



## TECHNICAL PACKAGE



This Technical Package, approved on March 2, 2023 supersedes all other versions of WCRC Technical Manuals.

The purpose of the WCRC Technical Package is to govern play at the Western Canadian Ringette Championships (WCRC). The Technical Package applies only to the WCRC Tournament.

The Western Canadian Ringette Championships run in accordance with rules and regulations as set out by Ringette Canada unless otherwise noted in this Technical Package.

## 1. Team Commitments

### 1.1 Fees

- a) The entry fee for WCRC is \$1000.00 per team and must be paid to the Host Committee, by the Provincial Sport Organizations, by January 31<sup>st</sup> of the current playing season.
- b) Upon arrival, team staff will register their teams with the host organization and pay for their photos and banquet tickets.

### 1.2 Accommodations

- a) The Host Committee will arrange for a host hotel and additional hotels as needed. Teams will be required to stay in the hotels that the host has reserved as a means of supporting businesses that are supporting Ringette.
- b) Failure to stay in the host hotel will result in ineligibility of a team as described in WCRC Policy: Section 10.
- c) Teams in the Open A Division are not required to stay in hotels, however, if they do choose to use a hotel, it must be one of the Host hotels.

### 1.3 Awards Banquet/Closing Ceremonies

- a) U14, U16 and U19 teams are required to purchase a minimum of 20 banquet tickets per team. Price will be set each year and determined by the Host Committee.
- b) Open teams are required to purchase banquet tickets for every team participant in attendance at the WCRC, including team staff.
- c) Failure to comply with this policy will result in a fine. The amount of the fine will be 5 times the price of the banquet ticket not purchased.

### 1.4 Team Photos

- a) U14, U16 and U19 teams are required to purchase a team photo for every participants on the roster, including team staff.
- b) Team photos will be options for Open teams, however individuals on a team may not order a photo, photos must be purchased by the entire team.
- c) Failure to comply with this policy will result in a fine. The amount of the fine will be 5 times the price of the Team Photos not purchased.

### 1.5 Travel Arrangements

- a) Teams are to arrive before Opening Ceremonies on Wednesday evening. Teams are strongly encouraged to attend Opening Ceremonies. Teams in the Open Division are exempted from this requirement.
- b) Teams are to attend the Closing Ceremonies/Awards Banquet and are to make departure arrangements accordingly.

## 2. Division and Levels of Play

2.1 Participation in the Western Canadian Ringette Championships is open to all full members of Ringette Canada from Manitoba west to British Columbia.

2.2 Each Western Province of Territory will have one 'A' caliber representative in each of the U16, U19 and Open divisions.

- a) The host province will have one additional 'host' team at each of these levels. The host team is designated by the Host Province.

- 2.3 In the U14AA division, the competition will include ten teams.
- Each Province is eligible to declare two teams.
  - Wildcards are used to ensure there is always a full 10 team tournament.
- 2.4 Wildcards
- In the U16A, U19A and Open divisions, wildcards arise when one or more PSO's have not committed their full allowance of teams to attend WCRC. One wildcard slot is generated for each open spot, to fill the 5 team tournament.
  - In the U14-AA division, wildcard teams are those teams that commit to attend WCRC's above the PSO's allowance. With the agreement of the PSO, each team above the guaranteed two per Province will be entered in a wildcard draw for the remaining slots.
  - Following the Commitment to attend deadline, if more than one province has wildcard submissions, a physical, recorded wildcard draw will take place. Draw will be concluded by December 31.
    - In U16A, U19A and Open A Provinces will receive one wildcard draw entry each if they committed their 1 required team, plus host where applicable and have committed a second (or third) team would attend.
    - In U14-AA, Provinces will receive one entry per team committed to attend above the two required teams.
- 2.5 Length of Periods
- U14-AA games shall have two 18-minute periods, stop-time.
  - U16A, U19A and Open A games shall have two 20-minute periods, stop-time.
  - Pre-game warm-up shall be 3 minutes long, starting from the start time of the game.
  - Breaks between periods shall be 1-minute long.
- 2.6 Game start time
- Games will start at the time posted in the tournament schedule.
  - If the tournament schedule runs ahead, game Officials may request that teams start the game up to 10 minutes early. Teams will be notified a minimum of 30 minutes before scheduled game time if they will be starting early.
  - Championship games start on the posted time.

