

GREAT LAKES RINGETTE LEAGUE (GLRL)

1. LEAGUE RULES

- 1.1. All Great Lakes Ringette League (“GLRL”) games will be governed by Ringette Ontario playing rules in effect for that year.
- 1.2. By a majority vote, the GLRL Executive Committee may delete or implement any rule for that season only.
- 1.3. Under certain conditions, games may be played on ice surfaces without the approved ringette markings.
- 1.4. Gamesheets (or electronic versions thereof) must be signed by the coach or manager ten (10) minutes prior to the game, at the location designated.
- 1.5. Teams must be ready to go on the ice five (5) minutes before scheduled game time. In the event of unforeseen circumstances that affect a team’s ability to start the game within fifteen (15) minutes of the scheduled start time, the head coach of each team must meet with a referee or GLRL rep present to confirm if the game should be forfeited, re-scheduled or played, if possible. A written notice to the GLRL Vice President describing the decision must be provided within 24 hours of the decision.
- 1.6. The GLRL Executive has the authority to levy all applicable fines as stated below.

2. Informing GLRL of Team Participation, Scheduling, Reporting of Results, and related fees and fines.

- 2.1. Exact date for regions/associations to confirm participation of all AA and A teams will be determined by GLRL at the February meeting. The goal will be to have all AA and A teams confirmed to the GLRL Executive by August 1st. All U12A teams must be confirmed by September 20th.
- 2.2. A Team Participation Form will be submitted by the GLRL Representative of each Association for each team. The form can be found here:
https://docs.google.com/forms/d/e/1FAIpQLSchF4DCAalrZsC3fq0757B7X5P_klTXn-QVoLh-w42IRNnPJA/viewform. (located at <https://grrl.ca> – About Us)

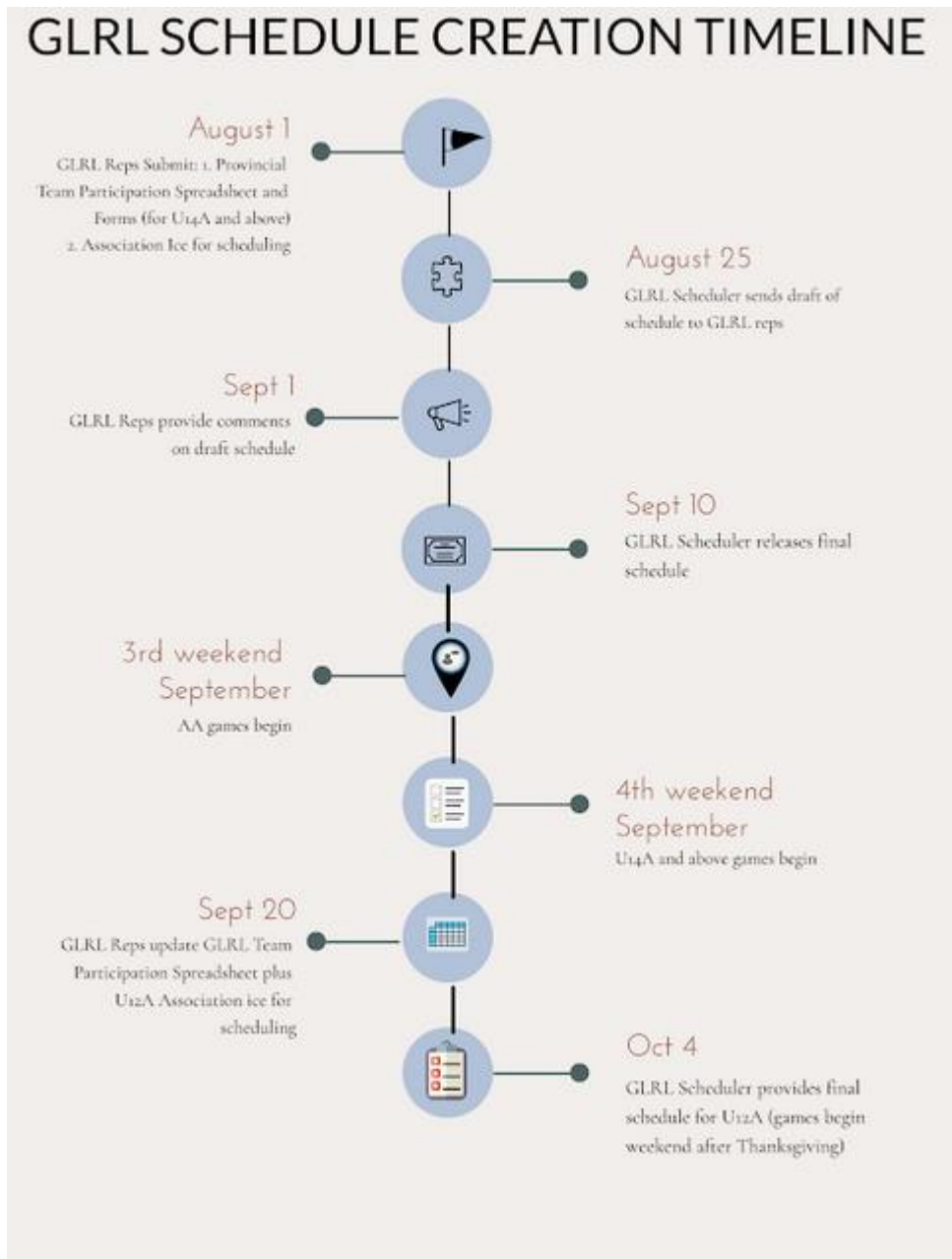
Team declaration will include but is not limited to - teams intending to play and intended division of play (female only, mixed or male only). Division of play aligns with Ringette Ontario description of division demographics.
- 2.3. If an Association has declared a team, and the team pulls out, the Association will be assessed a fine, as follows: - if the Scheduler is advised before the schedule is drafted, the fine will be \$0. - if the Scheduler is advised after the schedule has been drafted, the fine will be \$300. - if the pull-out is after the schedule is finalized, the fine will be \$500.

