

Lower Mainland Ringette League

Policy Manual



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I. Mandate

1. The Lower Mainland Ringette League ("LMRL" and/ or "League") Directors and the Association Delegates will be responsible for all administration and enforcement of the League rules.
2. Any issues not pertaining to or covered by the current League Policy Manual shall be submitted in writing to the League for consideration. Decisions of the League are final.

II. Organization

A. Directors and Officers

1. Officers of the LMRL are those elected in accordance with LMRL's Constitution and By-laws as registered under the Society Act of British Columbia (the "Bylaws") and shall be Directors of LMRL with full voting privileges. See Sections D through O for description of the LMRL Director positions.

B. Board

1. Each LMRL affiliated Association ("Member Associations") shall appoint a Delegate to the LMRL Board (typically the Association's President or other designate). The LMRL Directors and Association Delegates form a committee, collectively referred to as the Board, responsible for administration of League rules. Each Director and each Association Delegate (collectively referred to as Board Members) shall have one vote at meetings of the Board; the Association Delegates shall act as liaisons between the League and all Member Associations.
2. A Director is not eligible to act in dual capacity as both Director and Association Delegate. In the event an Association Delegate is not able to attend a board meeting and a Director is designated as the Association Delegate, such person is only entitled to a single vote on any matter at any meeting.
3. Any Member Association not represented by an Association Delegate at League board meetings shall be levied a fine of \$50.00 per meeting missed.
4. The Board shall consider any situation not covered by current League rules or policy after submission of a written request. Decisions by the Board are final. Rules and policies shall not be in conflict with LMRL's Constitution and Bylaws.
5. Board meetings are closed to all League Members unless invited and approved in advance by the LMRL President or Vice-President or unless the meeting has been called as a public meeting.

C. Conflict of Interest

1. Conflict of Interest Definition:

- a. The duty of all Board Members is to be impartial and fair in the rendering of decisions in accordance with the Board's mandate as set out in the Bylaws and/or Policy Manual,
- b. If a Board Member stands to gain financially from a decision being made by the Board, the Board Member shall disclose and absent themselves from the proceedings without attempting to influence the discussion; without participating in the discussion; and without voting,
- c. If a Board Member of his/her Member Association stands to gain significantly or substantially gain an advantage or significantly or substantially receive a benefit as a result of a decision to be made by the Board, the Board Member will disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting, and
- d. If there is doubt as to a Board Member's ability to be impartial and fair, the Board Member shall disclose it and the remaining Board Members shall, by majority vote, determine whether the Board Member shall disqualify themselves from the discussion and remove themselves from the proceedings without voting.

D. President

The President shall be an LMRL Director and, in accordance with LMRL and Ringette BC policies as applicable, supervise day-to-day affairs of the League and shall:

1. Preside as Chairperson over all League meetings, including monthly meetings and the LMRL Annual General Meeting ("LMRL AGM"),
2. In accordance with the Bylaws, supervise the other Directors in the execution of their duties,
3. Act as a liaison between the League and Ringette BC and other Provincial Leagues,
4. Recommend to the Board appointment of any Director positions not voted in or filled at the LMRL AGM,
5. Sit on all League sub-committees with full voting rights, at the President's discretion,
6. Be an approved bank signing officer for all LMRL bank accounts,
7. Keep a record of all overage players and out-of-province players,
8. Prior to the start of the season, a President's seminar will be held to provide each Member Association with a complete set of rules governing League play. To avoid conflicts, Member Associations should review League policies with all coaches at the beginning of each season,
9. Represent the League at the Ringette BC AGM.

E. Vice-President

The Vice-President shall be an LMRL Director and in accordance with LMRL and Ringette BC policies as applicable, assist the President in the supervision of the day-to-day affairs of the League and shall:

1. Preside as Chairperson over any League meeting in the event the President is not able,
2. Be an approved bank signing officer for all LMRL bank accounts,
3. Serve as Coordinator of all divisions,
4. Present a report about League operations to the Board at its monthly meetings,
5. Update the League website as necessary in the event the Webmaster position is vacant,
6. Assist the Director of Coaching and the League Divisional Managers facilitate the annual League tiering meetings, and
7. Be the primary Board member to assist other Directors in resolving day-to-day League operational issues as they arise during the season.

F. Secretary

The Secretary shall be an LMRL Director and shall:

1. Draft and circulate copies of the minutes of all Board meetings to each Director and Association Delegate following each League meeting,
2. Collect business items from all Directors and Association Delegates and prepare and distribute final agendas and notices in advance of the monthly Board or other meetings,
3. Obtain and retain all applicable League documents and records (except those required to be kept by the Treasurer). This would include but is not limited to final meeting agendas and minutes, League correspondence, signed Codes of Conduct, completed criminal records checks, overage/underage player requests and relocation documents,
4. Forward all overage/underage player requests and relocation documents to Ringette BC for final approval,
5. Maintain the register of members,
6. Update the LMRL Policy Manual for:
 - a. LMRL policy or rule changes as such are approved by the League,
 - b. Ringette BC policy or rule changes as they are approved by Ringette BC where such come in conflict with existing League policy, and
 - c. Prepare and submit Annual Reports and other filings as may be required to comply with the Societies Act and thereafter obtain a Certificate of Good Standing each year (a copy of which will be submitted to Ringette BC no later than November 1st).

G. Treasurer

The Treasurer shall be an LMRL Director and shall:

1. Be an approved bank signing officer for all LMRL bank accounts,
2. Receive assessments from Member Associations and make disbursements as required by ordinary operations of the League and as approved by the Board,
3. Provide regular financial updates to the Board including League financial statements on September 1st, January 1st, and April 1st and at the LMRL AGM,
4. Prepare and submit annual community gaming applications for provincial funding as well prepare and submit required applicable reports,
5. Ensure required provincial gaming licenses are applied for and obtained for any League tournaments or promotional events as well as prepare and submit required post-event reporting,
6. Submit all payments due to Ringette BC by appropriate deadlines,
7. Keep such financial records including books of account as are necessary to comply with the Societies Act, and
8. In the event a separate Secretary is not appointed, act as Secretary-Treasurer and perform the duties of the Secretary as noted in Section F.

