

Gloucester and Area Adult Ringette League (GAARA)

OPERATIONAL PROCEDURES

Rules and Regulations

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OPERATIONAL PROCEDURES

1.0 GENERAL

- 1.1 GAARA league is open to 18+ teams registered with Ringette Ontario (RO) either through GAARA or other Ringette Associations located within Eastern Region
- 1.2 GAARA may accept teams registered with Ringette Quebec through local ringette associations in Western Quebec
- 1.3 All teams in the GAARA league shall play under the rules and regulations set down by Ringette Canada (RC), RO [Ringette Quebec (RQ) for teams registered in the province of Quebec], and GAARA as specified here under
- 1.4 The GAARA Executive may adopt or revise rules, during the playing season, but such rules must be approved by 70% of the eligible voting members at any regular, or special meeting, to become part of the Rules and Regulations for the following season.

2.0 SKILL DIVISIONS

- 2.1 The league will be partitioned into skill divisions as follows (all skill divisions, unless otherwise stated, are female only):
 - 2.1.1 A: Provincial High-performance level of play which aligns with the minor A/AA divisions.
 - 2.1.2 BB: Regional competitive level of play one level above the B division
 - 2.1.3 B: Regional competitive level of play which aligns with the minor B division.
 - 2.1.4 CC: Regional competitive level of play one level above the C division
 - 2.1.5 C: Regional level of play for which aligns with the minor C division and for players with fundamental Ringette and skating skills.
 - 2.1.6 Development (Dev): The least skilled of the levels, enjoyed by players new to the sport or those who may have started skating and playing as an adult.
- 2.2 If there are insufficient number of teams registered at a given skill level, GAARA Executive reserve the right to fold that division
- 2.3 Where a sufficient number of teams have registered, the Executive may establish upper and lower calibre sub-divisions within a skill division
- 2.4 Consideration will be given to establishing a 35+ (Masters) division if a sufficient number of teams have registered at the same skill level

3.0 GAARA LEAGUE PLAY

- 3.1 Generally, returning teams will be assigned to the same skill division in which they played at the end of the previous season. The Executive 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 Executive will evaluate the information and assign the team to the appropriate skill division.

- 3.2 Teams new to GAARA must indicate in which skill division they wish to participate. The information provided in the team Pre-Registration form, the Player History Forms and other documents submitted at registration will be evaluated by the Executive who may assign the team to a different skill division if deemed appropriate.
- 3.3 The Executive may move teams to a higher or lower skill division for the second half of the season if their record has demonstrated that they are too strong or too weak for the division in which they are playing. The membership will be advised of such movement at a realignment meeting in November.
- 3.4 All teams shall have the option of requesting approval from the GAARA Executive to play in a higher division if they have demonstrated their skill level to be competitive.
- 3.5 The Registrar shall be the contact person for players who wish to join teams within the league. Teams shall inform this person of openings on their teams.

4.0 EVALUATION OF PLAYERS AND TEAMS

- 4.1 Returning players may play at the same or higher skill division as the previous year. Requests to move to a lower skill division must be made in writing, to the Vice President (VP), at the time of pre-registration and must include the rationale for the request. No movement of players to a lower skill division may be made without the approval of the GAARA Executive.
- 4.2 Players new or returning after a 2-year absence to the league, must submit a Player History Form
 - 4.2.1 These players will be evaluated according to the information provided on the Player History Form by the VP.
 - 4.2.2 Should the VP feel that the player is too strong for the division that they are registering in; the VP will seek input from at least 2 other members of a different skill division of the executive.
 - 4.2.3 If each of the members agree that the player is too strong for the division in which they have been pre-registered, the team representative will be notified that the player cannot participate in that division.
- 4.3 Teams who feel a player on an opposing team is not of the appropriate skill level for the division in which they are playing shall make their opinion known in writing to their Division representative. The Division representative shall bring this information forward for discussion to the Executive who shall determine if any further action is warranted.
- 4.4 The GAARA Executive 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.
- 4.5 A team who wishes to appeal a decision of the Executive (see Section 17) regarding the evaluation of players must do so to the VP within 48 hours of having received notice of the decision.
 - 4.5.1 The appeal must be in writing and must contain a full rationale for the appeal.

- 4.5.2 Based on the information provided, the Executive will determine if the original evaluation stands or if a further evaluation of the player in question is warranted.
- 4.5.3 No more than two evaluations of a player will be performed within one playing season.