### 3. Eligibility

- 3.1 For the WCRC, the following divisions and levels (As of December 31 of the current playing season) participating will be:
- U14 AA – 13 years of age or under
  - U16 A - 15 years of age or under
  - U19 A - 18 years of age or under
  - Open A
- 3.2 Provinces that do not send a Divisional representative for two consecutive years are ineligible to send a Provincial Representative team in that division in the third year. This does not apply to the host team.
- 3.3 Competitors
- All players shall be registered with their Provincial Association by the registration deadline.
  - An athlete's domicile or actual residence must be located prior to December 31<sup>st</sup>, within the recognized boundaries of the province they are representing except where supported by a transfer or release.
  - Athletes may only participate at one age division of the WCRC per season.
  - If a team attends the WCRC and competes unknowingly with an ineligible player, the team will lose all points accumulated for games where that player's name appears on the game sheet. A team that competes knowingly with an ineligible player shall have any game scores recorded as a 0-3 loss where that player's name appears on the game sheet after notification that she/he is ineligible. Ineligible players shall not be considered for all-star positions or as skills competition winners.

e) Team Augmentations for WCRC's

- U14 AA may only add additional players for the 2030 Championships in accordance with their PSO policies.
- U16 A, U19 A and Open A Divisions may augment their team rosters in accordance with their PSO policies.
- Alterations to the team roster after the roster deadline shall only be made in the case of injury (with medical documentation indicating that the athlete is not medically fit to participate) and players may only be added to the roster if another has been due to medical reasons. This must fall within each PSO policy. Some PSO's may opt not to adopt this rule in which case no alterations will be permitted.

3.4 In accordance with Ringette Canada rules, no team can have less than 7 and more than 18 players on the bench at any time. Maximum roster size is 22 players.

3.5 AA/AAA/NRL Players

- a) 'AA' players are not eligible to participate in the 'A' division at the Western Canadian Ringette Championships. Any registered 'A' player who is affiliated or double carded to an 'AA' roster are ineligible if they exceed 10 games (league or tournament) in the current season.
- b) Players who participate in more than 10 NRL season games are ineligible.
- c) Canada Winter Games players are eligible to attend if they are playing full time on a U19 A or Open A team in the current playing season.
- d) Canadian National Team Players (Senior or Junior) cannot participate in Worlds and WCRC's in the same playing season.

4. Rosters

4.1 Must be submitted 14 days in advance of the Opening Ceremonies. Failure to meet this deadline may result in inaccuracies in the Tournament program and will result in team staff having to complete the Official Game Sheet by hand.

4.2 Team Rosters, including bench staff, must be checked for eligibility by each PSO. Rosters must be submitted electronically on the WCRC Team Registration Form by each PSO to the Host Committee.

4.3 Team Roster must document these specialized positions with this designation:

- a) Goalies designated with "G" and jersey number
- b) Captains designated with "C" or "AC" and jersey number to a maximum of 3.

4.4 Amendments to the Team Registration Form must be sent in writing to the Host Committee by the PSO.

4.5 No less than 80% of a team's dressed roster must be female.

5. Team Staff

Refers to the participants who are players' coaches, managers and trainers who are in good standing with Ringette Canada and their PSO.

5.1 A Team Staff Consists of:

- a) Coaches, trainers, and managers who have met minimum requirements as set out by Ringette Canada.
- b) A minimum of one fully certified female coach (at the U14, U16 and U19 divisions)
- c) Head Coach who is credentialed in accordance with their PSO requirements.
- d) A maximum of one manager and one trainer.
- e) A team may have Coach in Training/Junior Coach(es) on the team roster in addition to the 5- bench staff, provided their PSO has a Mentor Coach Program (BC), Junior Coach Program (AB) (MB), or other similar Program.
- f) All team staff for the WCRC's must be fully registered with Ringette Canada and their Provincial Ringette Association by the dates indicated in their PSO Policies and Procedures.
- g) Participants may be registered as a team staff member on more than one team roster

provided that these teams come from the same province and are in different divisions. Should the female coach also be participating in the event as a player, and there is a scheduling conflict, the team will be permitted to play the game without a female coach on the bench.

- h) Players are not permitted to also be designated as the coach on the same team
- i) No more than 5 team staff members are permitted on the bench during a game except for Coach in Training/Junior Coach(es).
- j) No managers will be permitted on the bench.

