

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 - 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 - 23.0, Appendix A-G	1	2012	2012
2.3	Change due dates for second payment of fees, Team Staff, Officials fees. Change to Adult number of teams	2	2014	2014
2.4.5, 2.4.8	Wording Chages for Adult players, Males in ringette	3	2015	2015
All	Spelling, Punctuation Removed reference to male/female	4	N/A	11/03/2017
2.4.1.1	Added U14C division	5	06/03/2018	06/03/2018
2.3 & 2.4	Moved some requirements from principles and add new principles	6	09/08/2018	09/08/2018
2.4.3.2	Change registration deadline date from Jan 31 to Dec 15 <sup>th</sup>	6	09/08/2018	09/08/2018
2.4.6.1 2.4.6.4				
2.4.6.2	Allow changes for younger players later and teams not in provincials	6	09/08/2018	09/08/2018
2.5	Added emergency goaltender requirements and request procedure	6	09/08/2018	09/08/2018
2.4.2	U12 Division level	7	06/15/2019	06/15/2019
2.4.6.4	Added season ending injury / long term injury	8	08/26/2021	08/26/2021
2.5.2.6	Exception to the replacement goaltender policy	8	08/26/2021	08/26/2021
2.5	Modified emergency goaltender section to apply to Open divisions	8	08/26/2021	08/26/2021
2.4.2	Added U16C to the divisions/levels	9	09/16/2023	09/16/2023
2.4.3.3	Updated registration payment method	9	09/16/2023	09/16/2023
2.4.6.3	Added <u>new</u> to skating / ringette players subject to Ringette Alberta approval Intent: to allow brand new skaters/players to join after the December 15 <sup>th</sup> deadline	9	09/16/2023	09/16/2023
2.4.10.1	Updated the Player/Official/Team Staff fees approval to align with the Bylaws	9	09/16/2023	09/16/2023
2.4.11	Replaced Physician with Medical Professional Intent: to allow Physiotherapists, Psychologists to sign on behalf of goaltender's physical injury/mental health	9	09/16/2023	09/16/2023
2.5	The emergency affiliate must follow the affiliation policy Intent: to allow underaged emergency goaltenders affiliates playing up a division to affiliate down as per the affiliation policy	9	09/16/2023	09/16/2023
2.4.3.4	Added a \$25 admin fee for refunds before Dec 15 <sup>th</sup>	10	05/24/2024	06/19/2024
2.5	Approval requirements for sessions 1 and 2 and added illness to the Emergency Goaltender request.	10	05/24/2024	06/19/2024

	Intent: To shorten the emergency goaltender approval process for sessions 1, 2 and tournaments			
2.1	Updated wording for clarity and align membership categories with bylaws	11	06/17/2025	06/17/2025
2.2	Updated spelling throughout	11	06/17/2025	06/17/2025
2.4.3	Updated timelines for player registration fees. Fees are collected at the time of registration via RAMP	11	06/17/2025	06/17/2025

## 2.0 REGISTRATION POLICY

### 2.1. Purpose

Provide a clear process and outline the necessary requirements for members to register themselves, their teams, players, team staff, and officials, with Ringette Alberta.

### 2.2. Applicability

All membership categories as outlined in the Ringette Alberta bylaws, including all registrants under each recognized Group Member.

### 2.3. Principles

- 2.3.1. Sanctioned games and events are among registered players.
- 2.3.2. Sanctioned games are officiated by registered officials.
- 2.3.3. Sanctioned games use registered coaches and team staff.
- 2.3.4. Ringette Alberta manages registration for all players, officials, and team staff for sanctioned events.

### 2.4. Requirements

- 2.4.1.1. General Requirements Member Associations are required to register all players within their Association according to the Ringette Alberta Registration procedure.
- 2.4.1.2. Associations are required to verify every player's date of birth.
- 2.4.1.3. Member associations are required to register all team staff, including on-ice assistants.
- 2.4.1.4. All Officials must be registered with Ringette Alberta or Ringette Canada.

