

Gloucester and Area Adult Ringette League (GAARA)

OPERATIONAL PROCEDURES

League Rules and Regulations

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LEAGUE RULES & REGULATIONS

1.0 GAARA LEAGUE PLAY

- 1.1 Generally, returning teams will be assigned to the same skill division in which they played at the end of the previous season. The Board reserves the right to move a team to a different skill division if their record from the previous season warrants such movement. If a team's Pre-Registration information indicates that their player composition has changed significantly and/or if the team requests a different skill division, the Board will evaluate the information and assign the team to the appropriate skill division.
- 1.2 Teams new to GAARA must indicate in which skill division they wish to participate **in**. The information provided in the team *Pre-Registration form*, the *Player History Forms* and other documents submitted at registration will be evaluated by the Board who may assign the team to a different skill division if deemed appropriate.
- 1.3 All teams shall have the option of requesting approval from the Board to play in a higher, or lower, division if they have demonstrated their skill level is appropriate for the requested division.
- 1.4 The Administrative Chair of the Player Evaluation Committee (PEC) shall be the contact person for new players who wish to join the league or for players looking to move down a division.
- 1.5 Teams **are to** inform the PEC Administrative Chair and the Web Administrator of any availability on their teams.

2.0 EVALUATION OF PLAYERS

Returning Players

- 2.1 Returning players may play at the same or higher skill division as the previous year.
- 2.2 Player requests to move to a lower skill division must be made in writing, using the *Player Request to Move Down form*. No movement, **or registration, of** players to a lower skill division may be made without the approval of the PEC.
- 2.3 Teams who feel a player on an opposing team is not of the appropriate skill level for the division in which they are playing **can** make their opinion known in writing to their Division representative. The Division representative shall bring this information forward for discussion with the Board who shall determine if any further action is warranted. **No more than two evaluations/assessments of a player will be performed within one playing season in the event of subsequent requests by other teams.**
- 2.4 The Board reserves the right to perform evaluations of players at their discretion, and to re-assign individual players or teams to divisions based on these evaluations.

New Players

- 2.5 Players new or returning after a 3-year absence from the league, must submit a *Player History Form*.

- 2.6 These players will be evaluated to ensure they are of the appropriate skill level for the division in which their team plays in.
- 2.6.1 The evaluation shall be based on the **complete** player's history provided in the *Player History Form*, using **4.1 of the Operational Procedures Manual – Administration** as the basis for determining skill level.
- 2.6.2 The committee may also take into consideration other factors such as significant injuries, age, **and** time away from the sport.
- 2.6.3 The PEC reserves the right to use information obtained from other sources (such as, but not limited to, past coaches, tournaments, and league player statistics) to assist in their determination of the player's skill level.
- 2.6.4 **The PEC reserves the right to grant a one-season conditional approval that is subject to an on-ice evaluation during a game(s). This on-ice evaluation shall be performed unannounced.**
- 2.6.5 The final decision requires **agreement by 2/3rd of the** PEC.
- 2.6.6 The player and the team representative will be notified by the PEC Administrative Chair of the skill level decision.

3.0 POINT STRUCTURE

- 3.1 The point structure for league and playoff games (excluding championship game) shall be:
- a) 2 points for a win;
 - b) 1 point for a tie; and
 - c) 0 points for a loss.