5.0 POINT STRUCTURE

- 5.1 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.

6.0 LEAGUE GAMES

- 6.1 Following the release of the league schedule in September (for the first half of the season) and December (for the second half), teams will have a period of 7 days to make changes.
 - 6.1.1 Should a team wish to change a game, that team is solely responsible for finding another hour of ice which must be mutually agreed upon with their opponent and approved by the GAARA Referee in Chief to ensure referee assignment is possible.
 - 6.1.2 Once approved, the team making the change shall notify the Scheduler, Division Statistician, and the GAARA Referee in Chief of the details of the change to be made.
- 6.2 The shot clock will be used in all levels.
- 6.3 Every effort should be made to maximize the ice allotment: The first period of "A" games shall be seventeen (17) minutes and in all other divisions, it shall be fifteen (15) minutes.
 - 6.3.1 At the end of the first period the referees shall determine the time to be put on the clock to start the second period by the following formula: Ice times remaining (e.g. 20 min.) divide by 2 (e.g. 10 min.) then add 3 (e.g. total is 13 min.).
- 6.4 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 is awarded (see Section 11).
- 6.5 Once a game has begun, the game will be deemed complete, and the score will stand as is when the arena time is up, or the game is called by the referees.
- 6.6 The home team must provide all minor officials for the game (scorekeeper, timekeeper and shot clock operator) and **the online game sheet code.**

7.0 LEAGUE STANDINGS

- 7.1 In the event of a tie in the standings, RO tie-breaking rules will be applied.

8.0 PLAYOFF FORMAT AND SCHEDULE

- 8.1 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.
- 8.2 No changes to playoff games shall be allowed.
- 8.3 Playoff format
 - 8.3.1 For all divisions except Dev, 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
 - 8.3.2 For Dev: The top 2 teams in league standings shall advance to the Championship Game
- 8.4 Tie-breaking rules for playoff games:
 - 8.4.1 Teams will be assigned points as per Article 5.1. 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.
 - 8.4.2 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 Executive based on relevant factors including ice availability. The method will be announced to the teams prior to the beginning of the Championship Final games.
- 8.5 During playoff games, the home team is responsible for providing all minor officials and the **online game sheet code**. GAARA shall administer the finals by providing all minor officials and **the online game sheet codes**.
- 8.6 The Home team for the final playoff game will be determined by the final ranking placement of the regular season standings.

9.0 CANCELLATIONS

- 9.1 A cancellation of a game for any reason other than those listed below will result in a default (see Section 10). Cancellations of games may occur for the following reasons only:
 - 9.1.1 Inclement weather conditions; refer to weather warnings in weather app on GAARA website for guidance
 - 9.1.2 Loss of ice;
 - 9.1.3 No referees (Note: if there is only 1 official, the game shall be played unless the official elects not to as per Section 14.2); and
 - 9.1.4 Participation of a team in a tournament.
- 9.2 The cancelling team is responsible for notifying the opposing team, Scheduler, Statistician and Ref-in-Chief of any cancelled games.
- 9.3 In the case of game cancellations due to inclement weather, the cancelling team must advise the Ref-in-Chief and opposing team by telephone a minimum of five (5) hours prior to the scheduled time of the game. If the **Ref-in-Chief** cannot be contacted in person, another member of the GAARA Executive must be notified within the 5-hour time limit.
- 9.4 If a team must cancel a game because of participation in a tournament, then a minimum of three (3) weeks' notice is required.

9.5 Rescheduling:

- 9.5.1 Games cancelled due to 9.1.1 or 9.1.3 will not be rescheduled. The game report will reflect a 0-0 score and both teams will receive 1 point
- 9.5.2 If games cancelled under 9.1.2 or 9.1.4 cannot be rescheduled, the game report will reflect a 0-0 score and both teams will receive 1 point