#### 2.4.1. Divisions / Levels

2.4.2.1. Ringette Alberta will accept registration in the following divisions/ levels only:

- Active Start 1 or 2;
- U10 Step 1, Step 2, or Step 3;
- U12 C, B or A;
- U14 C, B, A, or AA;
- U16 C, B, A or AA;
- U19 B, A, AA;
- National Ringette League (no age restriction);
- Open Competitive (A, B, C) (no age restriction);
- Open Recreational- previously D & Masters (30 years of age or older).

2.4.2.2. From time to time, Ringette Alberta may also permit the formation of teams, from currently registered players, which may fall outside those divisions/levels indicated in 2.4.2.1.

#### 2.4.3. Timelines for Player Registration Fees

2.4.3.1 Players must be registered under a Member Association through Ringette Alberta's registration application (Ramp or equivalent) prior to participating in any Ringette Alberta sanctioned event each season.

2.4.3.2 Players must be registered to a team under a Member Association's registration application (Ramp or equivalent) before participating in any league, tournament, or provincial game.

##### Late Player Registration:

Member Associations may register players with their existing teams between October 1<sup>st</sup> and December 15<sup>th</sup> of the player season, which may be subject to a per-player late registration fee as specified in Appendix A – Rates and Fees.

2.4.3.3 Member Association player registration fees are paid directly to Ringette Alberta by the registrant at the time of registration.

2.4.3.4 December 15<sup>th</sup> is the deadline for player registration reimbursement. Players who do not complete the season before December 15<sup>th</sup> and have participated in no more than three on-ice activities (e.g., practices, games, scrimmages) are eligible for a provincial registration reimbursement, subject to

a \$25 administration fee. Registration reimbursement is accompanied by the deletion of any future insurance coverage/claims. Players who decide after December 15th are not entitled to any type of reimbursement of provincial registration fees.

#### 2.4.4 Timelines for Team Staff Registration Fees

- 2.4.4.1 Team Staff registration documentation must be received by the Ringette Alberta office no later than October 15<sup>th</sup> each year.
- 2.4.4.2 At minimum, before October 15<sup>th</sup> each season, team staff must be registered with their local association to participate in any league, tournament, playdown or provincial game, regardless of deadline to register.
- 2.4.4.3 Team staff fees are due March 15<sup>th</sup> of each season.

#### 2.4.5 Timeline for Officials Registration Fees

- 2.4.5.1 Officials' registration documentation must be received by the Ringette Alberta office no later than November 15<sup>th</sup> each year.
- 2.4.5.2 At minimum, before November 15<sup>th</sup> each season, Officials must be directly registered with Ringette Alberta to officiate in any league, tournament, playdown or provincial game, regardless of the deadline to register.
- 2.4.5.3 Officials' fees are due at the time of registration and are paid by the Official.

#### 2.4.6 Timeline for Team Rosters

- 2.4.6.1 Finalization date for rosters including regular players, affiliates, and team staff is December 15<sup>th</sup> of the current playing season.
- 2.4.6.2 Players that are initially registered with one team may transfer to another team within the same group member association with Ringette Alberta approval, no later than December 15<sup>th</sup>.
  - 2.4.6.2.1 The only changes allowed after this date are for:
    - Players on Active Start, U10, or U12 to U19 teams not vying for league, city, or provincial championships are allowable any time till the end of the season;
    - Players on Open teams not vying for league, city, or provincial championships are allowable any time till the end of the season;
- 2.4.6.3 Players may be added to rosters only if they have moved from another association due to a family move in the case of minor players, or for education or employment purposes for U19 and

Open players AND can show an address change to verify. New to skating / ringette players may be added to the lowest tiered team but must be approved by Ringette Alberta in advance. However, a team making any such change/addition between the league advance / retreat process and the roster change deadline is subject to reassessment by Ringette Alberta and a fee, as specified in Appendix A – Rates and Fees, levied to cover the inconvenience and cost of volunteers having to meet again.