4.0 LEAGUE GAMES

- 4.1 Following the release of the league schedule, teams will have a period of **seven (7)** days to notify the League Scheduler of the need for changes.
- 4.1.1 Should the change be required due to a scheduling error on the part of GAARA (for example 2 games on the same day), the league scheduler will be responsible for making the change and notifying all teams involved.
- 4.1.2 Should the change be required by a team, that team is solely responsible for finding another hour of ice which must be mutually agreed upon with their opponent and approved by the League Scheduler.
- 4.1.3 **Once approved, the schedule in RAMP will be updated. RAMP will send email notifications to the ERRA Ref Assigner, Chief Statistician, League Scheduler, GAARA RiC and both teams.**
- 4.2 The shot clock will be used at all levels.
- 4.3 Every effort should be made to maximize the ice allotment:
- 4.3.1 The first period of "A" and "BB" games shall be seventeen (17) minutes and in all other divisions, it shall be fifteen (15) minutes.
- 4.3.2 For all divisions, at the end of the first period the referees shall determine the time to be put on the clock to start the second period using the following formula: Ice times remaining, divided by 2, plus 3 (example, 20 minutes of ice time remaining after end of the first period, second period would = $(20/2) + 3 = 13$ minutes).

- 4.4 After the ice becomes available, games shall start following a two (2) minute warm-up. If a team is not ready after the warm-up, a two (2) minute delay of game penalty will be assessed by the referees to the team that is not ready to begin.
- 4.5 Once a game has begun, the game will be deemed complete, and the score will stand as is, when the arena time is up (if more than 1 minute remains on the game clock, referees will call the game at the 50 min mark, even if the arena staff do not), or the game is called by the referees at any other point in time.
- 4.6 The home team must provide all minor officials for the game (scorekeeper, timekeeper and shot clock operator) and the online gamesheet code to the scorekeeper (see Section 9 Gamesheets). The minimum age of the minor official shall be fourteen (14) years of age as of December 31st of the playing season.

5.0 LEAGUE STANDINGS

- 5.1 In the event of a tie in the standings, RO tie-breaking rules shall be applied to determine ranking for playoffs, or the top two (2) teams advancing to the League Championships for those divisions without playoffs.

6.0 PLAYOFF FORMAT AND SCHEDULE

- 6.1 The GAARA Scheduler will use the number of hours of ice required for playoffs in each division from within the ice allotment provided by each team for the season.
- 6.2 The divisions that will have playoffs will be communicated at the All Members Meeting held prior to the start of the playing season.
- 6.3 No changes to playoff games shall be allowed.
- 6.4 Playoff format
 - 6.4.1 For divisions with playoffs - all teams will participate in the playoffs. Each team shall have a 4-game guarantee (2 home, 2 away). After which, the top 2 teams advance to the Championship Game.
 - 6.4.2 For divisions without playoffs: The top 2 teams in league standings at the end of the regular season shall advance to the Championship Game.
- 6.5 Tie-breaking rules for playoff games:
 - 6.5.1 Teams will be assigned points as per section 3.0 above. When two or more teams have an equal number of points after completion of the games, the ranking of tied teams will be determined using the RO Tie Breaking Rules.
 - 6.5.2 Championship Game: the method of determining a winner in the event of a tie during a playoff Championship Final game will be at the discretion of the Board based on relevant factors including ice availability. The method will be announced to the teams prior to the beginning of the Championship Final games.

- 6.6 During playoff games, the home team is responsible for providing all minor officials and the online gamesheet code. GAARA shall administer the finals by providing all minor officials.
- 6.7 The Home team for the final playoff game will be determined by the final ranking placement of the regular season standings.

