



Rules & Regulations

Updated November 2023

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Chinook Ringette League

RULES & REGULATIONS

RINGETTE CANADA Rule Book Will Apply EXCEPT Where Specifically Noted

RINGETTE ALBERTA Rules and Operating Procedures Will Apply EXCEPT Where Specifically Noted

Ringette is available in **Southern Alberta** to further and encourage the sport for the enjoyment of participants, to teach sportsmanship, and to help form good character. **The player's welfare must be held paramount.** All teams playing in Zone **1, 2, and 3**, **Chinook Ringette League's** jurisdiction, are subject to these Rules & Regulations, and the Operating Policies of Ringette Calgary.

In the interest of sportsmanship and fair play, coaches and managers shall make every reasonable effort to ensure that all team members receive equal playing time in all games.

1. Rule Clarification Policy

1.1 Clarification of Rules & Regulations

- 1.1.1. Matters requiring clarification of league operating policy and procedure shall be referred to the **Chinook Ringette League Chair** for initiation of appropriate action.
- 1.1.2. The **Chinook Ringette League Chair** will provide clarification of the Rules & Regulations as issued and provide interpretation for areas not specifically identified in the Rules & Regulations.
Rulings will be documented and will be updated in the Rules & Regulations, if required, prior to commencement of the next playing season.
- 1.1.3. If required, League decisions to address issues not covered by current policy may be made between board meetings with input from a quorum of the President, Sub Association Presidents, and League Director.
- 1.1.4. These Rules & Regulations apply to **U12** to **U19**. Open games shall be under the league jurisdiction of **CORA**, **AS and U10 shall be under the league jurisdiction of individual zones.**
- 1.1.5. These Rules & Regulations are intended to be used in complement to the Association Bylaws, Association Operating Policies and the rules of Ringette Canada and Ringette Alberta. **If there is a conflict between policies, the most stringent policy will be followed, if it does not then defy a governing policy. Ringette Canada and Ringette Alberta policies are considered governing policy.**



Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019

2. General Responsibilities Policy

2.1 Conduct of Teams

The team staff shall be responsible for their conduct and the conduct of their players at all times and must endeavor to prevent disorderly conduct before, during, and after the game, on or off the ice, any place within or around the arena (including the parking area).

2.2 Exhibition Games

All teams wishing to play exhibition games must advise the appropriate Division Coordinator and Referee Scheduler in advance. A Game Report marked "exhibition game" must be submitted in the usual manner.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019
1		Updates in red	Sept 2022
3	3.2.2.2, 3.3.1	Updates in red	Sept 2023

3. Eligible Team Members Policy

3.1 Affiliated Players

3.1.1. Refer to the Ringette Alberta Player Affiliation Policy

3.1.1.1. As per Ringette AB policy, the maximum number of **players*** dressed and listed on a Game Report can be:

- When using no affiliates - 18 players
- When using affiliate(s) as skater(s) only - 12 players
- When using affiliate skater(s) plus an affiliate goalie... - 12 players
- When using affiliate skater(s) plus an affiliate goalie in addition to your regular goalie – 13 players
- When only using an affiliate goalie - 18 players
- A maximum of five (5) affiliate players

*NOTE: "**players**" includes goaltenders, skaters and affiliates

3.1.2. Documentation for a regular player's absence must be provided if requested by the League Director.

3.2 Eligible Players

3.2.1. The head coach shall be held responsible for ensuring that all players on the team are of the correct age and reside within the proper boundaries. Any improper use of an affiliate or out of boundary player constitutes an ineligible player, and the head coach will be suspended accordingly.

3.2.2. A head coach who plays an ineligible player will:

3.2.2.1. Be immediately suspended until their case has been dealt with by the Disciplinary Review Committee.

3.2.2.2. Forfeit all games involving an ineligible player in favor of the opposing team. The official score for a forfeit shall be posted as **7-0**.

3.3 Eligible Coaching Staff

3.3.1. All bench staff (head coaches, assistant coaches, trainers, managers) must meet the certification requirements as set by Ringette Alberta and **Ringette Canada**.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019
1		Updates in Red	Sept 2022
2		Updates in red	Sept 2023
3		Removed 4.1.4.	Nov 2023

4. Game Responsibilities Policy

4.1 Game Reports

- 4.1.1. Game Scores and Game Reports must be submitted via **RAMP Online Gamesheets** by the **HOME** team and **verified by the VISITING team** within 24 hours of the game being played.
 - 4.1.1.1. The reporting coach must ensure the following information is clearly printed on the Game Report at the end of the game. Failure to do so may result in the loss of the points in the event of a win, or the loss of the single point to each team in the event of a tie.
 - Type of game, (i.e. League, Exhibition, City Championship)
 - Division, (i.e. U12, U14) In the case of interlocking divisions, list both divisions and levels.
 - Level, (i.e. "AA", "A", "B" or "C")
 - Date and game start time.
 - Location of game (arena name)
 - 4.1.1.2. Failure to **enter or verify** a properly completed **Online Gamesheet** may result in the loss of points for that game.
- 4.1.2. Final standings will reflect the tabulation of game results from the Game Reports. Points awarded to a team that does not submit a Game Report in accordance with the above stands to lose those points at the discretion of the **Chinook Ringette League Chair**.
 - 4.1.2.1. In the event of a conflict or protest of the final standings, the Official Game Report will govern the final standings.
- 4.1.3. **Game Repots must be completed properly in RAMP. Only players in the RAMP rosters may play the game. Check off players, goalie(s) and affiliates that are present and add officials on the RAMP app. Goaltender(s) playing time must be documented at the end of the game on the Gamesheets app. Captains must be marked with a (C) or (AC) for U12 and up.**

4.2 Minor Officials

- 4.2.1. HOME TEAM will be responsible to operate the score clock, and to complete the RAMP electronic game sheet, and to provide one (1) penalty box attendant.
- 4.2.2. VISITING TEAM will be responsible to provide one (1) penalty box attendant.
- 4.2.3. In extenuating circumstances, the breakdown of the supply of minor officials can be altered as long as agreement is met between both Head Coaches.

4.3 Shot Clocks

- 4.3.1. It is the responsibility of the Home team to ensure the availability and set-up of the shot clocks.
- 4.3.2. The Visiting team is responsible to ensure that there is a shot clock operator. In the event that there is no clock or operator the game will be played without the use of the shot clock rules.
- 4.3.3. In the event that one of the shot clocks is not functioning then the game will be played without shot clocks.

4.5 Game Start Time

Any team in attendance but not ready to begin play within five (5) minutes of scheduled game time will lose the game by forfeit. This is to be indicated on the Game Report and signed by the referees.

NOTE: The referee will immediately notify both teams of the situation and advise that the offending team has five (5) minutes to ice its players and to begin play. Failure to comply with this five (5) minute start rule will result in a forfeit in favor of the non-offending team but, if possible, the game should still be played as an exhibition game.