6. Provincial Sport Organization Representative

One person from each of the participating PSO's who is authorized by the PSO to make decisions pursuant to the terms and conditions of the WCRC Policy, Host Guidelines and Technical Package, including all matters of discipline must be available by phone for the duration of the tournament. From Wednesday through the last official event of the WCRC, the PSO Representative shall be immediately available by phone to the Hosts' Director of Officials and to the Tournament Host.

7. Uniforms

7.1 Provincial Champion teams must wear the Official Jersey supplied by their PSO. Official Jerseys must comply with this chart.

<b>Province</b>	<b>Approved Primary Jersey Color and Trim</b>
BC	White with blue shoulders and red trim
Alberta	Navy Blue
Saskatchewan	Green with Black
Manitoba	Gold
Host	Club Jerseys

7.2 All uniforms must coincide with those on the Team Roster Form. Uniform numbers may be adjusted on the Official Game report only if the Officials deem a color conflict that results in a mandatory Jersey change for the team.

7.3 The host team, regardless of designated as home or visitor, will change jerseys if the Officials deem a color conflict. Host team shall have both a dark and light set of jerseys.

7.4 Should game Officials determine that jersey colors worn by the two teams are too similar to allow for expedient conduct of the game, the Officials will require a jersey change.

- a) In games where a designated Provincial Champion team is playing a non-Provincial champion team, the non-Provincial champion team shall change.
- b) In all other games, the team designated as visitor shall change jerseys.

8. Officials

8.1 Selection of Officials

- a) Each Province is required to select, by invitational process, Officials who regularly officiate at the levels represented in the tournament. Officials must be a 3B or higher to attend this tournament.
- b) Officials selection is the responsibility of the Director of Officials (or equivalent) from each Province.
- c) Provinces must identify names of Officials to the Host Committee by February 1<sup>st</sup>. Failure to meet the deadline will cause the Province to forfeit sending Officials to the Tournament and pay all costs of the replacement Officials who are sent to the Tournament by other PSO's.

## 8.2 Number of Officials

- a) Each PSO shall send four (4) Officials to each WCRC. The Host shall send one additional Official (5). PSO's who may not be able to meet this commitment, must notify the Committee prior to December 31<sup>st</sup>.
- b) Supervisors
  - An Officials Supervisor is required for each ice surface being utilized by the event.
  - Each PSO shall send one qualified Officials Supervisor. The host shall send one additional Officials Supervisor. PSO's who may not be able to meet this commitment, must notify the Committee prior to February 1<sup>st</sup>.
    - Minimum of one Supervisor must be a Provincial supervisor. When possible, this should be supplied by the Host Province.

## 8.3 Evaluations

- a) Each Official invited to the tournament will be provided with a written evaluation in addition to any informal evaluations provided.

## 8.4 Expenses

- a) Officials and Supervisors are not paid for participation in the tournament, however travel costs, meals and accommodations will be provided.
- b) Transportation to and from the event are accumulated for all Officials, divided by 5 (the four Provinces and the Host Committee) and redistributed according to the expenses of each PSO.

## 8.5 Minor Officials

- a) Minor Officials are Shot Clock Operators, Timekeepers and Score Keepers.
- b) For all games, minor officials will be scheduled and provided by the Host.

## 9. Suspensions and Penalties

### 9.1 When a Match Penalty has been assessed:

- a) The arena Officials Supervisor will inform the Director of Officials for Competition as soon as possible after the Match Penalty has been assessed.
- b) The on ice Officials will immediately after the end of the game write on the back of the Official Game Report a detailed synopsis of the circumstances of the Match Penalty and provide that report to the Director of Officials for Competitions forthwith.
- c) Within 30 minutes of the end of game the Director of Officials for Competitions shall give the Official Game Report (with synopsis) to a member of the WCRC Governance Committee.
- d) As soon as possible upon receipt of the Official Game Report, and if at all possible prior to the next game scheduled to be played by the player involved in the Match Penalty, the Protest, Grievance and Discipline Panel shall meet to determine the full extent of the sanction to be applied because of the Match Penalty assessed.

In their deliberations, the Protest, Grievance and Discipline Panel may interview any or all of the following: the on-ice officials; the player (s)/team staff involved; the Officiating Supervisor at that game (if applicable); and any others whose input the Protest, Grievance and Discipline Panel feels would be of value. Playing history of the player involved will be taken into consideration.

The Protest, Grievance and Discipline Panel's decision regarding sanction shall be immediately communicated to a member of the team staff of the team(s) involved by the Director of Officials for Competition.