7.0 CANCELLATIONS

- 7.1 A cancellation of a game for any reason other than the following will result in a default (see Section 8).
- 7.1.1 Inclement weather conditions; refer **to Environment Canada** weather warnings for guidance;
 - 7.1.2 No referees (Note: if there is only 1 official, the game shall be played unless the official elects not to as per Section 12.2 below);
 - 7.1.3 Loss of ice; and
 - 7.1.4 Participation of a team in a tournament.
- 7.2 The cancelling team is responsible for notifying the opposing team, Scheduler, Chief Statistician and Ref-in-Chief of any cancelled games.
- 7.3 In the case of game cancellations due to inclement weather, the cancelling team must advise the Ref-in-Chief and opposing team **by email (with follow-up phone call if not acknowledged within 30 minutes)** a minimum of three (3) hours prior to the scheduled time of the game. If the Ref-in-Chief cannot be **reached**, the President must be notified within the 2.5-hour time limit. Their phone numbers can be found on the password protected Team Contacts page on the league website.
- 7.4 If a team must cancel a game because of participation in a tournament, then a minimum of three (3) weeks notice is required. If three weeks notice is not provided, the game shall be considered a default **in accordance with Section 8.**
- 7.5 Rescheduling:
- 7.5.1 Games cancelled due to 7.1.1 or 7.1.2 **will not** be rescheduled. The game report will reflect a 0-0 score and both teams will receive 1 point.
 - 7.5.2 If games cancelled under 7.1.3 or 7.1.4 cannot be rescheduled, the game report will reflect a 0-0 score and both teams will receive 1 point. Note: the game must be rescheduled within 2 weeks and played before the end of the regular season schedule.


8.0 DEFAULTS

- 8.1 A team shall automatically default a game under any one of the following conditions:
- 8.1.1 Unable to ice six (6) skaters and a goalie or (7) skaters without a goalie.
 - 8.1.2 Participation of an ineligible player.
 - 8.1.3 Playing with less than six (6) members of its regular team.
 - 8.1.4 Failure to provide cancellation notice for tournament play as per 7.4 above.
 - 8.1.5 Not being ready to play five (5) minutes after the scheduled game time.

- 8.1.6 As the home team, failure to provide minor officials (if necessary, the team is to scratch players from the scoresheet and have those players perform the duties).
- 8.1.7 Refusal to play another team leading up to, or at any point prior to the completion of the game (see 4.5 above for definition of complete game).
- 8.2 The objective is for games to be played, and ice not wasted. Therefore, teams who default on games for conditions 8.1.1 through 8.1.4 shall not be fined provided the game is played.
 - 8.2.1 If the game is not played, the team who made the decision not to play shall be assessed a fine of four hundred and fifty dollars (\$450) and the on-ice officials assigned to the game shall be paid.
- 8.3 Teams who default on games for conditions 8.1.5 and 8.1.6 shall be assessed a twenty (\$20) dollar fine for the first offence. Fines shall increase by five (\$5) dollar increments for any subsequent offences.
- 8.4 The home team shall complete and submit the scoresheet in the normal fashion and email the Chief Statistician to advise of the default, including the reason. Note – At least one player from each team must be marked as ‘In Game’ in order to submit the gamesheet.
- 8.5 Teams who default games for condition 8.1.7 shall have the following sanctions applied:
 - 8.5.1 A five hundred (\$500) dollar fine will be assessed for each offence.
 - 8.5.2 If the defaulted game is a playoff game, the team forfeits all right to play in the Championship final.
- 8.6 Teams who default on a total of three (3) games under any of the conditions outlined in 8.1 shall be brought before the Disciplinary Committee. The Disciplinary Committee shall determine what further action, if any, is necessary.
- 8.7 In defaulted games, the score shall be recorded as 4-0 (as per RO and RC) with the non-offending team awarded two (2) points for a win in the standings.

9.0 GAMESHEETS

- 9.1 The Home team is responsible for providing the minor officials with the Gamesheet Code for the RAMP Gamesheet App (online game reporting tool).
- 9.2 The minor official responsible for scorekeeping is to provide the on-ice officials with the Officials Code, on a piece of paper, during the pre-game warm up, if asked.
- 9.3 Each team is responsible for ensuring that the online scoresheet is filled in completely and accurately. Teams will require their Home or Visitor code for the RAMP gamesheet app in order to complete prior to taking the ice.
- 9.4 Each team is responsible for ensuring their rosters are completed accurately before taking the ice.
 - 9.4.1 It must include the rostered players and affiliated players (spares) marked In-game with accurate jersey numbers.