- 2.4. Any modifications to the team composition, must be brought to the attention of the GLRL Division Convenor and Vice President with an updated Team Participation Form for review and approval by the GLRL executive. No league play shall be conducted with a new team formation before approval is granted.

3. Scheduling

- 3.1. GLRL games for AA will aim to begin play during the 3rd weekend of September and A divisions will aim to begin play during the 4th weekend of September. U12A games will aim to begin after the 2nd weekend in October.
- 3.2. Once teams are declared the GLRL Committee (GLRL Executive and Association Representatives) will:
 - 3.2.1 Discuss and agree how divisions (e.g., East vs West) will be divided for each declared team based on the type of play (Female, Mixed, Male);
 - 3.2.2. Agree on a scheduling strategy, (e.g., how many games will be scheduled, whether there will be cross-over games between two divisions, whether there will be more games scheduled between teams within a GLRL Division based on geography, relative strength, etc.).
- 3.3. Associations will pay the appropriate registration fees for each of the teams they have declared. In addition, each Association will pay a bond deposit of \$500, to be held in trust to cover any in-season fines and administration fees owed. If during the season an Association deposit drops below \$350 due to levied fines, the Association must issue a payment by the next GLRL meeting to bring the deposit back to the \$500 level.
- 3.4. GLRL Reps will provide the GLRL Scheduler with a listing of ice times available for their AA and A team's home games by **August 1st**. GLRL Reps should also identify, to extent possible, any tournaments that their teams are expected to attend along with any other blackout date requests for the Scheduler to take into account.
- 3.5. All games will be scheduled to be played prior to the Provincials in each division. Any exceptions must be approved by the GLRL Executive.
- 3.6. The Scheduler will present the draft schedule for review by the GLRL Reps by August 25th.
- 3.7. The GLRL Reps will forward the draft schedule to their respective Association AA & A team Head Coaches for review immediately.
- 3.8. Any schedule conflicts or game change requests must be presented to the Scheduler and GLRL President within one week of the release of the draft schedule.
- 3.9. The Scheduler will publish an updated draft schedule by September 10th or within a week of the release of the draft schedule. GLRL Reps will then have 3 days to perform a final review. Note: It is the responsibility of each GLRL Rep to ensure there are no time conflicts in the final schedule for their teams (e.g., two games scheduled at the same time, or too close together, for the same team). The Scheduler must be advised of such conflicts during the review period.