10.0 DEFAULTS

- 10.1 A team shall automatically default a game under any one of the following conditions:
 - 10.1.1 Unable to ice six (6) skaters and a goalie or (7) skaters without a goalie.
 - 10.1.2 Participation of an ineligible player.
 - 10.1.3 Playing with less than six (6) members of its regular team.
 - 10.1.4 Not being ready to play five (5) minutes after the scheduled game time.
 - 10.1.5 As the home team, failure to provide minor officials or scratch players from the scoresheet and have those players perform the duties.
 - 10.1.6 Refusal to play another team leading up to, or at any point prior to the completion of the game (see Article 6.5 for definition of complete game).
- 10.2 Teams who default games for conditions 10.1.1 through 10.1.5 shall be assessed a twenty (\$20) dollar fine for the first offence. Fines shall increase by five (\$5) dollar increments for any subsequent offences. A team will not be fined if every reasonable effort was made to fine spares. Proof will be required.
- 10.3 Teams are encouraged to play games if possible and, with that intent, no financial sanctions will be enforced against teams who default a game under conditions 10.1.2 through 10.1.5 if the other team is notified in advance of the circumstances and agrees to proceed with the game. The home team shall complete and submit the scoresheet in the normal fashion and make note of the default, including the reason, on the scoresheet.
- 10.4 Teams who default games for condition 10.1.6 shall have the following sanctions applied:
 - 10.4.1 A five hundred (\$500) dollar fine will be assessed for each offence
 - 10.4.2 If the defaulted game is a playoff game, the team forfeits all right to play in the Championship final
- 10.5 Teams who default three (3) games under any of the conditions outlined in 10.1 shall be brought before the Disciplinary Committee who shall determine what further action, if any, is necessary.
- 10.6 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.

11.0 SCORESHEETS

- 11.1 Each team is responsible for ensuring that the online scoresheet is filled in completely and accurately. It must include **player roster with numbers, affiliated players (spares) with home team identified, identification of goaltender, and signed off by each team.**
- 11.2 **Players who are not present must then be marked absent (toggled off (red)) in the Game Sheet App.**

11.4 Substitute players must be added in the game sheet App using + ADD PLAYER. Under position their home team is to be indicated (for example (Tux Express) or (Spares) if on the GAARA Spares roster). The Associated Player (AP) toggle must be on (green).

11.5 Substitute Goalies are to be added as per 11.4 above. However, under position indicate Goalie (home team), for example Goalie (Ice Queens).

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

12.0 REPORTING OF SCORE SHEETS

12.1 The electronic Game Sheet App locks 3 hours after the game start time. The Home team must ensure that the game sheet has been synced and marked complete within this timeframe.

12.4 Failure to comply will result in a team fine as set out in the Team Contract.

13.0 SUBSTITUTES

13.1 During REGULAR league games, teams may use substitute players with the following restrictions:

13.1.1 A team is permitted to use substitute players (skaters and goalies):

- i) But cannot exceed its number of registered players on their TRF.
- ii) The substitute player must be an eligible player (see Bylaw #).
- iii) Substitute skaters and goalies MUST be designated as such on the game sheet as per Article 11.

13.1.2 Substitute Skaters:

- i) 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.

- ii) Can be used up to a maximum of four (4) per game.
- iii) The same skater can spare a maximum of five (5) times per team in the regular season.

EXCEPTION: Dev teams may use the same skater a maximum of eleven (11) times per team in the regular season.

- iv) 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).

13.1.3 Substitute Goalies:

- i) Can be used when a team's regular goalie is not available, regardless of the number of team members present.
- ii) The same goalie can spare unlimited times per team in the regular season.

- iii) 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).

13.2 During PLAYOFF league games, teams may use substitute players with the following restrictions:

13.2.1 A team is permitted to use substitute players (skaters and goalies) as per Section 13.1.1:

13.2.2 Substitute Skaters:

- i) Can be used to bring a team's total complement up to a maximum of twelve (12) skaters.
- ii) Can be used up to a maximum of four (4) per game.
- iii) The same skater can spare a maximum of two (2) times per team in playoffs.
- iv) 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).

13.2.3 Substitute Goalies:

- i) Can be used when a team's regular goalie is not available, regardless of the number of team members present.
- ii) The same goalie can spare unlimited times per team in playoffs.
- iii) 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).

14.0 REFEREES

14.1 The referee-in-chief shall be responsible for ensuring that there are two (2) referees assigned to each league game played in Ontario. For games played in Quebec, GAARA is not responsible for the scheduling of referees.

14.2 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.

15.0 DISCIPLINE

15.1 Misconduct Penalties shall be served as stated in the RC Rule Book.

15.1 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 Judicial 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.