H. Director of Officiating

The Director of Officiating ("LMRL RIC") shall be an LMRL Director and shall:

1. Be the League's liaison with all Member Association Referee in Chief's (RIC) and with the Chair of the Officiating Sub-committee,
2. Set up a referee training program each season. The LMRL RIC may seek assistance from any person and shall endeavour to set up an evaluation program of referees,
3. Clarify rules when necessary and settle minor problems regarding officiating. Within 72 hours, the LMRL RIC shall notify the Vice-President about actions taken for any problems. The League may accept the results or take further action,
4. Attend board meetings and serve on grievance committees if so asked by the League,
5. Maintain a list of all regionally carded referees and assist Ringette BC in keeping a master list at the provincial level,
6. Appoint referees to assist in carrying out duties if necessary,
7. Have the right to remove any official from a game if such action is determined to be necessary during play,
8. Be responsible for the right to recommend suspension of any referee for conduct unbecoming of a referee and with the proviso that said referee reserves the right to appeal such decision to the Board,
9. Call two meetings of all Member Association RIC's. All referees shall be encouraged to attend. One meeting will be before the December holiday break, and one after,
10. Demonstrate LMRL support for a program for the advancement of referees in the League by conducting clinics and scheduling on-going evaluations,
11. Maintain a schedule of approved rates for paying all League referees, recommend any changes to the Board for approval at the beginning of each season and distribute the

approved schedule of fees to all Member Association RIC's at the beginning of each season.

I. Ice Scheduler

The Ice Scheduler shall be an LMRL Director and shall:

1. Determine a League game schedule for the season after consulting with Member Associations regarding available ice times and the number of teams in each division,
 - a. The League season shall start following completion of a preliminary tiering round,
 - b. The League game schedule shall be a fourteen (14) game minimum and a twenty (20) game maximum in which each team within a level plays each other team an equal number of times,
 - c. Consult with and keep informed the Vice-President and Divisional Managers,
2. Schedule any required play-down or playoff games as may be required to determine league divisional champions and Ringette BC provincial representatives,
3. In the event the League does not have an Ice Scheduler, LMRL will pay to have a person(s) do the job for one year on such terms as the Board may approve. The cost will be shared proportionally by each Member Association.

J. League Tiering Committees

1. League assessment committees ("Tiering Committees") will be established by the League to make recommendations about tiering, divisional classifications and player movement for each division.
2. Each Tiering Committee shall be chaired by the League Divisional Manager and members shall include the Director of Coaching, the Vice-President and the head coaches from that division.
3. The Tiering Committees shall evaluate team or player movement in accordance with the spirit of these rules and consult with all parties involved.
4. The Tiering Committees will submit their recommendations at the earliest possible Board meeting.

K. Director of Promotions

The Director of Promotions shall be an LMRL Director and shall be responsible for:

1. Recruiting and assigning Promotions Sub-committee members to designated roles,
2. Scheduling and chairing regular meetings of the Promotions Sub-committee,

3. Developing promotional initiatives and annual goals and objectives for the Promotions Sub-committee whose aim is to improve the profile of the sport of ringette in the Lower Mainland,
4. Working with the promotions arms of local, provincial and national ringette bodies,
5. Reporting to the Board on the budget, goals, activities and initiatives of the Promotions Sub-committee,
6. Championing the cause of promotions at the LMRL Board meetings and other forums, and
7. In conjunction with the Director of Player Development, assisting Member Associations in promoting and facilitating *Come Try Ringette* and gym ringette events throughout the League.

L. Director of Coaching

The Director of Coaching shall be an LMRL Director and shall:

1. Be the League's liaison with the Directors of Coaching of all Member Associations and with the chair of the Ringette BC Coaching Sub-committee,
2. Inform all Member Associations of coaching certification requirements and organize necessary coaching clinics and first-aid courses for all coaches,
3. Ensure all coaches have completed appropriate certification requirements by the applicable Ringette BC deadlines,
4. Maintain a list of certified coaches and assist Ringette BC in keeping a master list at the provincial level,
5. Develop and implement programs for recognizing and developing coaching skills and expertise, provide feedback to coaches regarding skills and qualifications,
6. Act as a member of each of the League Tiering Committees,
7. Handle all coaching complaints brought forward during League play; in the event a grievance committee is formed to handle any such complaints, the Director of Coaching will chair such committee, and
8. Be responsible for the right to recommend suspension of any coach for conduct unbecoming of a coach and with the provision that said coach reserves the right to appeal such decision to the LMRL Board.

M. Director of Athlete Development

The Director of Athlete Development shall be an LMRL Director and shall:

1. Be the League's liaison with the Directors of Player Development of all Member Associations and with the chair of the Ringette BC Sport & Athlete Development Sub-committee,

2. Develop and implement programs to grow the competencies of players of all ages and skill levels within the League.
 - a. Power or technical skating programs,
 - b. Goalie training clinics or camps,
 - c. Shooting clinics,
 - d. U12 development program or camps
 - e. Promote gym ringette within schools in conjunction with the LMRL Director of Promotions and Member Associations

N. Webmaster

The Webmaster shall be an LMRL Director and shall:

1. Organize and maintain a website platform to be used by the League for promotion and communication of all its affairs,
2. Determine recommended host provider of the League website, and negotiate fees for recommended functionality and submit to the Board for approval,
3. Post news items, update information content and upload League records for long term, secure storage,
4. Post and update all Board Member, Member Association and team coach and manager contact information, and
5. Ensure League game schedules and League standings by division are posted on the website and appropriate sign-on access authority is provided to teams for self-entering of game results.

O. Zone Coordinator

The Zone Coordinator shall be an LMRL Director and shall:

1. Work with either the President or Vice-President to oversee athlete transfers between zones and administer all Zone transfer requests prior to submission of any requests to Ringette BC (when a zone is unable to create a zone team). As per Ringette BC transfer policy,
2. Work with Ringette BC on changes to program guidelines and expectations,
3. Be subject matter expert on Zone tryout process and team formation to assist Zone coordinators and Member Association Presidents with all aspects of Zone team formation and oversight,
4. Coordinate Zone tryout process with Zone coordinators as required,
5. Working with the LMRL Director of Coaching to sit on Coach Selection Committees chaired by Ringette BC as required,
6. Track use of Zone team affiliates throughout year on behalf of LMRL,
7. If a Zone is forming 2 zone teams, assist with Zone team draft as required,
8. Monitor Zone team competition throughout the year as required,

9. Facilitate extended play weekends as desired by Zone teams,
10. With assistance of the LMRL Treasurer, review and approve Zone team budgets prior to November 1st each year
11. Approve any requested changes to Zone team budgets that will require an increase in budget,
12. Work with Vice-President to determine standings for Provincial Championships and awarding of League banner,
13. Work with LMRL's RIC and association RIC's to ensure referees are scheduled and paid,
14. Work with Association Presidents and LMRL President to make recommendations to Ringette BC if LMRL believes a Zone boundary should be changed at any of the three levels in any given year,
15. Oversee all Association Zone Coordinators on behalf of Association Presidents and LMRL at the U14, U16, U19 level, and
16. Zone Coordinator positions will be appointed and the League informed by June 1st each playing year.