- 3.10. Once the schedule has been finalized, all game changes must follow the GLRL Game Reschedule Process.



4. Rescheduling of Games

- 4.1. All teams are expected to adhere to the provided GLRL schedule. If games need to be rescheduled due to extenuating circumstances (e.g., inclement weather), this must be communicated between head coaches and a game change form submitted on the GLRL website by the home association. If a game needs to be rescheduled within 12 hours of a game start time, head coaches must notify GLRL reps from both associations by phone call and Division Convenor.
- 4.2. Inclement weather - when it comes to inclement weather, it is better to err on the side of

player safety. It is the responsibility of the Head Coach of the team canceling the game to contact the other team Head Coach as soon as possible to confirm the decision to cancel due to inclement weather. The teams involved must NOT assume that the other team knows of the inclement weather. If the home team is not advised appropriately and in a timely manner, a fine may be levied.

- 4.3. The Association of a team that forfeits a scheduled GLRL game will automatically be fined \$500. The Association must pay this fine within 30 days. An Association may appeal the fine to the GLRL Executive for a refundable fee of \$100 (See Appeals Policy).
- 4.4. Association may present its case to a GLRL Appeals Committee, as appointed by the GLRL Executive. If the appeal is approved, and the fine is cancelled, the fee will be refunded. If the fine is not cancelled, the Association must pay the \$500 fine immediately (in addition to the \$100 appeal fee). If the fine is not paid, the GLRL Committee may take appropriate disciplinary action, including expulsion of the team/Association. Of the \$500 fine, \$250 will be paid to the Association of the other team involved in the cancelled or forfeited game to compensate for ice costs and officials.
- 4.5. When a cancellation has been agreed upon, the home association must offer two alternative ice times, and the visitor association must respond within 48 hours or forfeit the game.

5. Reporting of Results

- 5.1. The GLRL Rep of the home association is responsible for ensuring game results are reported on the GLRL RAMP game portal (<https://admin.rampcms.com/login>) within 24 hours of the scheduled start time of the game. The reported score should not show goals greater than a 7-goal differential.
- 5.2. A warning will be issued if a score is not reported within 24 hours. If more than 3 late scores are accumulated, a \$25 fine will be levied to the home association.
- 5.3. If an error is made in a score, contact the GLRL Regional Rep who will notify the GLRL webmaster of the change.
- 5.4 All major penalties must be reported as per the Match Penalties section.
- 5.5 In forfeited games, the score shall be recorded at a 4-0 game with the winning team awarded two points in the standings.

6. The Home Team

- 6.1. The home team shall be the team listed first in the league schedule and identified as the "Home Team".
- 6.2. The home team shall be responsible for the game referees and timekeepers during GLRL league play regularly scheduled games.

- 6.3. The home team is responsible for supplying a Ringette Ontario gamesheet. They are also responsible for filling out the top portion properly including Game #, Date, Rink, Time, Division, Visiting Team Name, Home Team Name. The home team is responsible for the officials to sign the game sheet with a legible signature and officials' number. The team manager must keep the hardcopy game sheets on file until the end of the season.
- 6.4. The team roster and the coaching staff are the responsibility of each team. Last name followed by first initial (first name is preferred) is mandatory. All substitute players must be indicated by writing "Sub" beside their name on the game sheet.
- 6.5. The home team shall have the choice of uniforms in the event of a colour conflict. A team that does not comply will be levied a fine of \$100.

7. Official's Timeout

- 7.1. An official's timeout shall be left to the discretion of the officials.

8. Bench Staff

- 8.1. There shall be no more than 5 persons on the bench at any one time per Ringette Ontario guidelines.

9. Awarding of Points

- 9.1. Two points shall be awarded to the winning team following completion of a GLRL game and 0 points to the losing team.
- 9.2. There shall be no overtime played for tie games during the regular season. Each team will receive one point.
- 9.3. In the event of a tie in points for standings at the end of the season, Ringette Ontario tie breaking procedures will be used.
- 9.4. All U12A, U14A, U14AA, U16A, U19A and 18+OA games in GLRL are 2 x 15-minute stop time periods.
- 9.5. All U16AA and U19AA games in GLRL are 4 x 11-minute stop time periods unless otherwise approved by the GLRL Executive prior to the start of the game. Each team will be awarded two timeouts including one timeout per half.
- 9.6. For a game that is at risk of a curfew, the home team must make the visiting team aware prior to the start of the game.