- 9.4.1.1 Substitute players (including goalies) must be added in the gamesheet App through the AP Player request through your team's Admin Login on the GAARA website.
- 9.4.1.2 After adding, ensure that they are marked "In Game" in the gamesheet app and under position indicate their home team (for example (Tux Express) or (Spares) if on the GAARA Affiliates roster).
- 9.4.1.3 For substitute Goalies, under position indicate Goalie (home team), for example Goalie (Ice Queens).
- 9.4.2 The Scorekeeper must enter the Goalies, for both teams in the Gamesheet App, under the Goalies Tab. The icon for the tab looks like 
- 9.4.3 Players who are not present must be marked absent (toggled off (red)) in the Gamesheet App.
- 9.4.4 The Bench Staff member or Team Rep must sign in the APP prior to the game being finalized in the system.

9.5 Failure to follow the above procedure will result in a team fine as set out in the Team Contract.

10.0 SUBMITTING OF GAMESHEETS

- 10.1 The electronic Gamesheet App locks 3 hours after the game start time. The Home team must ensure that the gamesheet has been synced and marked complete within this timeframe.
- 10.2 Failure to comply will result in a team fine as set out in the Team Contract.
- 10.3 In the event that the team does not submit the gamesheet before the system is locked, they must email the Chief Statistician all the information so that it can be entered in RAMP.

11.0 SUBSTITUTES

- 11.1 All substitutes MUST be on the official TRF of a team playing in GAARA or on the GAARA Affiliates Roster (see 12.3 c of the Team Eligibility & Registrants Policy).
- 11.2 During REGULAR league games, teams may use substitute players with the following restrictions:
 - 11.2.1 A team is permitted to use substitute players (skaters and goalies):
 - a) But cannot exceed its number of registered players on their TRF.
 - b) The substitute player must be an eligible player (see Team Eligibility & Registrants Policy)
 - c) Substitute skaters and goalies MUST be designated as such on the gamesheet as per section 9 above.
 - 11.2.2 Substitute Skaters:
 - a) Can be used to bring a team's total complement up to a maximum of twelve (12) skaters.
EXCEPTION: Dev teams may use spare skaters to bring their team's total complement up to a maximum of thirteen (13) skaters.
 - b) Can be used up to a maximum of four (4) per game.

- c) The same skater can spare a maximum of five (5) times per team in the regular season. This includes players on GAARA Spare rosters.
- d) Spare skaters may be used from the same division, subdivision or lower, of the team they are substituting for. EXAMPLE: an A team may use a spare skater from any A or lower skill division team (BB, B, CC, C, Dev).

11.2.3 Substitute Goalies:

- a) Can be used when a team's regular goalie is not available, regardless of the number of team members present.
- b) The same goalie can spare a maximum of eleven (11) times per team in the regular season.
- c) Spare goalies may be used from the same skill division in which they are playing or lower. EXAMPLE: a BB team may use a spare goalie from any BB or lower skill division team (B, CC, C, Dev).

11.3 During Playoffs or League Championship games, teams may use substitute players with the following restrictions:

11.3.1 A team is permitted to use substitute players (skaters and goalies) as per Section 12.2.1.

11.3.2 Substitute Skaters:

- a) Can be used to bring a team's total complement up to a maximum of twelve (12) skaters.
- b) Can be used up to a maximum of four (4) per game.
- c) The same skater can spare a maximum of two (2) times per team in playoffs. This includes players on GAARA Spare rosters.
- d) Spare skaters may be used from a **lower sub or skill** division. EXAMPLE: an A team may use a spare skater from any BB or lower skill division team (BB, B, CC, C, Dev).

11.3.3 Substitute Goalies:

- a) Can be used when a team's regular goalie is not available, regardless of the number of team members present.
- b) The same goalie can spare unlimited times per team in playoffs.
- c) Spare goalies may be used from the same subdivision in which they are playing or lower. EXAMPLE: an A team may use a spare goalie from any A or lower skill division team (BB, B, CC, C, Dev).