III. Board Operations

- A. The first meeting of each season shall be called by the President as soon as is practical after conclusion of the LMRL Annual General Meeting (the "LMRL AGM"). Subsequent meetings shall be held as often as deemed necessary but no less frequently than once every three months.
- B. The President, Vice-President, Secretary and Treasurer shall annually prepare a budget to determine the annual dues assessment to each Member Association. The annual budget is to be presented to the Board at the first regular scheduled meeting following the LMRL AGM.
- C. Each Member Association is to be assessed a fixed sum (minimum \$150 annually) to cover League daily operating expenses, payable by September 20th, plus a per capita assessment (excluding FUNDamentals, U10, U12 and 30+) to cover the costs of League banners and awards, payable by December 31st.
- D. The Treasurer may pay accounts for general operations of the League (i.e. telephone, copying, postage and stationary) as approved by the President or Vice-President. The Board must approve any further expenditures.
- E. Travel assistance may be requested for travel and accommodation expenses pertaining to official League business (e.g. Ringette BC AGM, protest and disciplinary meetings, etc.). Payment of travel assistance must be approved in advance by the Board.
- F. LMRL will provide coverage of costs of approximately \$350 each to send two representatives to the Ringette BC AGM.

IV. Member Association Responsibilities

- A. Member Associations must ensure that designated persons are provided instruction on how to enter game results on the LMRL website.

- B. All team colours and the names of team coaches and managers are to be submitted to the Vice-President and Webmaster by October 20th.
- C. All preliminary rosters will be handled in accordance with Part VI League Operations.
- D. Declared team rosters listing all players must be submitted in writing to the LMRL Divisional Managers and Vice-President at the coaches meeting at the end of the preliminary (tiering) round.
- E. All players must provide proof of residency to their Member Association Registrar in the form of a current utility invoice with parent/guardian's name. Split families will have their residency based on proof of educational institute in which the player attends daily with a written letter from their School Registrar.
- F. Member Associations shall supply the Secretary with their new executive list by June 30th which shall include the Member Association's mailing address, executive addresses, phone numbers and e-mail addresses.
- G. After LMRL games, the home team shall mail the original white copy of all game sheets to the LMRL RIC within 48 hours of game completion.
- H. Each Member Association team must enter game results on the LMRL website including cancellations and postponements within 48 hours. Game results including cancellations and postponements not updated on the website within 48 hours may be forfeited. Only the Divisional Managers may declare an official forfeit.
- I. Member Associations shall provide a team for every registered player to play on. Should a Member Association not have a team for any player/players to play on, (and upon consultation with other Member Association Presidents), such Member Association must exercise due diligence in finding such player/players a team to play on.
- J. Should a Member Association not provide a team for a player to play on, nor engage in trying to find a team for the player to play on, such Member Association shall be levied a fine of not less the \$100 to a maximum of \$500.
- K. Member Associations shall, in turn, provide an appointee to serve as a Divisional Manager (FUNdamentals , U10, U12, U14, U16, U19 and 18+). This duty will fall upon Member Associations by yearly rotation and shall occur in alphabetical order as shown below. Member Associations shall notify the League of the name of the appointee by June 1st. This appointment shall be for one playing season (September 1st through August 31st each year). Any Member Association failing to provide an appointee in the designated year shall be levied a fine of \$300.00 and shall remain responsible to provide an appointee the next year. Credit on the rotational responsibility list for those individuals accepting LMRL Director positions (elected or appointed) and Divisional Manager positions will be granted at the request of the volunteering individual. Subject to additions, name changes and Associations remaining responsible the following year, the rotation is as follows:
 - a. **2021/2022** — Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver, Burnaby New Westminster, Chilliwack Ringette, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver
 - b. **2022/2023** — Richmond, Surrey White Rock, Vancouver, Burnaby New Westminster, Chilliwack Ringette, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows

- c. **2023/2024** — Surrey White Rock, Vancouver, Burnaby New Westminster, Chilliwack Ringette, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond
- d. **2024/2025** — Vancouver, Burnaby New Westminster, Chilliwack Ringette, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock
- L. In the event a new Member Association is created, it will be inserted into the rotation in alphabetic order as normal, and
- M. It is recommended that Divisional Managers not be parents, coaches or managers of said division.

V. Divisional Organization

A. Categories of Competition

- 1. There shall be a “Community” and “Zone” level of play in the U14, U16, and U19 divisions where numbers permit,
- 2. There shall be an “A”, “B”, or “C” level of play in the 18+ division, where numbers permit.

B. Children’s Ringette (FUNdamentals and U10)

- 1. These are not competitive divisions but are intended for teaching skating and elementary game skills. It should be understood by all Associations that emphasis is placed on having fun and enjoying ringette as a participant. Children’s ringette has three categories: FUNdamentals 1, FUNdamentals 2, and U10.
- 2. Games for the FUN 1 division shall start after Christmas and shall be arranged by the FUNdamentals Divisional Manager and the coaches of the FUN 1 teams.
- 3. Games for the FUN 2 division shall start Mid November and shall be arranged by the FUNdamentals Divisional Manager and the coaches of the FUN 2 teams.
- 4. Games for the U10 division shall start in October or November and shall be arranged by the LMRL Ice Scheduler.
- 5. No U10 player may record more than 3 goals in any game.

C. U12 Division

- 1. Team formation and play in these divisions shall be governed by Ringette BC policy which provides, in part, that where a Member Association has enough players to form more than one team within an age level, the players are to be divided as equally as possible based on skill development level of each player so as to have equal teams.
- 2. Refer to Ringette BC policy regarding player movement.
- 3. No U12 player may record more than 3 goals in any game.