10. Awarding League Champions

- 10.1 League champions will be awarded to the winner of each division as per the GLRL website standings at the time of the season close date. The season close date is determined by the GLRL executive usually by the end of April depending on when the year-end Provincial Championship tournaments are held.

10.2 Teams that are determined to be league champions will be notified by the GLRL Treasurer and will have an option to select a team banner OR individual player medals as the award. The choice must be communicated to the GLRL Treasurer within 1 week of notification.

11. Annual Fees

- 11.1. The GLRL Committee shall set the annual team fee for each season at the first meeting in September.
- 11.2. Any Association not paying their fees and outstanding fines by November 1st shall be suspended from play until these are paid in full.

12. Games

- 12.1. Tournament Games cannot be used as GLRL league games unless otherwise approved by the GLRL executive in writing at least 2 weeks prior to the tournament start date.

13. Substitutions

- 13.1. GLRL to follow Ringette Ontario substitution rules.
- 13.2. Maximum number of substitute games played per season for all skaters is 5 games and for all goalies is unlimited.

Important: It is the responsibility of the Home Association President or designated replacement, Home Team Head Coach, or designated replacement (this is the home association/team of the player being called up to substitute and play a game for another team) to ensure that their respective players do not exceed playing more than 5 games for any team during GLRL play.

- 13.3. All substitute players must be indicated by writing "Sub" beside their name on the game sheet with both first and last name appearing.
- 13.4. Fines for improper use of substitutes will be as follows:

13.4.1. More than 5 games substituted by 1 player - \$500 fine to violating team and suspension of player for 1 league game.

13.4.2. Violation of any substitution rules will result in a forfeit of the game.

Important: It is the responsibility of the Receiving Association President or designated replacement, Receiving Team Head Coach, or designated replacement (this is the association/team that the player being called up to substitute will be playing a game for) to ensure that the called-up substitute player has not exceeded playing more than 5 games for any team during GLRL play.

14. Match Penalties

- 14.1. In the event of a player or team official receiving a match penalty:
 - 14.1.1. If a player receives a Match penalty in a GLRL game, they will serve a minimum of a 2-game suspension on their next 2 GLRL games. All suspensions will follow the RO and Ringette Canada rules and must be reported to the regional competition within 24 hours, or before their next game if earlier.
 - 14.1.2. The GLRL Executive shall be notified of such penalty by filling out the Player Major

Penalty Tracking Form on the GLRL website.

- 14.2. All suspensions handed out by GLRL must allow an appeal and this appeal will be heard by a GLRL Appeal Committee assigned by the GLRL Executive. The Association must put up a \$100 non-refundable administration fee and be responsible for costs before the appeal will be heard.

15. Game Player Requirements

- 15.1. A game may be started with seven (7) players if others are detained by weather or other unforeseen circumstances. Others may join the game when they arrive. Seven (7) players must have participated before game finishes, otherwise the game will be forfeited.
- 15.2. All GLRL games will be played with stop time only, with the remaining time left on the clock noted on the gamesheet

16. Officials

- 16.1. All officials for GLRL games must have minimum qualifications of 2C. Exceptions can be made with the approval of the home association's Referee-in-Chief.

17. Attendance at GLRL Meetings

- 17.1. Attendance at all GLRL meetings is strongly encouraged. Any Association not represented at two consecutive regularly scheduled GLRL meetings will be subject to a \$100 fine. Missing three consecutive meetings will result in the suspension of that Association's voting privileges until reinstated by approval of the GLRL Executive and payment of the fine.

18. Shot Clock

- 18.1. All GLRL games must be played using the shot clock and the home team must provide a qualified minor official to operate the shot clock.

19. Exceptions

- 19.1 In exceptional circumstances, alterations to GLRL rules may be made at the discretion of the majority of the GLRL Executive.



