

# WRRR AA/A Team Declaration and Tryout Process 2024-2025

Revised Jan 15th, 2024

The following document sets out important timelines that must be met in proceeding through the player declaration, team tryout and team selection process. This process should facilitate informed communication between Western Region and its member Associations. It should help to identify potential conflicts so that they can be dealt with in a timely and mutually respectful manner, allowing the process to move along to completion.

If there is one thing parents want, it is to see their child enjoying themselves and getting better at playing the great sport of Ringette. This is what makes Provincial Ringette a worthwhile investment. Let us be reminded of this value, remembering it is the players who make this great sport what it is. This document is designed to assist parents and players better understand the tryout process.

## **Goal**

The primary goal of the Western Region is to work cooperatively to create as many viable, competitive teams at each competition and age level within the Region as possible, and thereby ensuring that qualified players have a place to play.

## **Objectives**

- 1) To improve communication among Western Region member associations and representatives through documentation and preliminary meetings. WRRR also strives to improve communication to parents and athletes through helping associations with documentation or other resources.
- 2) To increase the transparency of the process by ensuring that everyone knows what the steps are and how decisions are to be made.
- 3) To continue to enhance the player-tracking process.
- 4) To form an Evaluation Committee to monitor the process. The Committee will include a diverse representation of individuals from across our Region and would be empowered to permit teams to form or fold and enforce all steps and associated actions as identified in the process.
- 5) To implement a timeline for the completion for the AA and A tryout process and to work with other nearby regions to do our best to align tryouts amongst similar levels and age groups.
- 6) To help facilitate the number of teams, the distribution of teams throughout the Region, as well as to help provide the most beneficial selection of teams to form with capable players within Western Region.

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## Evaluation Committee

- An Evaluation Committee will be formed to coordinate the AA/A process.
- The mandate for this committee will be to review and/or meet with each Association that is willing to host an AA/A team, review their submitted forms and ensure that the minimum criteria are met. The committee will then recommend for approval the number of AA/A teams at the respective levels covered by this process (U14, U16 and U19). The recommendations of this committee will be binding.
- The committee will act in accordance with the following Ringette Ontario rules and guidelines:
  - Player Tryout / Release Policy:  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Operating%20Resources/Athlete-Release-Policy.pdf>
  - Club Player Evaluation Process Guidelines  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Operating%20Resources/Ringette-Ontario-Club-Player-Evaluation-Process-Guidelines.pdf>
  - Team Formation Guidelines:  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Ringette-Ontario-Team-Formation-Guidelines-23-24.pdf>
  - Player Recruitment Guidelines:  
<https://cloud.rampinteractive.com/ringetteontariogames/files/PLAYER%20RECRUITMENT%20GUIDELINES%202023.pdf>
  - Playing Outside of Age Division  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Operating%20Resources/PLAYING-OUTSIDE-OF-AGE-DIVISION.pdf>
- The committee will include the WRRRA Provincial Play Committee Chair, Past Chair, Western Region Membership Services Representative, WRRRA chair along with 4 nominated WRRRA Provincial Play Committee Representatives.
- The committee will have the authority to ensure that proper team formation procedures are being followed by associations and to recommend the levy of up to a possible **\$500 fine and loss of team** for Associations not following the rules and processes in place.

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## Important Dates at a Glance:

Date (2024)	Event	Date (2024)	Event
February 7th	Intent to try-out goes live	May 15th	AA teams declared
March 4th	Intent form closes	May 15th– Jun 12th	A Try-outs (14, 16, 19)
March 10th	Willing-to-host forms due	Jun 15th	A Teams Declared
March 13th	Associations notified of approvals	August 26th - September 10th	More info coming
March 25th - April 3rd	Try-out schedules posted	September 13th	More info coming
April 17th-May 12th	AA Try-outs		