D. Community Combination Teams

1. If a Member Association does not have sufficient numbers to form a community team in one division, it may combine with another neighbouring association to enter a team in League play,
2. It is understood that any combination team play will play for only one season. This is to help Member Associations put all their players in the League in the proper division,
3. For League purposes, players on a combination team are not considered to be released and remain members of their home Associations,
4. The combination team must be formed in September and both Member Associations must apply to the League for approval prior to the start of the season. Ice times and financial matters must be settled by both Associations prior to the application being made to the Board,
5. Both Member Associations must give the League written confirmation as to who will represent the combination team in dealings with the League, and
6. The President will apply to the Ringette BC for permission to enter the team as a unit in the Provincial Championships and other sanctioned events.

E. Division Play within the League

1. Where the numbers of teams permit and with the approval of the Board, scheduled play for an ability level may be divided by using the Ringette BC Zones, or BC Government Zones as guidelines,
2. BC Government geographic divisions would be:
 - a. Zone 3 ("Fraser Valley") - Fraser Valley, Chilliwack, Coquitlam, Port Coquitlam Ridge Meadows, Surrey White Rock,
 - b. Zone 4 ("Fraser River/Delta") - Burnaby/New Westminster, Delta, Richmond, and
 - c. Zone 5 ("Vancouver/Squamish") - North West Vancouver, Vancouver, Squamish Howe Sound
3. Ringette BC Zones may vary from season-to-season and reflect the geographic areas for Zone teams for any given year. Refer to Ringette BC policy for these Zones.
4. In an age group, one ability level may play using teams from the whole League (i.e. high calibre where there are not many teams) while another ability level in the same age group may be divided into zone schedules,
5. Occasional interlocking games can be scheduled as the League sees fit, and
6. League winners will be the team with the most points at the end of the season - see Part XIII Year End Standings.

VI. League Operations

A. Fielding Teams

1. A team must have seven (7) players to start the game or default (score is deemed to be 7-0); however, an exhibition game should be played, and
2. Any Member Association having difficulty fielding a team in a division may apply each season, in writing, to play with less than 7 players. Member Associations should make every attempt to reach 7 players.

B. Overage Players

1. Overage Players may be allowed by the League (subject to final approval by Ringette BC) under the following conditions:
 - a. Where there is not a team in the proper age group or calibre available to a player in their own home Association,
 - b. Where there are appropriate medical reasons, supported by a doctor's certificate, or
 - c. Where an Overage Player is not a dominant factor in the outcome of games or a risk to other players because of physical size differences.
2. The following procedure must be followed to allow participation of an Overage Player:
 - a. The Member Association must apply in writing to the League listing names, addresses, numbers and requested divisions of Overage Players and explanation prior to the beginning of each playing season, and
 - b. If an Overage Player registers after that date, the Member Association must inform the League immediately following registration,
3. It is understood that:
 - a. Member Associations applying to use Overage Players must do so in earnest only,
 - b. Member Associations must not knowingly make applications to the detriment of any other Member Association,
 - c. Member Associations will be required to have player assessments made by the applicable Division Manager and provide the player ordinal along with the overage request,
 - d. If a team is found to dominate its division because of Overage Player(s), that team shall forfeit all games in which the Overage Player(s) participated-up to, including and after the assessment date,
 - e. All Overage Players are to be assessed on an individual basis,
 - f. The Overage Player's parents must be informed in writing that the player will be allowed to participate in League play only; participation in Ringette BC sanctioned events will be subject to approval of Ringette BC ,
 - g. If any player is found to dominate the team on which they are playing, the following options are available:
 - i. If the Member Association has a team in a higher division, the player shall be moved up,
 - ii. The player shall be released to another Member Association in order that they might play in the proper age group. The Member Association must inform the player's parents in writing that a release is good for one year

- only and said player is expected to return to her home association the next playing season,
- iii. The Member Association may keep the player on the team, defaulting each game. The team is not eligible for League standing or for Ringette BC sanctioned events, and
- iv. In all options, the player's parents must be informed in writing and allowed to choose with their association the option they wish for their child.

C. Underage Players

1. Players may be moved up between age levels in the FUNdamentals and U10 divisions to create equal teams or to assist in team formations but only if it will be at a developmentally appropriate level of play. Refer to Ringette BC policies on team formation which shall also apply.
2. Member Associations wishing to move players up from U10 to U12, and U12 to U14 must inform the League in writing of the names and numbers of all such Underage Players as a courtesy to other Member Associations and to allow appropriate League oversight to ensure no abuse is occurring.

VII. Team Tiering

A. Community Divisional Managers

1. The Board shall appoint the League Divisional Managers ("Divisional Managers") after reviewing recommendations from Member Associations. It is recommended that Divisional Managers not be a parent or head coach of a team in the division of which they are the manager.
2. Divisional Managers shall:
 - a. Be responsible to evaluate the teams in the division they are assigned and shall meet with the Ice Scheduler to help produce a preliminary tiering round ("Preliminary Round") schedule,
 - b. Consult with the coaches of teams in their division and modify the Preliminary Round schedule as required to allow the matching of teams to help in the evaluation process,
 - c. Appoint knowledgeable evaluators as required to assist with the evaluation of teams,
 - d. Consult with other Divisional Managers as required to determine if a team should move to a different level of play,
 - e. Attend the League meeting at which the teams are initially declared and be present at the end of such meeting to decide on any match-up games required to confirm team calibre level, and

- f. Perform additional duties as necessary as per Appendix II Divisional Manager Guide.

B. Preliminary Round/ Schedule

1. Team rosters shall consist of six (6) core players for the U14 division and eight (8) core players for U16 and older divisions. This is prior to the preliminary round. The core rosters must be submitted to the League at the team declaration meeting. All potential candidates for filling the roster will be identified on each of the teams for which they are being considered. The number of roster spots available shall also be specified.
2. Team placement procedure for U10 and U12 divisions will be as follows:
 - a. A preliminary season will run until December 31st ("Preliminary Season") wherein all teams would be placed in a single large pool with as many teams as possible being matched up to establish relative team strengths within the entire division,
 - b. After December 31 each division shall be separated into two (2) or more pools:
 - i. Red will designate the stronger teams in the League
 - ii. Blue will designate the medium teams in the League
 - iii. Yellow will designate the weaker teams in the League
 - c. A new game schedule will be prepared by the Ice Scheduler, with games commencing January 1st for each of the red, yellow and blue pools
3. All Member Associations shall provide ice time for the Preliminary Round and Preliminary Season games.