GREAT LAKES RINGETTE LEAGUE (GLRL) APPEAL POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Appellant*” – The Party appealing a decision
 - b) “*Respondent*” – The body whose decision is being appealed
 - c) “*Parties*” – The Appellant, Respondent, and any other Individuals affected by the appeal
 - d) “*Days*” – Days including weekends and holidays
 - e) “*Individuals*” – All categories of member defined in GLRL’s Bylaws, as well as all individuals engaged in activities with GLRL including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors, and Officers of GLRL, spectators at events, and parents/guardians of athletes
 - f) “*Case Manager*” – An individual appointed by GLRL who may be an executive member, committee member, volunteer, director, or an independent third party, to oversee the application of this Appeal Policy to a particular case. The Case Manager will have responsibilities that include, but are not limited to:
 - i. Ensuring procedural fairness;
 - ii. Respecting the applicable timelines; and
 - iii. Using decision making authority empowered by this Policy.

Purpose

2. GLRL is committed to providing an environment in which all Individuals involved with the organization are treated with respect and fairness. GLRL provides Individuals with this *Policy* to enable fair, affordable, and expedient resolution of disputes and appeals of certain decisions made by GLRL officials.

Alternate Dispute Resolution

3. GLRL encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

Scope and Application of this Policy

4. This Policy applies to all Individuals. Any Individual who is directly affected by a decision by GLRL shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
5. This Policy **will apply** to disputes and decisions relating to:
 - a) Conflict of Interest
 - b) Discipline & Complaints
 - c) Membership
 - d) Player Transfer/Release
 - e) GLRL Fines, particularly as related to any of the above
6. This Policy **will not apply** to decisions relating to:
 - a) The rules of Ringette and other policies or procedures over which GLRL has no control

- b) Selection criteria, quotas, policies, and procedures established by entities other than GLRL, including without limitation, substance, content and establishment of team selection criteria and volunteer/coach appointments and the withdrawal or termination of those appointments, which are handled at the Association level
- c) Decisions or discipline arising within the business, activities, or events organized by entities other than GLRL (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by GLRL at its sole discretion)
- d) GLRL's operational structure and committee appointments
- e) Commercial matters for which another appeals process exists under a contract or applicable law
- f) Decisions made under this Policy

Timing of Appeal

7. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision being appealed to submit, in writing to the GLRL Executive, the following:
 - a) Notice of the intention to appeal
 - b) Contact information and status (i.e., parent, player, coach, association) of the appellant
 - c) Name of the respondent and any affected parties, when known to the Appellant
 - d) Date the appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, if available
 - f) Detailed reasons for the appeal
 - g) Any evidence that supports these grounds
 - h) Requested remedy or remedies

8. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the fourteen (14) day period will be at the sole discretion of the Appeal Board and may not be appealed.

Grounds for Appeal

9. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include that the Respondent:
 - a) **Exceeding Jurisdiction:** Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) **Failure of Due Process:** Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) **Bias:** Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d) **Misapprehension of Fact:** Failed to consider relevant information or took into account irrelevant information in making the decision
 - e) Made a decision that was grossly unreasonable

10. In order to be successful in an Appeal, the Appellant must demonstrate, on a balance of probabilities, that the Respondent has conducted themselves in a way that provides a 'Ground for Appeal' as noted above.

Screening of Appeal

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), GLRL will appoint an independent Case Manager (who must not be in a conflict of interest) who has the following responsibilities:
 - a) Determine if the appeal was submitted in a timely manner
 - b) Decide whether there are sufficient grounds for the appeal
12. If the appeal is denied on the basis of insufficient grounds or because it was not submitted in a timely manner, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
13. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel of three persons to hear the appeal. The three-person Appeal Panel will be formed from members of the GLRL board who are not in conflict or independent parties that are familiar with Ringette or a combination of the two.

Procedure for Appeal Hearing

14. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
15. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
16. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
 - a) The hearing will be held within a timeline determined by the Case Manager acting reasonably in the circumstances
 - b) The Parties will be given reasonable notice of the day, time, and place of the hearing
 - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
 - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e) The Panel may request that any other individual participate and give evidence at the hearing
 - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
 - h) The decision to uphold or reject the appeal will be by a majority vote of Panel members
17. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

18. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the

hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

19. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and GLRL. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

20. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

Confidentiality

21. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

22. No action or legal proceeding will be commenced against GLRL or Individuals in respect of a dispute, unless GLRL has refused or failed to provide or abide by the appeal process as set out in GLRL's governing documents.