- 2.4.6.4 If an illness or injury affects the team's eligibility (skater, goaltender or team staff), the roster may be modified after December 15th only to bring the roster up to minimum requirements (see 2.4.7.1) however, changes will be subject to approval by Ringette Alberta and an administrative fee in the amount specified in Appendix A – Rates and Fees.

#### 2.4.7 Rosters:

##### 2.4.7.1 Youth

- 2.4.7.1.1 The minimum number of regular players required to register a team is seven.
- 2.4.7.1.2 There is no maximum number of regular players that may be registered on a team's roster; however, each team may only dress a maximum of 18 players for any game.
- 2.4.7.1.3 For U19 and younger, a player may be registered on only one Team Registration Form (TRF), each season except:
- 2.4.7.1.3.1 If playing on a Double Carded Team (section 2.4.9 Double Carded Teams);
  - 2.4.7.1.3.2 If they are an affiliate player

##### 2.4.7.2 Open (See 9.0 Open Ringette Policy).

#### 2.4.8 Team Staff:

All team staff members must be registered on the roster as team staff members. The fee to register team staff is listed in Appendix A - Rates and Fees.

Team staff shall have access to the ice and players' bench in accordance with the Team Staff Policy (see 10.0 Team Staff Policy).

#### 2.4.9 Double-Carded Team:

- 2.4.9.1 A double-carded team is one comprised of players who are already registered as full-time players on another roster who come together to form an additional team at a higher level within the same age division where one is available. Double-carded teams/players must meet the registration requirements stated in this policy. In addition, these Double-Carded teams:
- 2.4.9.1.1 cannot play in a regular league;
  - 2.4.9.1.2 can only participate in the appropriate level tournaments and exhibition games;
  - 2.4.9.1.3 may not play more than 10 exhibition games per season; this does not include sanctioned tournaments or Provincial Championships in U14 and above age divisions,
  - 2.4.9.1.4 Players cannot come from an Association with more than 60 registered players at that particular age level.
- Players on these teams would be double-carded and therefore be permitted to play on their regular teams, including Provincial play, but would not be eligible to affiliate to any other team.

**NOTE:** A player is expected to give priority to practices, games, and tournaments scheduled by the player's full-time team, and the coach of the double-carded or affiliate team is expected to coordinate with the coach of the full-time team to minimize conflicts.

#### 2.4.10 Fees

- 2.4.10.1 The player, team staff, and official registration fee shall be set before the opening of registration per Ringette Alberta Bylaws.
- 2.4.10.2 Player registration fees are specified in Appendix A – Rates and Fees.
- 2.4.10.3 The administration fee for late submission of a registration spreadsheet, release form or affiliation form is specified in Appendix A – Rates and Fees.

### 2.5 **Goaltender Replacement (Medical) Criteria & Guidelines**

Should a team's regular goaltender not be available for medical or health reasons only (Ringette Alberta may allow the use of a goaltender from another ringette team, subject to all restrictions and requirements listed below).

For Sessions 1, 2, 3 and tournaments: association presidents will review/approve requests and submit to their respective League for approval.

For Provincials: Ringette Alberta will review/approve requests.

#### 2.5.1 Restrictions for Use of Replacement Goaltenders

The use of a goaltender from another registered ringette team may be allowed during any scheduled League, Provincial or Tournament games with the following restrictions:

- 2.5.1.1 Replacement goaltenders are only permitted in U14-U19, and Open divisions.
- 2.5.1.2 Permission may be required from the League in advance of using the goaltender for league (sessions 1, 2, 3) games
- 2.5.1.3 Permission may be required from Ringette Alberta in advance of using the goaltender for Provincials.
- 2.5.1.4 The individual identified as the replacement goaltender is only permitted to play in the goaltender position.