C. Team Classification

1. Member Association teams will play in the Preliminary Round prior to the commencement of league play in order to determine classification for each team.
2. The League may change the calibre level in which any team plays if the change is of benefit to the division.

D. Tiering Meeting

1. Divisional Managers shall meet with coaches and agree upon tentative divisions and team calibres. These meetings will follow *Robert's Rules of Order* and will be chaired by the Divisional Manager or such other League representative as the League may appoint. Each team will be limited to one representative at this meeting.
2. Divisional Managers shall keep a record of the coaches vote and report coaches consensus, as well as their own recommendation should it be different, to the Board for approval.

E. Tiering Appeals

1. Appeals may be made to Ringette BC as outlined in Ringette BC policy.
2. Appeals are for the purposes of establishing Ringette BC status and in no way affect LMRL tiering or scheduling of league play.

VIII. Player Movement

A. Season (Permanent)

1. Players should be encouraged to play at their skill level, but players are allowed an option of recreational (Community) level, competitive (Zone), or higher level tournament play, as stated in the *Ringette Canada Coaching Manual*, "Code of Game" section
2. A Player who is playing or moving up more than one age group must have permission of the Board and Ringette BC. Refer to Ringette BC policy on player movement.
3. All player movement must be completed by the Ringette BC deadline for submission of team rosters. The League will not consider requests for player movement beyond this date.

B. Game (Temporary)

1. Refer to Ringette BC's player pick-up policy (1.6).

C. Release Policy

1. Residency
 - a. Refer to Ringette BC policy regarding player and team formation. Note however that each Member Association is responsible for ensuring that each player is either a resident within its jurisdiction or has been granted an approved Player Release.
2. Solicitation
 - a. Any person found to be soliciting players for release from another Member Association would be suspended immediately from ringette with the right to appeal.
 - b. Any coach and/ or Member Association member which allows a non-released player to participate in any on-ice activities with their team or Association shall be immediately suspended (and/or fined \$50 per week) from all LMRL sanctioned events.
 - c. Any member who deliberately violated these policies shall be dealt with by the League. The maximum penalty shall be disqualification of the Member Association from entry into the LMRL for one season.
3. Releases
 - a. Governed by Ringette BC policy. Refer to Ringette BC Policy Manual.
4. Transfers (Relocations)

- a. Governed by Ringette BC policy. Refer to Ringette BC Policy Manual.
- 5. Declaration of Relocation
 - a. Governed by Ringette BC policy. Refer to Ringette BC Policy Manual.
- 6. Release Procedures
 - a. Governed by Ringette BC policy. Refer to Ringette BC Policy Manual.

IX. Game Scoresheets

1. The home team is responsible for the game scoresheet. The white copy of the game scoresheet is to be sent to the LMRL RIC or delegate by the NEXT MONDAY OF EACH WEEK. Other copies are to be distributed as outlined on the scoresheet. Exhibition scoresheets should not be sent to the LMRL RIC or delegate unless requested by the League.
2. Any player listed on the scoresheet will be considered a player on that particular team. Therefore, after the game is completed, if a player is absent, the name should be crossed out. An absent player cannot be counted to make the total of seven (7) players or be credited toward playing four (4) games for qualification for the Provincial Tournament.

X. Team Play (Games)

A. Schedules

1. Upon posting of the game schedule on the League website, each Divisional Manager shall inform each team its schedule is available on the website in its entirety prior to the commencement of League Play.
2. Approved hours for starting League games, exhibition games and play-down games are as follows:

	Earliest Start Time	Latest Start Time
Sunday	07:00 hours	21:30 hours
Monday - Friday	18:30 hours	21:30 hours
Saturday	7:00 hours	12:20 hours

- a. Note: For FUNdamentals, U10 and U12 divisions Sunday through Thursday the latest start time is 20:00 hours. For the U14 division Sunday through Thursday the latest start time is 20:30 hours.
- b. Note: For U19 and 18+ divisions the latest start time is 22:00hours.

- c. Note: upon request of the participating teams, the Divisional Manager may permit reasonable exceptions to the earliest and latest starting times to assist in rescheduling League games and for exhibition games only
3. Member Associations are to allocate ice times for scheduled games which are reasonable in relation to the ages of the players involved and to the distances visiting teams must travel.
4. Each Member Association must allocate a minimum of 60 minutes of ice per game. This time is to be declared by each Member Association Ice Scheduler in writing prior to the start of the season.

B. Timing

1. League play will consist of two equal stop-time periods of 20 minutes for U14 and older and 18 minutes for U12 and below. IF necessary because of injuries or other causes, the last period may be adjusted but must be played with stop-time. Referees shall direct timekeepers and advise coaches.
2. If with five (5) minutes remaining in the allotted game time, the game cannot be completed, the referee will direct the timekeeper to advance the clock to two (2) minutes remaining. The period will then be completed as stop-time.

C. Miscellaneous

1. Once a team is designated a certain calibre, it cannot be dropped to a lower calibre of play without approval of the League.
2. Players must be registered to play in the League. In order to play in the Provincial Tournament or on any high performance team (such as BC Winter Games or Team BC) or other representative teams, the player must meet the eligibility requirements in the respective areas of the LMRL and Ringette BC rules.
3. That for the U12, U14, U16, U19 and 18+ divisions, the League schedule shall be balanced with each game counting 2 points.
4. All teams must have a trained female coach, nineteen (19) years of age or older, on the bench for the U19 division and younger.
5. For U16 division and older a minimum of 14 games shall be scheduled
6. The maximum difference (spread) between goals for and goals against that will be posted on the game score clock and officially counted per game is SEVEN (7) goals. The official score of a forfeited game shall be 7-0. The official score shall be used for the purposes of League statistics, tie breaking, or other reporting of games EXCEPT Preliminary Round tiering games where the actual score will be used to assess appropriate tiering status of teams.
7. The use of shot clocks is mandatory in all divisions U12 and older; failure to comply resulting in a \$50.00 fine per game paid by the Home Association to the League.