## Intent-to-Tryout Forms

- All Western Region players intending to try out for any A or AA Provincial level team are required to complete the online *Intent-to-Tryout Form* no later than **March 4th, 2024**.
- Players will **not be** allowed to participate in any tryout session without having completed the online form. Any player intents submitted after **March 4th, 2024** will only be accepted via an email to Peter Westelaken [pitracker@wrra.ca](mailto:pitracker@wrra.ca) from the home Association President or Provincial Representative Convener. The home association may choose to not permit the player to participate in tryouts, however this is strongly discouraged.
- Players from outside of Western Region who move into our region due to relocation for post-secondary education or other legitimate reasons should register their intent as soon as they make the commitment to move, rather than waiting to physically arrive in the Region. For instance, a player moving into the Region to attend university (i.e. Guelph, London or Waterloo) should indicate their intent to play at the A or AA level as soon as they accept their offer of admission, allowing our member associations to include these players in their planning process.
- Any player who is not registered with an association during the 2023-2024 Ringette season must register with their home or current association before attending tryouts. This is to ensure that the athlete has insurance coverage when on the ice.
- On the intent form, players will indicate which type of division they would be willing to play for: Female only, Mixed or Male only. Players may choose all three options, two options or one option. Please refer to the RO team formation guidelines for some information on the different options. This information will be made with association representatives only and not made public.
- 2023-24 Team Formation Guidelines  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Ringette-Ontario-Team-Formation-Guidelines-23-24.pdf>

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## Willing-to-Host Form

The ***Willing-to-Host Form*** will provide the Region and the Evaluation Committee with advanced, valid information regarding an Association's bid to host one or more Provincial teams. It will also assist Associations with communicating their intentions clearly. These forms are due no later than **March 10th, 2023**.

- It is important for all Associations to understand that the criteria identified in the ***Team Declaration Chart*** will be used by the Evaluation Committee to determine the strength of an Association's bid for a Provincial level team (*see page 7*).
- The Evaluation Committee has the authority to qualify a Willing-to-Host bid where the criteria are not met but the athlete availability/capability warrants the formation of a team in that area of the region or the number of interested/capable support the need for another team or teams.

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## AA Team Formation: Key Steps and Dates (U14AA / U16AA /U19AA)

- Associations must complete the **Willing-to-Host Form** and submit the form to the Evaluation Committee by **Sunday, March 10th** if they wish to qualify to host Provincial AA Level teams for the 2024-2025 season.
- The Evaluation Committee may host a meeting on **Monday, March 11th, 2024** and schedule individual meetings with every Association intending to host AA teams to review their forms.
- AA Tryout schedules should be posted no earlier than **Monday, March 25th, 2024** and no later than **Wednesday April 3rd, 2024** and with the statement included that **“all teams are subject to WRRR Provincial Play Evaluation Committee approval.”**
- Each Association hosting a AA team may not begin tryouts until **Wednesday, April 17th, 2024**. The online form identifying the players who attended the tryout **must be reported within 24 hours**. The Association must also provide the Evaluation Committee with an update regarding the status of the team.
- As each tryout is completed & players are released from the list of potential team members, the Association must email the Player Tracking Coordinator, Peter Westelaken [pitracker@wrra.ca](mailto:pitracker@wrra.ca) with the list of players released. This must be done within 24 hours of the player being released.
- All AA tryouts should be completed by **Sunday, May 12th, 2024**. The **Offer to Play Letter** and **Roster Spot Not Offered Letter** shall be used by all Associations within the Region.
- When an association representative emails an **Offer to Play Letter**, and the player is from an outside association, **they will also include the release form**.  
<https://cloud.rampinteractive.com/ringetteontariogames/files/RO%20Athlete%20Release%20Form%20-%202023-2024.pdf>
- U14AA, U16AA & U19AA team rosters must be declared by **Wednesday, May 15th, 2024**.
- Should any association encounter difficulties in declaring rosters by the deadline, please notify WRRR Evaluation Committee and seek guidance.