#### 2.5.2 Pre-Requisites for Obtaining a Replacement Goaltender

- 2.5.2.1 All attempts to utilize an affiliate goaltender must have been exhausted.
- 2.5.2.2 Medical evidence (illness or injury) must show that a replacement goaltender is required by the Ringette team in question.
- 2.5.2.3 Ringette Alberta must pre-approve the use of the Replacement Goaltenders for games occurring in Session 3 or Provincials.
- 2.5.2.4 Requests for a Replacement Goaltender Provincials must be submitted within Ringette Alberta's office hours of 8:30am-4:30pm, Monday to Friday, to ensure approval can be provided before the scheduled game. Ringette Alberta will provide a response within 24 hours.

2.5.3 For U14-U19 teams, the replacement goaltender must follow the 5.0 Affiliation policy. It is recommended that the replacement goaltender come from within the team's Local Ringette Association; however, goaltenders from outside the association may be permitted.

2.5.4 For Open teams, the replacement goaltender must be from another ringette team of an equal, or lower level or division.

2.5.5 Only one replacement goaltender will be allowed per team per game

2.5.6 If medical evidence indicates the injured goaltender is unable to compete for a period longer than 30 days or for the remainder of the season, Ringette Alberta may approve use of a replacement goaltender without requiring all affected games be listed in the application.

#### 2.5.7 Criteria for Ringette Alberta Approval

- 2.5.7.1 For youth teams, the team's Association President must sign the Replacement Goaltender Request form appended to this

policy.

- 2.5.7.2 If the replacement goaltender is of minor age, a Parent/Guardian must sign the Replacement Goaltender Request form.
- 2.5.7.3 For youth teams, the replacement goaltender's registered Ringette team's Coach must sign the Replacement Goaltender Request form.
- 2.5.7.4 The date, location and opponents for the games in which the replacement goaltender would be used must be listed.
- 2.5.7.5 Medical Professional's information is required, along with a signature on the Replacement Goaltender Request form.
- 2.5.7.6 Once all signatures have been gathered and all areas on the Replacement Goaltender Request form have been filled in, the completed form can be sent to the Ringette Alberta office for final consideration in session 3 and Provincials.

## 6. Definitions

Group Member: As per Ringette Alberta's Bylaws, a Group Member is a Local Ringette Association.

## 7. References

3.0 Residency Policy

5.0 Player Affiliation Policy

9.0 Open Ringette

10.0 Team Staff Policy

Appendix A – Rates and Fees

## Ringette Alberta Replacement Goaltender Request Form

This form must be completed, in its entirety, by any Ringette team that wishes to request the use of a Replacement Goaltender during any **scheduled League, Session 3, Provincial or Tournament Game.** The intent of this document is to track the application and approval of replacement goaltenders and to ensure all concerned parties are informed of the application. Refer to policy 2.5

Please note that a Replacement Goaltender will only be permitted if all affiliates are also unavailable.



Requesting Team Information

Team Name		Team Code	
Association			
Coach Name:			
Coach Email			
Coach Phone #			
Injured/ill Goaltender's Name			
Reason injured goaltender cannot play:			
Reason affiliated goaltender(s) cannot play:			
President's Name			
President's Email			
President's Signature			

Replacement Goaltender Information

Name of Goaltender Requested			
Parent/Guardian Name			
Parent/Guardian Signature			
Team Name		Team Code	
Association			
Coach Name:			
Signature			



### Proposed Games to use the Emergency Goaltender

- ☐ Replacement Goaltender required until the end of the season due to a season ending injury Replacement Goaltender required for an extended period (more than 30 days) due to long-term injury

Type of Game(s):			
Date of Game(s):			
Game Number(s) (if applicable)			
Locations:			
Team(s) to be played:			

### Proposed Games to use the Emergency Goaltender

- ☐ Replacement Goaltender required until the end of the season due to a season-ending injury Replacement Goaltender required for an extended period (more than 30 days) due to long-term injury

Type of Game(s):			
Date of Game(s):			
Game Number(s) (if applicable)			
Locations:			
Team(s) to be played:			

### Medical Professional Information

Clinic Name:	
Clinic Address	
Clinic Phone #	
Type of Injury/Illness	
Extent of Layoff, e.g., Season Ending, Long-Term (estimate how long)	



Medical Professional's Name	
Medical Professional's Signature	