8. For U12 division and younger, a three (3) goal rule shall apply under which no player may be credited for scoring more than 3 goals per game and any goals scored in excess of three shall not be recorded on the game scoresheet.
9. For any division, the maximum goal spread for any league game is 10. Teams that exceed this will have their coach disqualified for the subsequent game.

XI. Cancelled / Rescheduled Games

A. Game Commencement

1. Every effort must be made to start a game on time and as scheduled. Any team failing to take the ice within five (5) minutes of the scheduled game shall:
 - a. Forfeit the game and game points,
 - b. Be liable to a fine of \$100 payable to the League,
 - c. Be responsible for the cost of ice and referees (if the aggrieved Association submits a written request for the actual expenses incurred),
 - d. Be subject to suspension unless a satisfactory reason is presented, and
 - e. Submit a game scoresheet with a written explanation why the game was not played. Upon receipt of the game scoresheet, the League will decide if a team is responsible or if the situation was mutually unavoidable.

B. Rescheduling

1. No game may be cancelled with less than 72 hours' notice except under emergency conditions. Games should only be cancelled/rescheduled under emergency conditions, which are defined as extreme or unusual circumstances:
 - a. Extreme or unusual circumstances may include such things as adverse or dangerous weather conditions, power outages, venue problems, traffic accidents, officials late or not in attendance, venue/game double bookings, or an illness epidemic affecting an entire team.
 - b. Coaches should anticipate athlete illness, injury and coach or player/goalie absences –these are not reasons for cancellations. Bench staff should plan for these expected situations and make provisions to find replacements so that games may be played as scheduled.
 - c. Teams must exercise player call ups and exhaust all other opportunities prior to rescheduling.
 - d. Teams may request reschedule if they have fewer than seven (7) players after exhausting all options. They must play if they have seven (7) players available.
 - e. Teams may request reschedule if they have no coach available after exhausting all options to find a replacement qualified bench staff.
 - f. With less than 72 hours' notice the cancelling team will forfeit the game; however, teams may still reschedule the game as an exhibition game.

- g. Cancelling teams will pay the referees if cancelled with less than 72 hours' notice; in situations where an extreme weather advisory has been issued, referees will not receive payment when less than 72 hours' notice is given.
2. If the home team initiates the rescheduling request, the home team is responsible for providing an alternate ice time that does not conflict with the opposing team's game schedule. It may be necessary to offer several options (up to three alternatives) in order to find an ice time during which both teams are available. The home team will also be responsible for providing the referees.
3. If the opposing team initiates the rescheduling request, the home team has the option of finding an alternate ice time (and referees) on its ice for the game. If the home team is not able to offer a mutually agreeable alternate ice time, the opposing team will provide up to three alternate ice times that does not conflict with the home team's game schedule. The opposing team will also be responsible for providing the referees.
4. If the teams are unable to agree on a date, time or place for the rescheduled game in accordance with the above procedure, the Divisional Manager will mediate the dispute and their decision will be binding on both teams, including any determination by the Divisional Manager that the game has been forfeited by one team in favour of the other.
5. It is the responsibility of the teams rescheduling games to contact the Ice Schedulers of their respective associations to arrange for alternative ice times and referees. The Ice Scheduler for the association of the team that will host the rescheduled game will then contact the LMRL Ice Scheduler with the date and time of the rescheduled game. The LMRL Ice Scheduler will then:
 - a. update the LMRL game schedule; and
 - b. notify the Ice Schedulers of both associations when the change to the schedule has been made.

C. "TBA" Games

1. All games designated as TBA on the League schedule are the responsibility of the home team to arrange. The manager of the home team should contact the manager of the visiting team to arrange a time and place that is mutually satisfactory. If the game cannot be played, points will be decided by the League (normally points should go to the visiting team).

D. Appeals

1. Appeals to any of the above will be heard at a regular League Board meeting upon payment of \$50 by the appellant.

E. Substituting Tournament for League Game Results

1. The results of a sanctioned Ringette BC tournament game may replace a scheduled League game, if agreed mutually by both coaches prior to the tournament.

XII. Penalties, Protests and Grievances

A. Penalties

1. Penalties as stated in the *Ringette Canada Rules* will be automatic.
2. If any player receives two unsportsmanlike or two major penalties or a combination of one unsportsmanlike and one major penalty in the same game, the player shall be ejected from that game and will receive a further automatic one game suspension.
3. Players who receive 10 minutes of accumulated time in one game shall be ejected from that game. They shall also be automatically suspended from their next game.
4. All misconduct and match penalties must be reported and explained on a Ringette BC Official Game Report by the referee within 24 hours following the game. Referees shall report the incident to the Home Association RIC who will in turn notify the LMRL RIC within 24 hours. In the event that a misconduct or match penalty is not reported within 24 hours, the LMRL RIC shall bring the matter to the attention of the League at a regular scheduled meeting. The League will decide if the matter should be dealt with as a regular misconduct or a match penalty or if a special committee should be formed.
5. All misconduct and match penalties by a player or team staff member during a current season will go on record. The LMRL RIC must maintain a case history file and investigate each incident to determine any immediate action required. After any combination of 3 misconduct or match penalties the LMRL RIC is required to call a Grievance Committee hearing. Individual misconduct or match penalties may result in a Grievance Committee review, based on the recommendation of the LMRL RIC.
6. Ringette Canada has established a hierarchy of punitive assessment, which will be followed by the LMRL Grievance Committee.
7. Suspensions must be served at the next League, inter-league, provincial tournament, inter-provincial tournament or national game. Exhibition games will not be considered.