4.6 Team Colors

It is the responsibility of the home team to declare their colors to the opposing team prior to the game. In the event of conflict, the **visiting team** must change colors.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019
1		Updates in red	Sept 2023

5. Ice Requirements Policy

5.1 Ice and Permit Requirements

- 5.1.1. All **Chinook Ringette League** games should be scheduled on an ice slot of at least one hour duration for the U14 division and below, and at least one and one-quarter hours duration for the U16 division and above.
- 5.1.2. The ice surface should be cleaned before each game.

5.2 Modified Game Duration

- 5.2.1. All League and Exhibition game playing times will be extended to maximize ice use, and shall be structured as follows:
 - U12 and U14 - Two (2) eighteen (18) minute stop time periods.
 - U16 AND U19 - Two (2) twenty-three (23) minute stop time periods.
 - U16AA – Four (4) eleven (11) minute stop time periods. Only applies when it is two U16AA teams playing.
 - PERIOD BREAK - One (1) two (2) minute break between periods.
 - TIME OUTS - Time out as per Ringette Canada Rules.

5.3 Time Restrictions

- 5.3.1. For all **Chinook Ringette League** games:
 - 5.3.1.1. In the event that there is insufficient ice time to complete a game of regulation length, the following procedure will apply:
 - When the time reaches five (5) minutes left on the permit, at the first stoppage of play, the clock will be re-set to two (2) minutes and the remainder of the game will be completed with stop time.
 - The clock will not be re-set for more than the time remaining on the permit.
 - Penalties will be fully served.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	Sept 2019
1		Housekeeping	Sept 2021
2		Section 6.6	Jan 2022
3		Updates in red	Sept 2022
4		Updates in red, sections 6.4.3. & 6.4.4. created	Sept 2023

6. League Operations Policy

6.1 Purpose

This policy shall establish and define the requirements for **Chinook Ringette** League Operations.

6.2 Principles

- 6.2.1. All participating teams deserve fair access to league games.
- 6.2.2. It is the goal of the League to provide structure that promotes competitive equity.
- 6.2.3. The League shall operate in accordance with Critical Dates (Appendix 7).
- 6.2.4. The League shall operate in accordance with the Fees and Fines structure established in Appendix 6.

6.3 Requirements

- 6.3.1. **Chinook Ringette League Sub-Committee** Terms of Reference
The **Chinook Ringette League Sub-Committee** Terms of Reference (Appendix 1) defines the formation and authority of the **Chinook Ringette League Sub-Committee**.

6.4 Tournament Attendance

- 6.4.1. Tournament Blocks & Reschedules – Session 1 ONLY
 - 6.4.1.1. Teams may attend ONE tournament weekend through means of a RESCHEDULE REQUEST in **Session 1** in accordance with Critical Dates (Appendix 7)
 - 6.4.1.2. Teams who are accepted to their **Home Associations** tournament in **Session 1** may request one additional reschedule, using the form and complying with Critical Dates
 - 6.4.1.3. Teams may not request ANY other reschedules. No tournaments in lieu of the **Home Association** tournament can be accommodated in the case a home tournament does not run all divisions or accept all teams in that division.

- 6.4.1.4. Reschedule requests will be tracked and must be made minimum 7 days in advance.
- 6.4.1.5. The only acceptable scheduling constraint will be for tournament attendance. Fundraising events, team activities, dryland, exhibition games, etc. are not able to accommodate reschedules or constraints. Teams must use “Events” in SportzSoft and not “Constraint” for this reason. The league may reschedule games on days that do not have constraints. Teams are expected to manage their events accordingly.
- 6.4.1.6. Reschedules will not occur with less than 7 days notice to prospective teams unless mutually agreed.
- 6.4.1.7. Rescheduled games are subject to ice and referee availability, and at no time are guaranteed. **The League** will make best efforts to reschedule.
- 6.4.1.8. If a team accepts a tournament after the league schedule has been released on a weekend that they appear to be available, be advised that game reschedules for other teams may occur on that weekend. If they later accept a tournament, they must either play the league game as well, or forfeit at their own risk.
- 6.4.2. **Tournament Blocks – Session 2 ONLY:**
 - 6.4.2.1. League games in Session 2 will not be rescheduled to accommodate tournament acceptance.
 - 6.4.2.2. Zone 3 teams may **BLOCK (CONSTRAIN)** one tournament in **Session 2** in addition to the Esso Golden Ring (EGRT) weekend for a maximum of 2, total, (see Critical Dates). In the case a team does not attend the EGRT, they will not be granted any additional schedule constraint in lieu.
 - 6.4.2.3. Associations with home tournaments in **Session 2** must use their tournament block to constrain the league from scheduling.
 - 6.4.2.4. Zone 1 and 2 teams may have up to 2 **tournament blocks**, total. This may or may not include EGRT.
- 6.4.3. **Post Session 2 Tournaments**
 - 6.4.3.1. **No reschedule requests will be accepted for Session 3.**
- 6.4.4. **AA Team Tournaments**
 - 6.4.4.1. **Teams at the AA level participating in the Chinook Ringette League shall utilize the following policy allowing additional tournament attendance, sections 6.4.1. ad 6.4.2. do not apply.**
 - 6.4.4.2. **Session 1 AA Team Tournament Policy:**
 - 6.4.4.2.1. **AA teams shall submit up to 3 tournament blocks, including their Home Association tournament if it falls in Session 1. These must be submitted 18 days prior to the first day of**

Session 1 game play for the division they are placed in, as per the Critical Dates.

6.4.4.2.2. AA teams may request 1 additional tournament weekend reschedule (includes games Thursday – Sunday if travel is required) request within Session 1 for extenuating circumstances (i.e. not being accepted to tournaments on previously blocked weekends). It is up to the discretion of the CRL Chair and CRL Operations if this reschedule can be accommodated. One of the previously blocked weekends must be given back as available for League games.

6.4.4.3. Session 2 AA Team Tournament Policy:

6.4.4.3.1. AA Teams from Zone 3 may block 2 tournament weekends in Session 2 in addition to the Esso Golden Ring (EGRT) by the tournament block date specified in the Critical Dates. In the case a team does not attend the EGRT, they will not be granted any additional schedule constraint in lieu.

6.4.4.3.2. AA Teams from Zone 1 & 2 may block 3 tournament weekends in Session 2 by the date specified in the Critical Dates. This may or may not include EGRT.

6.5 Forfeit, Default, and No Fault Games

6.5.1. Forfeit

6.5.1.1. Teams that forfeit give up the possibility of acquiring points in a game. Forfeits require the payment of league fines (Appendix 6).

