produce a record of discussion.
- The record of discussion shall be taken by the Chair or a member of the Committee that the Chair designates and must be approved at the next Committee meeting.
- The Committee may make recommendations to the Board when situations require it.
- Records of discussion for all committee meetings shall be shared with the CRRL President.

TERM

Each member of the League Committee will serve a two-year term.

SCOPE OF THE COMMITTEE

- To support the achievement of CRRL mandate and objectives as laid out in its Constitution.
- To work with CRRL Member Associations and manage League Operations including game scheduling, referee assignments (in partnership with RNS), tracking and sharing league standings, and other functions as described in the CRRL Rules & Regulations.
- To provide feedback to the CRRL Board on potential implications of proposed policies and plans.
- To communicate decisions related to Overage Player Requests, Tournament Block Requests, and Team Movements Requests (U14-U19) to the appropriate Member Associations.
- To administer the U12 Differentiated Play format include team movements within the season.
- To promote awareness and adherence to CRRL Rules & Regulations.
- The CRRL Board of Directors may delegate additional duties to the League Committee as required.

RESPONSIBILITIES OF THE CHAIR

- To chair all meetings of the Committee.
- To ensure the League Committee's compliance with this Terms of Reference.
- To determine how issues referred to the League Operations Committee should be handled.
- To report regularly to the CRRL President and Board on activities undertaken by the League Committee.
- To initiate action under the Discipline Complaints Policy as required.
- Other responsibilities as required.

RESPONSIBILITIES OF THE LEAGUE SCHEDULER

- To attend League Committee meetings as required.
- To coordinate with Member Association schedulers and ensure adequate ice time has been allocated to CRRL for scheduling.
- To schedule all CRRL games and make-up games when required.
- To post the regular season game schedule on the CRRL website and ensure any changes are communicated to Member Associations.
- To accommodate Tournament Block Requests that are approved by the League Committee.
- Other responsibilities as required.

RESPONSIBILITIES OF DIVISION CONVENERS

- To provide oversight of one age division (all tiers within that division) for CRRL.
- To receive and review Game Reports and update standings on the CRRL website.

- To track all games that are not completed in Regulation time and provide updates to the League Committee.
- To track all Misconduct penalties, Match penalties, Major penalties and Unsportsmanlike Conduct penalties within the division and provide updates to the League Committee.
- To make decisions related to cancellation of games due to inclement weather when the respective coaches are unable to reach consensus.
- To monitor game suspensions within the division to ensure they are served.
- To serve on the Discipline Panel for any complaints that require review under the Discipline Complaints Policy and that pertain to the relevant age division.

APPROVAL OF TERMS OF REFERENCE

Date Approved: October 17, 2021