B. Protests and Grievances

1. Definitions
 - a. Protests - Within the Ringette BC Policy Manual, the definition of a protest includes only ineligible players, ineligible team staff or no female staff member on the bench. Judgement decisions by the referee cannot be protested, and
 - b. Grievances - As no official Ringette BC definition exists, the LMRL will adopt the dictionary definition which states “a cause of distress felt to afford a reason for complaint”. This may include game related or non-game related circumstances or situations.
2. Structure of the Grievance Committee

- a. The Divisional Manager charged with the level involved will chair the Grievance Committee and will be assisted by the LMRL RIC if the protest/ grievance is game- related, or the Director of Coaching for other issues
 - b. Should this Divisional Manager be involved with a party to the protest or otherwise be unable to chair the Grievance Committee, the LMRL RIC, or Director of Coaching as the case may be, will chair the Grievance Committee,
 - c. The Chairperson shall appoint at least one other person not involved in the conflict to serve on the Grievance Committee.
 - d. Note: On complaints of rules or policy violations, two or more of the Board may meet and decide on appropriate action.
3. Process
 - a. A grievance or protest, complete with all evidence in support thereof, must be written and must:
 - i. Be signed by the coach or the originator of the action,
 - ii. Be signed by the President or Delegate of the originating Member Association, and
 - iii. Be accompanied by a cheque for \$50 payable to the LMRL
 - b. If a protest is to be filed, it must be delivered to the appropriate Divisional Manager within 27 hours of the incident
 - c. On receipt, the Divisional Manager will immediately notify any other Associations
 - d. The Association or parties notified shall have 72 hours after notification to file a writ- ten defence giving evidence for the Grievance Committee. It must be in writing and be signed by the affected party and the responding Association President or delegate
 - e. The Grievance Committee shall either meet within eight days (8) of the incident or defer the meeting to the next regular League meeting and all persons involved must be prepared to attend that meeting. The Divisional Manager will decide the date of the protest meeting, and
 - f. The Grievance Committee will give notice of their decision, in writing, to:
 - i. Individual parties to the grievance or protest and Ringette BC (within 72 hours),
 - ii. Presidents or Delegates of the Associations involved; and
 - iii. Applicable Association RIC if a player or bench staff suspension is involved
4. Note: if the decision of the Grievance Committee supports the originator of the protest or grievance, the \$50 will be returned to the appellant.
5. Appeals may be made to Ringette BC and must be submitted as prescribed by the Ringette BC policy.

XIII. Year End Standings

A. Tie Breakers

1. Should any teams be tied at the end of League play, to determine final League standings a single knock-out tie breaking format will be applied as follows:
 - a. Overall points,
 - b. Number of total game wins,
 - c. Games wins head-to-head against the tied teams,
 - d. Highest net goal differential (goals for less goals against),
 - e. Least goals against (season total),
 - f. Most goals for (season total), and
 - g. If still tied, the League shall determine additional final tie breaker.

B. Awards

1. There will be an individual award for League winners and a divisional banner. The cost of these shall be included in the annual League operating budget.

C. Awards Presentations

1. League winner presentations shall be made at the convenience of the League.

D. Play-Downs

1. League play-down format for Ringette BC Provincial Tournament ("Provincials") qualification shall be as follows:
 - a. Teams will be ranked according to results of League play (total accumulated points for seasonal League play) as determined by the Vice-President. Any teams which have indicated they do not want to go to Provincials and any team declared ineligible by Ringette BC go to the bottom of the rankings for that division,
 - b. The highest ranked team shall be declared the LMRL representative in Provincials. In the event LMRL is allocated an additional spot (or spots) at Provincials the next highest team(s) shall qualify to attend Provincials in order and will be automatically accepted for Provincials,
 - c. Any ties in total points for seasonal League play will be broken in accordance with the tie-breaking rules in Section A.
2. If for any reason the League determines that a play-down is required between two or more teams to determine the right to attend Provincials, the following will apply:
 - a. The applicable teams will play a double knockout play-down format,
 - b. The League will arrange ice for the play-down games. Ice will be booked at no less than 75 minute time slots. The cost of ice and referees is to be split between the teams involved in the play down game(s). A coin toss will determine home and away status,
 - c. The LMRL RIC will schedule the referees for all play down games,

- d. The Ice Scheduler will estimate play down ice required within the League schedules, and
- e. Only players registered on the team and eligible to play in Provincials are allowed to participate in the play-down games. Player movement between teams is not allowed.

XIV. Governing Rules

- 1) League play will be governed by Ringette Canada Rules, except where the rules of the LMRL or Ringette BC conflict and are amended. Any violation of participation rules are subject to discipline by LMRL and/ or Ringette BC .

APPENDICES

Appendix I - Codes of Conduct

Refer to [Ringette BC website](#) for:

- Coaches Code of Conduct
- Officials Code of Conduct
- Athlete Code of Conduct (U14 and up)
- Athlete Code of Conduct (U12 and down)
- Board Members Code of Conduct
- Volunteer Code of Conduct
- Parent Code of Conduct
- Spectator Code of Conduct

Appendix II - Divisional Managers Guides

FUNDAMENTALS DIVISIONAL MANAGER

Support the coaches in your division

Division Managers can start by simply emailing them or their association presidents to introduce yourself. Keep in mind that many associations will not have their FUNDamental teams completely organized until November.

Field questions

Don't worry, you are not expected to know all the answers to all the questions. It is your job to take an active role in getting the answers.

Chair the Coaches Meeting

There really isn't much to discuss at a FUNdamentals coaches meeting but it is really nice to get the coaches out to meet each other and go over the division guidelines, ringette rules and learn about each association's plans for their FUNdamental divisions. It is nice to have a list of any tournament or Jamboree information. Or, you could use it to discuss how they would like the schedule to be made. We usually hold this meeting in late November/early December prior to our regularly scheduled LMRL meeting.

Guidelines

The FUNdamental Division Guidelines will be posted to the Ringette BC website. These should be gone over in detail at the Coaches meeting.

Game Play

In the LMRL FUNdamental Divisions, games typically start January, but can be organized sooner if coaches agree. The FUNdamental game schedule will not be posted on the LMRL website.

U10 DIVISIONAL MANAGER

Your role as Division Manager will be to oversee your division throughout the October – December Schedule.

Keep an eye on the progress of your division, go out and watch some games.

The U10 division will be randomly scheduled for the October to December schedule, based loosely on coaches input as to their best guess of team calibre. The U10 division will be divided into two or more pools prior to and after the holiday break. The pools will be a stronger pool (RED), a medium (BLUE) pool, and a weaker pool (YELLOW). The January – February schedule will be created based on these pools.

It will be the responsibility of the Division Manager, with the help of the U10 coaches to determine what pool each team should be placed into.

As we receive the coaches contact information we will be issuing them a LMRL website Login and password. They should be updating their game scores on the website. They will be asked to mail the top (original copy) of all game sheets to our LMRL - RIC

Once we have received all of the coaches contact information from the associations a contact list will be sent to the division managers. Division Managers will distribute the master contact list for their division to the coaches.