6.5.1.2. The opposing team will be awarded two points for a win for the game in question. The score shall be recorded as 7-0 and will result in a League fine in accordance with Appendix 6, Fines. For example, a forfeit would be (but not limited to):

6.5.1.2.1. A team who cancels a game for any reason other than allowed in section 6.4.

6.5.1.2.2. A team who does not show up for a scheduled league game.

6.5.1.2.3. A team who has the minimum required 7 players to start a game, and declines to play the game for “lack of players”. See default options below.

6.5.1.2.4. A team who uses illegal players and the opposing team does not agree to play the game or becomes aware after the game has started, shall be issued a forfeit. The opposing team shall notify the Chinook League Chair the

game is played under protest. Additionally, the head coach will be subject to discipline action, and the team will be fined in accordance with Appendix 6.

6.5.1.2.5. A team who refuses to complete the game without the referees permission. Permission shall be granted by the referee at their discretion (i.e. injury making ice surface unusable, facility problems).

6.5.2. Default

6.5.2.1. Teams that default give up the possibility of acquiring points in a game.

6.5.2.2. The opposing team will be awarded two points for a win for the game in question. The score shall be recorded as 7-0 and does not result in a League fine. For example, a default would be (but not limited to):

6.5.2.2.1. A team who has less than the required 7 legal players to start a game and does arrive at the arena at the scheduled time. The teams may combine players, the game marked as exhibition, and a default awarded to the team with sufficient players.

6.5.2.2.2. If two teams believe at any time they are unbalanced and jointly agree to combine teams for a game or part of a game. The weaker team would be issued a default, the game marked as exhibition, and a default awarded to the stronger team.

6.5.2.2.3. Using a player/goaltender who is not a registered member of that team. If the opposing team agrees to play the game anyway, the default is awarded to the compliant team.

6.5.2.2.4. Failure to finish the game due to an injury sustained by a team's only available goaltender, and the team will not utilize any other player in goal.

6.5.3. No-Fault Game

6.5.3.1. Recognizing that some scheduled games may not be completed due to circumstances beyond either team's control, teams will be issued one point each (tie). The score recorded for that game shall be 0-0. These games will not be rescheduled. For Example, a no fault game would be (but not limited to):

6.5.3.1.1. Lack of available ice (Double booking, power/equipment failure, communication problems)

6.5.3.1.2. Referee no-shows

6.5.3.1.3. Inclement weather – See Section 6.5.4

6.5.4. Cancelling of League Games Due to Inclement Weather

6.5.4.1. The League encourages participants to leave enough travel time to arrive safely and drive according to weather conditions.

6.5.4.2. In the case of moderate travel games (less than 2 hours) - any decision relating to cancellation of games will be made by 4pm on a weekday, or minimum three hours prior to the commencement of the game on a weekend.

6.5.4.3. In the case of high travel games (over 2 hours) - the decision will be made a minimum five hours prior to the commencement of the game.

6.5.4.4. League games canceled due to weather will NOT be rescheduled. Teams will be issued a no fault tie (0-0).

6.5.4.5. If a decision is made to cancel games, the League will send notification through the following means:

- Email notification to the affected team contacts as listed on the website
- Email to League Scheduler
- Email to Referee Assignor

6.5.4.6. Due to the geographic size of the league, safety requires attention from all participants. Nominated team representatives may submit ONE game cancellation request by filling in the online form (on the website under “Forms”). The form will notify League Director, Scheduler and Referee Assignor. Note:

- The form requires documentation of inclement weather conditions from either Alberta Roads (511.alberta.ca or any generally recognized Canadian National Weather Service).
- The nominated team representative will receive confirmation of cancellation from the League upon receipt of the game cancellation form.
- The League encourages teams to reorganize cancelled games and play them as exhibition, so the teams still get a game. In such cases the teams involved are responsible for providing the ice and booking/paying for the referees. The League will not get involved and the game will NOT count in standings.

6.6 Standings

6.6.1. Statistics and standings for U12 divisions and higher shall reflect a maximum seven (7) goal differential on score clock during the game, and in final score displayed on

the website. The actual goal spread (as reported on the game sheet and stored in league software) will be used when evaluating advance and retreat options.

- 6.6.2. To account for differences in number of games played between teams, team standings will be decided using a Win Percentage for scheduled league games. Win % = points earned divided by total possible points Teams will be ranked from high to low win percentage.
 - 6.6.2.1. For U16A & U19A divisions, League games against AA teams will be removed for final rankings.
 - 6.6.2.2. In the event that a team has advanced or retreated across divisions, only their Win% in the division in which they ended the season will be counted.

For example, Team X advances from division UxxB to UxxA. Only the games at UxxA will count toward Win%. All teams remaining in division UxxB will have games against team X removed from their standings.
 - 6.6.2.3. All games cancelled because of government or public health restrictions will be fully removed from Win% calculations.
 - 6.6.2.4. In the case of teams being tied after the application of Win%, the tie will be broken by:
 - 6.6.2.4.1. Goals For divided by Goals Against for all League Games.

6.7 Advance, Retreat, Overage (League Request) Policy

- 6.7.1. The Chinook Ringette League holds paramount the principles of fair play and competitive equity. For this reason, the League will utilize the following League Request Policy and Procedure to address team advances and retreats, as well as overage player requests.
- 6.7.2. All League Requests must comply with current Ringette Alberta Policies. Chinook Ringette League will manage league requests for the season start and for the transition between Session 1 and Session 2. Any transition of divisions between Session 2 and Session 3 will be managed by Ringette Alberta.
- 6.7.3. All League Request decisions are final and cannot be appealed or disputed with the Chinook Ringette League.
- 6.7.4. The Advance, Retreat, Overage, Procedure will be followed as outlined in Appendix 5.



6.8 References and Attachments

- Appendix 1: Chinook Ringette League Sub-Committee Terms of Reference
- Appendix 2: Chinook Ringette League Sub-Committee Member Descriptions
- Appendix 3: Tournament Block Form (Session 2)
- Appendix 4: Game Reschedule Request (Session 1)
- Appendix 5: Game Cancellation Form (Weather) – Any Session
- Appendix 6: League Request Procedure (Overage, Advance, Retreat)
- Appendix 7: Fees and Fines
- Appendix 8: Critical Dates

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	Sept 2019
1		Updates in Red	Sept 2022
2		Complete revision to reflect CRL structure	Sept 2023

Appendix 1 Chinook League Sub-Committee Terms of Reference

Section 1: Chinook Ringette League Sub-Committee Terms of Reference

Purpose:

This document describes the Terms of Reference for the Chinook Ringette League Sub-Committee structure and decision-making authority.

Definitions:

- “CRL Board Member” - An individual holding an Executive position on the Committee: Chair, Finance, Administration, Technical, Operations, Liaison.
- “Association Representative” - An individual representing their Association as assigned by the Association President.
- “CRL Members Meeting” - A meeting of the CRL Board Members & Association Representatives.
- “Season Kick-Off Meeting:” - A meeting held in August of each year where voting in of new CRL Board Members takes place.