11.4 Approvals: Whenever a spare is used, the bench staff of the team the substitute player is registered on should be advised. However, their approval MUST be obtained (written or verbal) in the following situations:

- a) When sparing the game before their own game
- b) When sparing the game after their own game
- c) When sparing in a game where their own team is the opponent

12.0 REFEREES

- 12.1 The **ERRA Ref Assignor** is responsible for ensuring that there are two (2) referees assigned to each league game played in Ontario.
- 12.2 For games played in Quebec, GAARA is not responsible for the scheduling of referees.
- 12.3 In situations where only one (1) referee shows up, or is assigned to a game, it is up to the referee present to determine if the game shall be played. The referee has the right to refuse to officiate the game alone in which case GAARA will be responsible for rescheduling the game if it is in Ontario, covering the costs of ice and referees. Should the referee decide to go ahead with the game, the game must be played under those circumstances.

13.0 DISCIPLINE

- 13.1 Misconduct Penalties shall be served as stated in the RC Rule Book.
- 13.2 Match Penalties
The occurrence of a match penalty will automatically be subject to a minimum of three (3) game suspension (GAARA - 1 game and RO - 2 games) and a League Disciplinary Committee Hearing to be held within 10 days (wherein GAARA may add additional games to the suspension if deemed appropriate).
- All game suspensions are to be served in the next one (1), two (2), three (3), or more consecutive number of games (not including any Exhibition Games) depending upon the number of suspended games. Please note that if there is a Tournament that the player's team is registered in, which occurs during the period of the player's suspension, the player will have to serve the suspension during the Tournament until the number of suspended games has been served.
- 13.3 An automatic **review, with the possibility of a** one game suspension, shall occur when any player, coach, or team staff incurs three (3) unsportsmanlike conduct penalties in a single season.
- 13.4** An automatic one game suspension, with possibility of more, shall be applied to any player, coach, or team staff incurring two (2) misconduct penalties, or two (2) major penalties, or one (1) of each, in a single season.

13.4 For Match or Misconduct penalties the following additional suspensions may apply:

Player/Team Official assessed a Match Penalty for Action	Suspension (# of games)
Hair pulling	3
Facemasking	3
Head Butting	3
Spearing	4
Butt-ending	4
Stick swinging	4
Kicking	4
Deliberate attempt to injure	4
Fighting	4
Instigating participation (including those in addition to the original two participants)	2
Abuse of an official:	
Excessive verbal abuse	2
Physical abuse:	
- minimal (e.g. touch/brush)	3
- moderate (e.g. push)	5
- excessive (e.g. punch/attempt to punch/push causing fall)	7

13.5 In addition, suspensions not served in full shall be deemed to carry across seasons.

13.6 Individuals participating in regularly scheduled games while under suspension shall be suspended indefinitely by the League, and subject to penalties as stipulated in the RO Competition Committee section of the current RO Operating Manual.

13.7 All disciplinary decisions may be appealed except for those covered in 13.1 and 13.2 above.

13.8 Disciplinary Process

- 13.8.1 Both teams shall be responsible to notify the Chair of the Discipline Committee Chair within 24 hours of the completion of any game in which a Misconduct or Match Penalty has been assessed, a player has been ejected from that game for excessive penalties, or a team has accumulated 30 minutes or more in penalties.
- 13.8.2 In situations in which game suspensions are applicable, the Chair shall, in turn, notify the Team Rep of the offending team's next opponent (as indicated on the Master schedule), and the RO Competition Committee and Adult Coordinators of the Region(s) in which the suspended individual(s) is/are registered.

13.9 Appeal Process

- 13.9.1 An appeal for a suspension resulting from a Match/Misconduct Penalty assessment shall only be entertained in situations in which said suspension, as levied by the Discipline Committee, exceeds the maximum number of games as outlined in 13.1/13.2.
- 13.9.2 To appeal any decision of the Discipline Committee, the individual involved must follow the GAARA Appeal Policy.