If a member of the Protest, Grievance and Discipline Panel is the player assessed the match penalty, then that individual will be removed from the decision making process of the Committee regarding the Match Penalty.

9.2 Suspensions

Players assessed penalties for the following will be subject to the minimum suspension listed. The Protest, Grievance and Discipline Panel and/or the PSO may impose further sanctions upon review of the report from the game Officials.

Player/Team Staff assessed a Match Penalty for:

<b>Action:</b>	<b>Suspension (# of games)</b>
Hair Pulling, Face Masking, Head Butting	3
Spearing, Butt Ending, Stick swinging, or Kicking or attempt to injure	4
Fighting (instigating)	4
Fighting (participating)	2
Abuse of an official (verbal)	2
Physical (minimal – 3, moderate – 5, excessive – 7)	

9.3 Suspended Players or Team Staff

a) Any Team Staff member participating in WCRC who is under suspension by their Provincial Sport Organization (PSO) or Ringette Canada, or is suspended during the WCRC's shall not be permitted to:

- Direct any member of the team during any game;
- Carry out official duty on behalf of the team;
- Be in the dressing room or bench area before, during or after any game;
- Or situated anywhere in the arena in a position to direct any member of the team for the duration of the suspension.

b) Any player in the WCRC's who is under suspension by their PSO, Ringette Canada or during the WCRC's shall not be permitted in the field of play for the games during the suspensions (bench or ice surface). Player will be noted on the game sheet with the suspension game number.

c) Any team staff member or player who violates the terms of his/her suspension as outlined will be reported to both his/her Provincial Sport Organization representative and the Committee.

d) Should the suspended individual be participating in more than one (1) role in the WCRC's (e.g. as a player and a team staff member), the suspension applies to all roles held by the individual during the WCRC's until the completion of the suspension. Only games played or coaches in the role where the suspension was received will count toward the suspension.

10. Code of Conduct

The overall experience for athletes participating in the Western Canadian Ringette Championships should promote the development of healthy and positive values towards fellow athletes, officials and coaches. To this end, by following the Code of Conduct is to be endorsed by all organizers, coaches, officials and players. Failure to abide by the Code of Conduct may be cause for disciplinary action by the Provincial Sport Organization against individual players, coaches and organizers.

10.1 General Conduct

a) It is considered unethical for players, coaches, team managers and Western Canadian Ringette Championship organizers to speak disparagingly about others involved in the WCRC's or activities associated with the event.

10.2 Game Conduct

a) All coaches, managers, and players are expected to show respect for their opposing teams, officials, and colleagues, and shall avoid blatant humiliation of an opponent.

10.3 Relationships to Officials

a) Team Staff, coaches, managers, trainers, and players are expected to aid in the orderly

conduct of the WCRC's by respecting the authority of the officials on the ice and relating to them in a positive and respectful manner both on and off the ice.

#### 10.4 Vandalism and Personal Misconduct

- a) The use of and/or possession of alcoholic beverages and non-prescriptions drugs while in attendance at competition or ceremonial functions are prohibited. Non-prescription and illegal drug use shall be dealt with in a strict and severe manner.
- b) Any malicious damage to accommodation sites, competition sites, transportation vehicles, etc., or personal misconduct causing harassment during games to participants or audience will not be tolerated.
- c) In all cases, damage to property will be the responsibility of the individual(s) at fault.

#### 10.5 Consequences

- a) Any misconduct of the nature mentioned above will be dealt with by the Provincial Sport Organization.

### 11. Opening and Closing Ceremonies

Opening Ceremonies and Closing Ceremonies/Awards Banquets are included in the Western Canadian Ringette Championships to re-enforce that WCRC's are the pinnacle event of the season for participants. Participants are therefore strongly encouraged to attend and participate in the Opening Ceremonies and the Closing Ceremonies/Awards Banquet.

#### 11.1 Opening Ceremonies

- a) Will occur on Wednesday of the event.
- b) Will include a parade of Province.
- c) May include a skills competition.
- d) Will end at least 11 hours before the start of the competition.

#### 11.2 Closing Ceremonies and Awards Banquet

- a) Will occur on Saturday following the end of competitions.
- b) Will include the presentation of competition awards
- c) Will include the announcement of the next year's WCRC host and location.
- d) Will be planned to include:
  - 20 representatives from each team in the U14, U16 and U19 divisions and 18 representatives from each of the Open teams
  - All the Officials
  - All members of the Host Committee.