Scope of Authority:

The Chinook Ringette League Sub-Committee will have full authority over decisions regarding the League Operations for U12 through U19 divisions in Zone 1, 2 and 3. Open games shall continue to be under the league jurisdiction of CORA and AS and U10 shall be under the league jurisdiction of individual zones. Changes to policy and fees will be submitted for approval to the Ringette Calgary Board.

Voting Structure:

The Chinook Ringette League Sub-Committee is to be formed in the following format:

- The CRL Chair will Chair the Chinook Ringette League Sub-Committee
- All other members of the CRL Sub-Committee or their representatives will attend the meeting and the vote breakdown will be as follows:
- The Association Representative votes will be set to the number of teams declared in the CRL for a given season. These will be reset each October at the CRL Members Meeting once team declarations are submitted. The number of teams will remain active for 1 year until the following October, and start of the new season. These votes can be delegated to another person from their Association who attends the meeting, but cannot be delegated to another Association (i.e. Strathmore cannot give their votes to Foothills for a meeting).
 - If a member of the CRL Committee is not present and does not send a delegate, they forfeit their votes.

- A CRL Board Member can act as a delegate for their association and utilize both their Board Member votes and Association Representative votes.
- The CRL Board Member votes shall be set as half of the total teams in the CRL split amongst filled board position, excluding Chair. The number of votes per person, depending on Board Members being voted in throughout the season, as the overall votes allocated to the CRL Board Members will remain the same. These votes cannot be delegated to another Board Member.
- Quorum will be set at 51% of total voting members.

Voting Structure Example:

* Team Numbers are an example from the 22/23 Season

Association	Votes*	Position	Votes*
AIR	10	CRL Chair	Tie
CBV	25	CRL Finance	11.7
CGY	6	CRL Administration	11.7
CNW	21	CRL Technical	11.7
COC	6	CRL Operations	11.7
CSO	18	CRL RAB Liaison	11.7
FRA	3		
IND	7		
LTH	7		
MHT	4		
STR	8		
Z2D	2		
TOTAL	117	TOTAL	58.5

Section 2: Chinook Ringette League Sub-Committee Member Role Descriptions

1.1 Executive Officers

All Executive Officers shall be elected at the Season Kick off Meeting (AGM):

- ODD Year Elections: CRL Chair CRL Administration CRL Liaison
- EVEN Year Elections: CRL Finance CRL Operations CRL Technical
- The term of office for Executive Officers shall be 2 years.
- Elections for partial terms where a vacancy has occurred will take place at the Season Kick off Meeting (AGM), in August.
- There shall be no restriction on members holding their positions for any number of consecutive terms.
- For all Executive Officer positions, other duties may be established by the CRL Committee, as required.

1.1.1 CRL Chair

- 2-year term, voted in on odd years
- The Chair shall only vote in the event of a tie
- Attends Ringette Calgary Meetings
- Calls and chairs the meetings of the CRL
- Responsible for the overall direction of the CRL
- Main spokesperson for the CRL Committee
- Performs other duties, as established by the CRL Committee
- Oversees all CRL Executive positions

1.1.2 CRL Operations

- 2 year term, voted in on even years
- Voting member
- Attends CRL meetings
- Chairs the annual CRL Coaches Meeting
- Responsible for game reschedules & tournament blocks
- Oversees: Scheduler, CRL Division Coordinator, CRL Regionals Coordinator.

1.1.2.1 CRL Division Coordinator

- 1 year term
- Non-voting member
- CRL meetings not mandatory, but preferred
- 1 person to represent each division from U12C to U19A. Can combine divisions as necessary.
- Works with CRL Operations to monitor league play
- Keeps the website up to date with game scores

- Communicates with team staff
- Distributes Coach/Manager contact lists to divisions
- Keep track of game results, statistics and standings
- Send updates throughout the year to coaches on important dates and information
- Keep track of major penalties, unsportsmanlike conducts, match penalties, an accumulation of over 30 mins of penalties by one team during a game, or any notations made by the referee on the game sheet
- Keep track of forfeits and defaults
- Keep track of games which only have one referee or no referees
- Keep track of repeated lopsided victories or losses by a team
- Calculate and communicate final standings to CRL RAB Liaison
- Reports to CRL Operations

1.1.2.2. CRL Regionals Coordinator

- 1 year term
- Non-voting member
- Attends CRL meetings
- Updates Regionals Host package annually and sends out to Association Representatives
- Accepts host applications for regionals
- Heads the regionals committee which includes representative from each host association to share work where possible.

1.1.3. CRL Administration

- 2 year term, voted in on Odd years
- Voting Member
- Records and distributes minutes of CRL Meetings
- Assist the CRL Chair as required
- Ensure the CRL policy is posted and updated
- Distributes CRL contact list including directors, agents and division coordinators
- Creates forms/applications to recruit directors/agents
- Works with administrative assistant to assign tasks from the committee
- Oversees CRL Fundraising/Sponsorship

1.1.3.1. CRL Fundraising/Sponsorship

- Find and apply for sponsorship opportunities to benefit Chinook League
- Spearheads sponsorship efforts for U12 Regionals
- Non-voting Member

1.1.4. CRL Administration

- 2 year term, voted in on odd years
- Voting member
- Records and distributes minutes of CRL Meetings
- Assists the CRL Chair as required
- Ensures the CRL policy is posted and updated
- Distributes CRL contact list including directors, agents and division coordinators.

1.1.4.1. CRL Fundraising/Sponsorship

- Finds and applies for sponsorship opportunities to benefit the Chinook League
- Spearheads sponsorship efforts for U12 Regionals
- Non-voting member

1.1.5 CRL Technical

- 2 year term, voted in on even years
- Attends CRL meetings
- Ensures that CRL Policy is updated and applied
- Liaises closely with CRL Operations
- Acts as the Chair of the Disciplinary Review for CRL terms
 - Calls and chairs hearings as required
 - Monitors suspensions
- Oversees: Referee Representatives & Referee Assignors

1.1.6. CRL Finance

- 2 year term, voted in on even years
- Attends CRL meetings
- Fee and fine collection
- Reviews annual league fees
- Responsible for accurate accounting records and actions for CRL
- Collaborates with RCA bookkeeper for any concerns/updates

1.1.7. CRL Liaison

- 2 year terms, voted in on odd years
- Attends CRL meetings
- Liaison for RAB and BGL
- Advance/Retreat/Overage:
 - Collects applications from CRL teams
 - Leads CRL Advance/Retreat/Overage meeting where decisions are made regarding these applications
 - Communicates CRL decisions to RAB, and gets their decision regarding applications
- Calculates standings for Session 3/Provincials in conjunction with Division Coordinators
- Advocates for policy change to RAB on behalf of the CRL



Appendix 2 Tournament Block Form (Session 2)

Please see the website for this form.

Appendix 3 Game Reschedule Request (Session 1)

Please see the website for this form.