15.2 An automatic one game suspension (minimum) shall be applied to any player, coach, or team staff incurring, during a single season:

(a) three (3) unsportsmanlike.

(b) two (2) misconduct penalties or two (2) major penalties or a combination of any two (2) thereof.

15.3 For Match 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

- 15.4 In addition, suspensions not served in full shall be deemed to carry across seasons. 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.
- 15.5 All disciplinary decisions may be appealed except for those covered in 15.1 and 15.2 above.
- 15.6 Disciplinary Process
- 15.6.1 Both teams shall be responsible to notify the VP who serves as the Discipline Committee Chair, referred to herein as "the 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.
- 15.6.2 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.
- 15.7 Appeal Process
- 15.7.1 An appeal of a suspension resulting from a Match 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 15.3 above.
- 15.7.2 To appeal a decision of the Discipline Committee, the individual involved must send a "notice of appeal" to the Chair within seven (7) days of being informed of the duration of the suspension. This notice, which shall provide a complete explanation of the grounds on which the appeal is based, and must be accompanied by a \$25.00 non-refundable administrative fee in form of cheque (made payable to "GAARA") or an e-transfer.
- 15.7.3 Upon receipt of this notice, the Chair shall, in consultation with the other members of the Committee and within seven (7) days of receipt of the notice, respond by granting or denying the appeal. If granted, the suspended individual shall have an opportunity to meet with the Discipline Committee.
- 15.7.4 This Committee shall consist of the Discipline Chair and three (3) members-at-large, as selected by the Chair, from League teams not in the "tier" of those involved in the appeal.

16.0 PROTESTS AND GRIEVANCES

- 16.1 Game protests or grievances must be made verbally to a member of the Executive no later than 24 hours after the occurrence of the protested or grieved issue.
- 16.2 A written report substantiating the protest or grievance must be filed with the Grievance/Disciplinary Committee Chair no later than 48 hours after the verbal notification.
- 16.3 All protests and grievances shall be considered by the Grievance/Disciplinary Committee within seven (7) days of receipt of the written notification.

17.0 APPEALS

- 17.1 Any decision of the Executive Committee may be appealed (except as noted in Section 15)
- 17.2 Any appeal of a decision by the Grievance/Disciplinary Committee shall be processed as per Section 15.7.
- 17.3 In all cases of suspension, the suspension shall remain in effect until the appeal is decided upon by the Executive.
- 17.4 The right of appeal to the Eastern Region Ringette Association (ERRA), RO, and RC remains as always.
- 17.5 Appeal Process: Any appeal of a decision by the Executive Committee shall be processed in the following manner:
 - 17.5.1 The appeal must be filed within 48 hours of the date the decision was made or communicated, along with a \$25.00 non-refundable administrative fee, with the President, Vice-President, or Secretary. This notice, must provide an explanation of the grounds on which the appeal is based,
 - 17.5.2 The appeal shall be heard at the next Executive Meeting unless compelling reasons can be shown for it to be heard sooner.
 - 17.5.3 The appellant may request to attend the Appeal Hearing to present their case.

18.0 GAARA TEAM CONTRACT

- 18.1 At the beginning of each season, every team will post a \$100.00 bond and sign a Team Contract with GAARA.
- 18.2 The bond will be paid by the date set for receipt of the first half of the league fees.
- 18.3 Failure to fulfil the responsibilities listed in the contract will result in a fine being paid to GAARA.
- 18.4 GAARA fines will be deducted from the \$100.00 bond. Teams whose bond level drops to twenty-five (25) dollars or less by December 31st shall put forth an additional fifty (50) dollar bond payable on or before January 15th.
 - 18.4.1 Any monies remaining will be returned at the end of the playing season.
- 18.5 ERRA and RO fines and fees will be invoiced by GAARA directly to the appropriate team and not deducted from the GAARA bond.
 - 18.5.1 ERRA fines and fees include but are not limited to missing release forms, risk management forms, and injury/accident forms, and coaching and officiating clinics.
 - 18.5.2 RO fines and fees include but are not limited to Team Registration Form adjustment fees, provincial tournament fees, fines for coaches not wearing helmets on the ice, and any accumulated interest.
 - 18.5.2 If a team has any outstanding invoices as of the AGM all players of that team will be considered “not in good standing” with GAARA and shall not be permitted to register on that or any other GAARA or RO team until the amount is paid in full.