Division managers will also be responsible to chair the Coach's Meeting for your division. Since this division will be entering into the first part of their season right away. The division meeting for

the U10 division will be held on or around the second Monday in December and is usually held prior to the LMRL board meeting for that month.

The division manager will be assigned an LMRL email alias:

U10divisionmanager@lowermainlandringette.ca

U12 DIVISIONAL MANAGER

Your role as Division Manager will be to oversee your division throughout the Schedule. Keep and eye on the progress of your division, go out and watch some games.

The U12 divisions will play a random pooling schedule of up to 6 games, from September – November.

The teams will then be divided into three pools a stronger pool (RED) and a middle pool (BLUE) and a weaker pool (YELLOW), in November, with new schedules created for regular season this schedule will only be posted through to December break each.

The pools will once again be re-assessed, at this time changes may be made to the pools prior to the remainder of the schedule being posted for January – February.

It will be the responsibility of the Division Manager, with the help U12 coaches to determine what pool each team should be placed into. The Board of Directors will approve the pooling. As the LMRL receives the coaches contact information they will be issued an LMRL website login and password. They should be updating their game scores on the website. They will be asked to mail the top (original copy) of all game sheets to our LMRL - RIC

Once the League has received all of the coaches contact information from the associations, Division Managers will be sent a contact list.

You will also be responsible to chair the coaches meeting for your Division.

Division Managers will be issued an email alias from the LMRL web master:

U12divisionmanager@lowermainlandringette.ca

U14 - 18+ DIVISIONAL MANAGERS

In your role as Division Manager you will be expected to oversee your division throughout the tiering rounds and regular season.

Get out and watch as many games as possible. The LMRL game evaluation sheet, which will help you to know what to watch for, is linked as an attachment to the Division Managers page of the LMRL website. Make sure both coaches note any pick up players on their game sheets and what players are missing. Take note if it is not the team's regular goalie. Anything that could be cause for a different outcome than could otherwise be expected, should be noted.

If you would like to see a certain two teams play each other, that are not scheduled to play each during the tiering round, contact both coaches involved to coordinate the extra game or games. You may have to get the coaches to contact their association Ice Scheduler to secure a sheet of ice. Don't forget to remind the coach of the association where the game is to be played to contact their association RIC to schedule the referees. Once you and the coaches have done all that is required to schedule a game, email the LMRL Game Scheduler and she will add the game to the website: scheduler@lowermainlandringette.ca

As we receive the coaches contact information we will be issuing them a LMRL website login and password. They should be updating their game scores on the website.

Once we have received all of the coaches contact information from the associations head coaches names and emails addresses will be posted to the LMRL website. We will also send the Division Managers a master contact list which will hopefully contain: Name, Email and Phone number for two team staff members. You will be responsible to forward the information pertaining to your division on to the coaches in that division.

You will also be responsible to run the tiering meeting for your division. It is usually held on the Monday immediately following the tiering round. At the tiering meeting you, with the help of the coaches will determine the levels of play for the division, and what teams will play in what level. You will then present your findings to the LMRL Board at the meeting immediately following the division tiering meetings.

Logins and passwords for posting game scores - each coach will be sent an automatically generated message from the LMRL website with their login and password.

GAME SHEETS: For the tiering round they will be asked to scan or take a picture and email a copy of their game sheets to their division manager. Once we start the regular season, they will be asked to mail the original copy to our RIC.

Each Division Manager will be assigned a LMRL email alias:

U14divisionmanager@lowermainlandringette.ca

U16divisionmanager@lowermainlandringette.ca

Appendix VII - FairPlay Guiding Principles

The Lower Mainland Ringette League follows the [True Sport Principles for Fair Play](#).

Appendix VIII - Complaints Procedures

OFFICIATING COMPLAINTS PROCEDURE

The purpose of this document is to clarify the LMRL policies and practices regarding officiating (referee) complaints.

It is recommended, when possible, that all parties observe a twenty-four hour waiting period before submitting complaints in order to promote emotional clarity. Complaints should be issued in writing by team staff in accordance with the procedures below. The category of your complaint should be noted in your written submission.

Officiating complaints are categorized in three ways:

1. On Ice Calls: which includes penalties, violations, and non-calls, are made at the discretion of the on-ice official. On ice calls are final and cannot be over-turned. It is considered unsportsmanlike for players, coaches, captains and spectators to question these calls.
2. Harassment / Bullying, Ringette BC has a comprehensive policy, which can be found in the Ringette BC policy manual.
3. Conduct & Performance related complaints may be raised to the officials supervisor at a tournament or your association referee-in-chief for league and exhibition games. Your association referee-in-chief, director of coaching, or president may raise concerns to the LMRL director of officials if necessary. Complaints are then addressed at the discretion of the supervisor or referee-in-chief. The party issuing the complaint will be informed that the situation is being monitored by the outcome, i.e. personal feedback, is not reported on.

Please note, any issues that require disciplinary action, as outlined by LMRL, Ringette BC, or Ringette Canada, will follow the established procedures.

TEAM STAFF COMPLAINTS PROCEDURE

The purpose of this document is to clarify the LMRL policies and practices regarding team staff (bench staff) complaints.

It is recommended, when possible, that all parties observe a twenty-four hour waiting period before submitting complaints in order to promote emotional clarity. Complaints should be issued in writing by team staff or an official in accordance with the procedures below. The category of your complaint should be noted in your written submission.

Team Staff complaints are categorized as follows:

1. Conduct: this category includes concerns regarding the appropriate treatment of participants including players, coaches, managers, trainers, minor officials and on-ice officials as defined by the coaches code of conduct (Ringette BC). Complaints should be

directed to your associations' director of coaching. Officials may report directly to their association referee-in-chief. Complaints are then addressed at the discretion of the director of coaching or referee-in-chief. Your association referee-in-chief, director of coaching or president may raise concerns to the LMRL director of coaching if necessary. The party issuing the complaint will be informed that the situation is being monitored but the outcome, i.e. personal feedback, is not reported on.

2. Harassment / Bullying. Ringette BC has a comprehensive policy, which can be found in the Ringette BC policy manual.

Please note, any issues that require disciplinary action, as outlined by LMRL, Ringette BC, or Ringette Canada, will follow the established procedures.