Appendix 4 Game Cancellation Form (Weather) – Any Session

Please see the website for this form.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	Sept 2019
1	In red	Updates	Sept 2022
2		Complete revision to align with RAB policy	

Appendix 5 League Request Procedure (Overage, Advance, Retreat)

Procedure for CRL Advance/Retreat and Overage Player Requests

Preamble:

All league requests must comply with current Ringette Alberta Policies.

Section 1. Definitions

- a. Team Declaration Deadline U16, U19 – date by which associations must declare their teams to the league so that league game scheduling can proceed
- b. Team Declaration Deadline U12, U14 - date by which associations must declare their teams to the league so that league game scheduling can proceed
- c. Advance, Retreat, and Special Requests (Overage, etc.) Deadline U12, U14, U16, U19 – date by which associations and/or teams must submit requests to the CRL
- d. Cutoff for games to be considered for Advance, Retreat, and Special Requests (Overage, etc.) U12, U14, U16, U19 – last day for which game data will be considered for Advance, Retreat, and Special Requests (Overage, etc.)
- e. Advance, Retreat, and Special Requests (Overage, etc.) Meeting – CRL Membership meeting to vote on Advance, Retreat, and Special Requests under the CRL Terms of Reference (Appendix 1)

Section 2. Timelines

- a. All dates will be published on the CRL website under the heading of “Critical Dates”. Where there are inconsistencies between this document and the Critical Dates on the website, the website data shall be taken as correct.
- b. Season Start Tiering Policy Exemption Request must be submitted by the association 1 day prior to the Team Declaration Deadline for the age group in question
- c. Advance, Retreat, and Special Requests (Overage, etc.) must be submitted by the team or by the association 7 days prior to the Advance, Retreat, and Special Requests meeting
- d. CRL will notify associations and teams that they are being considered for Advance or Retreat 5 days prior to the Advance, Retreat, and Special Requests meeting
- e. Cutoff for games to be considered for Advance, Retreat, and Special Requests (Overage, etc.) is 3 days prior to the Advance, Retreat, and Special Requests meeting

Section 3. Season Start Tiering Policy Exemption Request

- a. Association must submit Season Start Tiering Policy Exemption Request by email to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. Associations must provide written justification for the Season Start Tiering Policy Exemption Request.
- c. CRL Chair will present additional information and convene an email vote (with approximately 1 day turnaround time) amongst the CRL Membership as per the CRL Terms of Reference.
- d. For teams that do not meet the Ringette Alberta tiering requirements for which requests are not submitted as per Section 3a. will generally be denied. Extenuating circumstances may be considered at the sole discretion of the CRL Board.

Section 4. Overage Player Requests

- a. Home association shall fill out all the required information in the Overage Player Form (Section A of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. CRL will gather data from RAMP for the Team Profile Form and may ask for additional information from the home association. Ringette Alberta guidelines for overage players will be consulted.
- c. CRL Chair will present additional information and convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 5. Self Advance

- a. Home association shall fill out all the required information in the Team Self Advance Form (Section B of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. CRL will gather data from RAMP and may ask for additional information from the home association.
- c. CRL Chair will present additional information and convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 6. Self Retreat

- a. Home association shall fill out all the required information in the Team Self Retreat Form (Section D of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. Exhibition game results will be a key parameter in determining whether a retreat request will be approved. Exhibition games should be completed against teams in the retreat division by the Timelines identified in Section 2. Teams requesting the Self Retreat must roster a competitive line-up for the exhibition games and must inform CRL Chair of the exhibition game date and time in advance of the games.

- c. CRL will gather data from RAMP and may ask for additional information from the home association.
- d. CRL Chair will present additional information and provide the association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 7. Advance Request (by Others)

- a. Requesting team (or teams) shall fill out all the required information in the Team Advance by Others Form (Section C of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. Requesting team (or teams) must e-transfer a non-refundable fee of \$200 to payments@ringettecalgary.ca by the Advance, Retreat, and Special Requests deadline as identified in Section 2.
- c. Team will be notified of the Advance request by the CRL per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance / retreat.
- d. CRL will gather data from RAMP and may ask for additional information from the requesting team or from the home association.
- e. CRL Chair will present additional information and provide the association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 8. Retreat Request (by Others)

- a. Requesting team (or teams) shall fill out all the required information in the Team Retreat by Others Form (Section D of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com by the Timelines identified in Section 2.
- b. Team will be notified of the Retreat request by the CRL per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance / retreat.
- c. CRL will gather data from RAMP and may ask for additional information from the requesting team or from the home association.
- d. CRL Chair will present additional information and provide the association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 9. Advance or Retreat Review (by League)

- a. Any team that is granted a Season Start Tiering Policy Exemption will be reviewed by the league and may be recommended for Advance or Retreat.
- b. Any team can be recommended for Advance or Retreat at the sole discretion of the CRL Board. The CRL board will consider factors such as goal differential, goals for versus goals against percentage, separation from other teams, exhibition and tournament game results, and any other relevant data before making a recommendation.
- c. Team will be notified of the Retreat request by the CRL per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance / retreat.
- d. CRL will gather data from RAMP and may ask for additional information from the requesting team or from the home association.
- e. CRL Chair will present additional information and provide the association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the CRL Terms of Reference.

Section 10. League Decisions

- a. Possible league decisions, as determined by CRL Membership vote as per the CRL Terms of Reference may include "Approve", "Deny", "Modify with Directive", and "Modify with Options"
- b. "Approve" and "Deny" are straightforward outcomes. Teams must play the remainder of the league in the assigned division and or tier.
- c. "Modify with Directive" is a decision by the CRL Membership to modify the approval or denial of the request. This may include conditions such that the team may be ineligible for provincial tournament qualification or any other modification that the CRL Membership sees fit.
- d. "Modify with Option" is a decision by the CRL Membership to give the subject team an option to choose between. The choice may be between moving to a division or tier, or staying in a preferred division or tier but with a condition that the team will be ineligible of provincial tournament qualification, or any other modification option that the CRL Membership sees fit. The subject team will have 24 hours from the notification of a decision to "Modify with Option" to choose the option.
- e. League Decisions by vote of the CRL Membership are final, and not subject to appeal.



Policy Revision	Section(s) revised	Change Description	Effective Date
		New	Sept 2019
1	Fines	Wording Change	Sept 2021
2	League Fees and Fines	Updated	Sept 2022
3	Fees	Wording Change	Oct 2023

Appendix 6 Fees and Fines

Fees

Performance Bond Not in Effect
 Protest/Grievance/Appeal \$250/Instance

Zone 3 Teams:

League Fee \$25/player
 Ringette Calgary Fee \$37/player

Zone 1 / Zone 2 teams:

League Fee \$25/player

Fines

Fines are assessed to and paid by the Association. Associations may recover fines from teams at their own prerogative.

Fees and Fines are payable within 30 days of the invoice. Fines must be paid to remain a member in good standing. Overdue fines may prohibit associations from participating in the league in the current or following season.

Game Forfeits \$ 750/ first instance
 \$ 1500/subsequence instances

Code of Conduct Violation up to \$ 500/instance

Illegal Players, in a game played under protest \$ 250/ first instance



Policy Revision	Section(s) revised	Change Description	Effective Date
1	Appendix 7	Updated	Sept 2021

Appendix 7 Critical Dates

Please see the website for critical dates and deadlines.

Policy Revision	Section(s) revised	Change Description	Effective Date
0	8.2 Referee Fees	Revised/eformatted	Sept 2019
1	8.2 Referee Fees	Updated	Sept 2021
2		Section redone, fees remain unchanged, mileage added	Oct 2023

8. Referee Policy

8.1 Purpose

This policy applies to referee requirements for all games played within the Chinook Ringette League regardless of if they are assigned by the “Chinook Ringette League Referee Assignors” or individual Association referee assignors.

8.2 Referee Fee Structure

8.2.1. The CRL Referee Game Fees apply to all games played within the Chinook Ringette League, regardless of which association the referees originate from and which association assigns the games. The game fees are as follows:

	1	2	3	4
Division	Referee rate	Total game fee per referee*	Referee rate if solo	Referee rate if solo exhibition*
U10S3	\$29.00	\$31.50	\$43.50	\$46.00
U12 A/B/C	\$32.00	\$34.50	\$48.00	\$50.50
U14 A/B/C	\$34.00	\$36.50	\$51.00	\$53.50
U14 AA	\$38.00	\$40.50	\$57.00	\$59.50
U16 A/B	\$38.00	\$40.50	\$57.00	\$59.50
U16 AA	\$42.00	\$44.50	\$63.00	\$65.50
U19 A/B	\$42.00	\$44.50	\$63.00	\$65.50
U19 AA	\$45.00	\$47.50	\$67.50	\$70.00
* includes assignor fee and admin fee, which total \$2.50 per official				
Home teams for games at the Olympic Oval are charged an additional \$8 fee per referee for parking.				

8.2.2. The CRL Referee Mileage Rates apply to all games played in Zone 2 & 3 within the Chinook Ringette League. Zone 1 is permitted to designate their own mileage structure due to their unique geographical location. The mileage rates are as follows:

\$0.45/km for all mileage over 40km round trip from their home to the arena location for a single league game.

8.3 Exhibition Game Requests to CRL Referee Assignors

All teams whose Associations utilize the centralized CRL Referee Assignors must follow this procedure to request referees for exhibition games. Going around this policy to request

referees directly may result in your team and / or association not receiving any further referee assignments for exhibition games.

Where referees are required for other than regularly scheduled games, the referee assignor must be advised by completing the “Request Refs” form on the website at least 72 hours prior to game time (3 full nights notice).

Payment to referees for exhibition games must be made directly to the officials PRIOR to the game starting, as per the Fee Structure outline in Policy 8.2.

8.4 Spectators

Where spectators are abusive to players, coaches, officials or other spectators, the referee may have the spectator ejected from the arena playing area. Failure to comply could result in the team associated with the spectator charged with a game forfeit by the league after receiving the detailed officials report. As per the Ringette Alberta Rulebook, “Spectators are the responsibility of the home team”.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019
1		Changes in red	Oct 2023

9. Suspensions Policy

9.1 Suspension

Refer to the **Ringette Alberta Suspension Policy** for any Misconduct Penalty or Match Penalty that is assessed in any game - Exhibition, League, Tournament, or Provincial Championship.

- 9.1.1. An individual under suspension is not allowed in the playing areas of the arena, including but not limited to the dressing room, players bench or timekeeper’s bench. Suspended individuals are encouraged to support their team from the viewing area.
- 9.1.2. Individuals under suspension are deemed to be ineligible team members until their suspension has been fully served. In the case where an individual participates in more than one capacity they are suspended in ALL CAPACITIES until the suspension has been fully served.

For example (but not limited to)

- a suspended player is also ineligible to participate as a coach and/or an official.
 - a suspended coach is also ineligible to participate as a player and/or an official.
- 9.1.3. Games which count towards the serving of a suspension are games which were scheduled prior to the incident occurring and involve the team that the individual was on when the infraction occurred. Games are considered scheduled if the referee assignor was contacted to assign officials.
 - For example, a player who receives a suspension on Team Red is also suspended from their coaching duties on Team Blue, BUT the only games which count toward serving the suspension are those involving Team Red.
- 9.1.4. For each game that a participant is suspended, the participant’s name **must be entered on the Game Sheet notes** with the words ‘SUSPENDED – GAME # X’ appearing following the player’s name.

9.2 Reporting

- 9.2.1. The Official issuing any Misconduct or Match penalty must **follow Ringette Alberta Policy to report the incident. Additionally, they should reach out to the CRL Technical within 24 hours of the incident.**



- 9.2.2. The **CRL Chair** will notify the Disciplinarian to review each case and determine whether a Disciplinary Review Hearing is required. The head coach is responsible to ensure a suspended player or bench member serves their full suspension, and that proof thereof is provided to the **CRL Chair / Technical** by submitting game reports.

Policy Revision	Section(s) revised	Change Description	Effective Date
0	10.3.1, 10.3.2	To add the option for Associations to hear the issue	Sept 2019
1	10	Updates in Red	Aug 2022

10. Disciplinary Review Policy

10.1 Purpose

A Disciplinary Review Hearing **will take place, if deemed necessary, after Ringette Alberta Notice of Suspension has been received by the CRL Chair. The hearing will** allow the suspended parties an opportunity to clarify and assess the circumstances which led to the incident and to proactively discuss alternate reactions and actions. At the discretion of the CRL Chair or the Disciplinarian, the Disciplinary Review Committee may **review additional evidence, to gain further understanding and reserves the right to** issue additional suspension/punishment to the individual above Ringette Canada and Ringette Alberta policy but cannot reduce a decision from either of these bodies.

- 10.1.1. All actions during ANY play (league, tournament, exhibition, etc), are subject to possible further disciplinary review as outlined in these Rules & Regulations.
- 10.1.2. In specific cases where a penalty has not been assessed, the Disciplinary Review Committee reserves the right to deal with individuals, players, or coaching staff who through their actions create an unsafe environment affecting players, referees, coaches, or spectators.

10.2 Procedure

CRL Chair will appoint a Disciplinarian. The Disciplinarian will review the nature of the incident with respect to the Ringette Canada Rule book, and the requirements for action and supplementary action. Specific functions are:

- 10.2.1. Review the case report and determine if game suspensions were issued that have or must be served as directed by the requirements of the Ringette Canada Rule Book.
- 10.2.2. Report the incident to Ringette Alberta who will issue game suspension(s) if required.
- 10.2.3. Determine from the Disciplinary Hearing Criteria (as contained in this section) whether a hearing is required.
- 10.2.4. Contact the individual to ensure that they understand the procedure, process and requirements of the disciplinary review process. In the case of a minor, contact the head coach and parents.
- 10.2.5. If required, organize, and chair a disciplinary hearing, and ensure that additional appropriate documentation is added to the records.
- 10.2.6. Verify, in conjunction with the **CRL Chair / Technical** that the issued suspension has been fully served.

Where a hearing is required, the individual is automatically suspended until the hearing is held, including roles on any other teams and as an Official. The Disciplinarian will convene the hearing as soon as practical to deal with each case. This shall be completed within one week of the assessment of the penalty, if possible.

10.3 Disciplinary Hearing Criteria

The convening of a Disciplinary Hearing which may result in further disciplinary action is required:

10.3.1. In all cases where a player is assessed a Match or Misconduct penalty in a game that occurs in the province of Alberta.

10.3.2. In all cases where any bench personnel are assessed a Misconduct penalty in a game that occurs in the province of Alberta.

10.3.3. When a player or coach accumulates 5 of the following penalties in any combination in a single CRL playing season (Session 1, 2, and 3 games).

10.3.3.1. Unsportsmanlike Conduct

10.3.3.2. Major Penalty

10.3.3.3. Misconduct Penalty

10.3.3.4. Match Penalty

Note, even if an individual has already attended a hearing for a Misconduct or Match penalty another hearing shall be held when the accumulated number reaches 5.

10.3.4. When a player has accumulated 2 Misconduct Penalties in a single playing season OR if a player receives a Misconduct penalty and has previously received a Match penalty in a single CRL playing season (Session 1, 2, and 3 games).

10.3.5. For the HEAD COACH when a TEAM has accumulated 3 of the following penalties in any combination in a single CRL playing season (Session 1, 2, and 3 games):

10.3.5.1. Misconduct Penalty

10.3.5.2. Match Penalty

Records will be maintained permanently in a case file. The Disciplinary Review Committee may assess additional disciplinary action that would be carried into the next playing season.

10.4 Removal of a Team from the Ice Prior to the end of a Game

No coach shall forfeit a game by pulling their team off the ice before the end of the game. Any coach who does so shall be suspended from coaching until the Disciplinary Review Committee has dealt with this matter. The official score for the forfeit shall be recorded as 7-0.

10.5 Automatic Suspensions

Automatic suspensions shall be served at the next scheduled game for the team (scheduled means referees were booked prior to any of the following occurring):

- 10.5.1. The head coach of a team shall serve an automatic 1 game suspension **and meet with the Disciplinary Review Committee** in the following cases:
 - 10.5.1.1. When a team has accumulated 10 unsportsmanlike conduct or major penalties in any combination in a single CRL playing season (Session 1, 2, and 3 games).
 - 10.5.1.2. When a team has accumulated 3 Misconduct and/or Match penalties in any combination in a single CRL playing season (Session 1, 2, and 3 games).
- 10.5.2. The head coach or acting head coach of a team shall serve an automatic one game suspension when a team accumulates more than 24 penalty minutes for U14 and under, and 30 penalty minutes for U16 and U19, in any CRL game (Session 1, 2, and 3 games).

10.6 Disciplinary Review Committee

The Disciplinary Review Committee will be responsible to invite and appoint the Disciplinary Review Committee. The Disciplinary Review Committee will consist of a **minimum of four (4)** of the following voting members:

- 10.6.1. The CRL Board Chair or Appointed CRL Representative and will act as the Disciplinary Review Committee. The Disciplinary Review Committee will chair the hearing, and only vote in the event of a tie.
- 10.6.2. Two (2) CRL Member Association Representatives (the association president or their designate). Not to be from either home or visiting Associations from the game wherein the incident occurred in the case of 10.3.1 and 10.3.2.
- 10.6.3. Officials liaison or Representative thereof.
- 10.6.4. Home Association Presidents or Representatives thereof, will be invited to attend the hearing as observers, but will abstain from voting. Visiting Associations Presidents or Representatives in the case of 10.3.1 and 10.3.2, will be invited to attend the hearing as observers, but will abstain from voting.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019
1		Entire section replaced	Sept 2022

11. Protest, Grievance and Appeal Policy

Protests and Grievances will be dealt with by the Dispute Committee.

The **Dispute Committee** will consist of a **minimum of seven** of the following:

- **The Chinook Ringette League Chair** or designate (acts as chairperson, votes only in a tie.)
- **Chinook Ringette League Board** members.
- **Officials liaison** or representative thereof.
- CRL Association Presidents or representatives thereof.

11.1 Protest

A formal statement of disapproval or dissent with an event or outcome. A protest may not be based upon the judgment call of a referee.

11.1.1. Submission

11.1.1.1. Regular Season & Exhibition Game Protests and evidence in support thereof must be submitted:

11.1.1.1.1. In writing to the **Chinook Ringette League Chair** and must be signed by the coach and/or manager of the protesting team. If the **CRL Chair** is unavailable, the protest may be submitted to the **CRL Operations** or the **CRL Technical**.

11.1.1.1.2. Within 48 hours from the conclusion of the game for which the protest is being made.

11.1.1.1.3. A copy of the protest must also be delivered to the other team within the same time limit.

11.1.2. Requirements

11.1.2.1. Protests must be accompanied **by e-transfer to payments@ringettecalgary.ca** in the amount of \$250.00 with a letter signed by the complainant’s **Association** President (or designate) in which the protesting team is registered indicating that they are aware of the protest.

11.1.2.2. If the protest is upheld, the \$250.00 will be refunded.

11.2 Grievance

A formal complaint, which is not a protest or an appeal, but in the opinion of the complainant is a violation of the Bylaws, Rules & Regulations or Operating Policies; also applicable for Code of Conduct. A grievance shall not encompass matters of referee judgment.

11.2.1. Submission

11.2.1.1. Grievances and evidence in support thereof must be submitted:

11.2.1.1.1. In writing to the **Chinook Ringette League Chair** and must be signed by the complainant.

11.2.1.1.2. Within 48 hours from the conclusion of the incident for which the grievance is being filed.

11.2.2. Requirements

11.2.2.1. Grievances must be accompanied **by e-transfer to payments@ringettecalgary.ca** in the amount of \$250.00 with a letter signed by the complainant's **Association** President (or designate indicating that they are aware of the grievance.

11.2.2.2. If the grievance is upheld, the \$250.00 will be refunded.

11.3 Appeal

A formal request to alter a specific decision from a Protest Hearing, Grievance Hearing, Administrative Action, Disciplinary Hearing, or decision by a lower body. Only those parties to the original action shall be allowed to appeal.

11.3.1. Appeal Procedure

11.3.1.1. Appeals, and all evidence in support thereof, must be submitted in writing to the **Chinook Ringette League Chair**, signed by the appellant, and presented within 48 hours from the rendering of the decision which is being disputed.

11.3.1.2. If the **CRL Chair** (or designate), confirms that new evidence or testimony has been submitted which could possibly impact a previous decision, a hearing for an appeal would be granted.

11.3.1.3. The appeal must be accompanied **by e-transfer to payments@ringettecalgary.ca** in the amount of \$250.00.

11.3.1.4. A quorum of members of the **CRL Sub-Committee** will convene within one week where possible, to deal with the appeal.

11.3.1.5. If the appeal is upheld, the \$250.00 will be refunded.



11.3.1.6. Suspended individuals are ineligible to participate in all games until the dispute has been dealt with.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	Oct 2019
1	12.5 U10 Step 2		Sept 2021
2		Updates in Red	Sept 2022
3		Updates in Red	Oct 2023

14. Code of Conduct Policy

14.1 Definitions

The following terms have these meanings in this Policy:

- 14.1.1. “Ringette Calgary” – Ringette Calgary Association, **including the subsequent Chinook Ringette League Sub-Committee**
- 14.1.2. “Individuals” – All categories of Membership within Ringette Calgary Bylaws, as well as all individuals engaged in activities with Ringette Calgary, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, staff, directors and officers. **This includes Chinook Ringette League members.**

14.2 Purpose

- 14.2.1. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Ringette Calgary programs, activities, and events, by making all Individuals aware that there is **always** an expectation of appropriate behavior.
- 14.2.2. Ringette Calgary is committed to providing an environment in which all individuals are treated with respect. Ringette Calgary supports equal opportunity and prohibits discriminatory practices. Individuals are expected to **always** conduct themselves in a manner consistent with the values of Ringette Calgary that include fairness, integrity, open communication, and mutual respect.
- 14.2.3. Conduct that violates this Code may be subject to sanctions pursuant to Ringette Calgary’s policies related to discipline and complaints.

14.3 Application of this Policy

- 14.3.1. This Policy applies to conduct that may arise during the course of Ringette Calgary business, activities and events, including but not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
- 14.3.2. This Policy also applies to the conduct of Individuals that may occur outside of Ringette Calgary’s business, activities, events, and meetings when such

conduct is detrimental to the image and reputation of Ringette Calgary, as determined by Ringette Calgary.

14.4 Responsibilities

All Individuals have a responsibility to:

- 14.4.1. Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - 14.4.1.1. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - 14.4.1.2. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - 14.4.1.3. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - 14.4.1.4. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - 14.4.1.5. Consistently treating individuals fairly and reasonably; and,
 - 14.4.1.6. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
- 14.4.2. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - 14.4.2.1. Written or verbal abuse, threats or outbursts;
 - 14.4.2.2. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - 14.4.2.3. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - 14.4.2.4. Leering or other suggestive or obscene gestures;
 - 14.4.2.5. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;

- 14.4.2.6. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - 14.4.2.7. Any form of hazing;
 - 14.4.2.8. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
 - 14.4.2.9. Unwelcome sexual flirtations, advances, requests or invitations;
 - 14.4.2.10. Physical or sexual assault;
 - 14.4.2.11. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; or
 - 14.4.2.12. Retaliation or threats of retaliation against an individual who reports harassment.
- 14.4.3. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- 14.4.3.1. Sexist jokes;
 - 14.4.3.2. Display of sexually offensive material;
 - 14.4.3.3. Sexually degrading words used to describe a person;
 - 14.4.3.4. Inquiries or comments about a person's sex life;
 - 14.4.3.5. Unwelcome sexual flirtations, advances or propositions; or
 - 14.4.3.6. Persistent unwanted contact.
- 14.4.4. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Ringette Calgary adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to Ringette Calgary's Discipline Policy. Ringette Calgary will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;

- 14.4.5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
- 14.4.6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- 14.4.7. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Ringette Calgary events; 14.4.8. Respect the property of others and not willfully cause damage;
- 14.4.9. Promote ringette in the most constructive and positive manner possible;
- 14.4.10. Adhere to all federal, provincial, municipal and country laws;
- 14.4.11. Comply at all times with the Bylaws, policies, procedures, Rules & Regulations of Ringette Calgary and Ringette Alberta, as adopted and amended from time to time.

14.5 Board/Committee Members and Staff

In addition to paragraph 7 above, Board and Committee Members of Ringette Calgary will:

- 14.5.1. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of Ringette Calgary;
- 14.5.2. Behave with decorum appropriate to both circumstance and position;
- 14.5.3. Be fair, equitable, considerate and honest in all dealings with others;
- 14.5.4. Exercise due diligence in upholding one's fiduciary responsibility to Ringette Calgary;
- 14.5.5. Respect the confidentiality appropriate to issues of a sensitive nature;
- 14.5.6. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- 14.5.7. Respect the decisions of the majority and resign if unable to do so;
- 14.5.8. Commit the time to attend meetings and to be diligent in ones preparation for and participation in discussion at such meetings;

- 14.5.9. Have a thorough knowledge and understanding of all Ringette Calgary's governance documents.

14.6 Coaches

In addition to paragraph 7 above, Coaches have additional responsibilities. The athlete coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:

- 14.6.1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Ringette Calgary's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- 14.6.2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- 14.6.3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- 14.6.4. Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
- 14.6.5. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
- 14.6.6. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
- 14.6.7. Dress professionally, neatly and inoffensively; and
- 14.6.8. Use inoffensive language, taking into account the audience being addressed.

14.7 Team Staff (Trainers and Managers)

In addition to paragraph 7 above, Team Staff, including Trainers and Managers, will have additional responsibilities to:

- 14.7.1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Ringette Calgary's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- 14.7.2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- 14.7.3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- 14.7.4. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the team staff member is in a position of power, trust or authority over such athlete.
- 14.7.5. Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing an following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
- 14.7.6. Dress professionally, neatly and inoffensively; and
- 14.7.7. Use inoffensive language, taking into account the audience being addressed.

14.8 Athletes

In addition to paragraph 7 above, Athletes will have additional responsibilities to:

- 14.8.1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- 14.8.2. Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
- 14.8.3. Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;

- 14.8.4. Adhere to Ringette Calgary's rules and requirements regarding clothing and equipment;
- 14.8.5. Never ridicule a participant for a poor performance or practice; and
- 14.8.6. When competing, act in accordance with Ringette Calgary's and Ringette Alberta's Policies.

14.9 Officials

In addition to paragraph 7 above, Officials will have additional responsibilities to:

- 14.9.1. Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
- 14.9.2. Be fair and objective;
- 14.9.3. Avoid situations for which a conflict of interest may arise;
- 14.9.4. Be as impartial, unobtrusive and inconspicuous as possible;
- 14.9.5. Submit all required documentation in a timely manner;
- 14.9.6. Conduct all events according to the rules of Ringette Calgary and Ringette Alberta; and
- 14.9.7. Make independent judgment.