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## A Team Formation: Key Steps and Dates (U14A/U16A/U19A)

- Associations must complete the **Willing-to-Host Form** and submit the form to the Evaluation Committee by **Sunday, March 10th** if they wish to qualify to host Provincial A Level teams for the 2023-2024 season.
- The Evaluation Committee may host a meeting on **Monday, March 11th, 2024** and schedule individual meetings with every Association intending to host A teams to review their forms.
- “A” tryout schedules should be posted no earlier than **Monday, March 25th, 2024** and no later than **Wednesday April 3rd, 2024** and with the statement included that **“all teams are subject to WRRR Provincial Play Evaluation Committee approval.”**
- Each Association hosting an “A” team may not begin tryouts until **Wednesday, May 15th, 2024**. The online form identifying the players who attended the tryout **must be reported within 24 hours**. The Association must also provide the Evaluation Committee with an update regarding the status of the team.
- As each tryout is completed & players are released from the list of potential team members, the Association must email the Player Tracking Coordinator, Peter Westelaken [pitracker@wrra.ca](mailto:pitracker@wrra.ca) with the list of players released. This must be done within 24 hours of the player being released.
- All “A” tryouts should be completed by **Wednesday, Jun 12th, 2024**. The **Offer to Play Letter** and **Roster Spot Not Offered Letter** shall be used by all Associations within the Region.
- When an association representative emails an **Offer to Play Letter**, and the player is from an outside association, **they will also include the release form**.  
<https://cloud.rampinteractive.com/ringetteontariogames/files/RO%20Athlete%20Release%20Form%20-%202023-2024.pdf>
- U14A, U16A & U19A team rosters must be declared by **Saturday, Jun 15th, 2024**.
- Should any association encounter difficulties in declaring rosters by the deadline, please notify WRRR Evaluation Committee and seek guidance.

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## Team Composition Requirements:

- In order to qualify to host a Provincial level team an association **must** meet the minimum number of Provincial caliber Home Association or Current Association players listed in the chart below. The **final team roster** must meet or exceed the number of home and current players identified in the chart below. See attached definitions for 'current' players.

## Team Composition Chart – AA Teams

**U14AA U16AA U19AA**

Roster Size	**Home or Current Players	Home or Current Players	Home or Current Players
10	6*	5*	5*
11	7	5	5
12	8	6	5
13	8	6	5
14	8	7	5
15	9	7	6
16	9	8	6
17	10	8	6
18	10	9	7

\*Minimum number unless approved by Evaluation Committee

\*\*When associations form combined teams, each association will be considered home

## Team Composition Chart – A Teams

**U14A U16A U19A**

Roster Size	Home or Current Players	Home or Current Players	Home or Current Players
10	6*	6*	5*
11	7	6	5
12	8	7	6
13	9	8	6
14	9	8	7
15	10	9	7
16	10	9	8
17	11	10	8
18	11	10	9

\*Minimum number unless approved by Evaluation Committee

\*\*When associations form combined teams, each association will be considered home

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## Combined Teams

- Neighbouring Associations (<https://www.wrra.ca/content/worl---closest-association> ) that wish to form combined teams may do so in the application process. Teams may combine as long as ONE association is identified as the closest association in the matrix.
  - For example: St. Thomas and London could form a combined team because London is the closest association to St. Thomas even though London's closest association is Dorchester.
- The **Combined Team** must clearly identify one center as the **HOST Association** in the Willing to Host form for the current playing year and have signed acknowledgement from the respective Presidents of these Associations. The host association is the center where home games will be scheduled.
- When two teams combine and they are each other's closest association, either team can be named the host team. In Western Region this includes Kitchener/Waterloo, London/Dorchester and Mitchell/Exeter-Seaforth. This decision will be up to the associations to work it out.
- When two teams combine and only ONE association is closest, the host team must be the team that is NOT closest in the matrix.
  - For Example: Tillsonburg's closest association is Dorchester: Dorchester's closest association is London - If Dorchester and Tillsonburg form a combined team, the host must be Dorchester because Dorchester is closest to London and this will prevent athletes from essentially "skipping" their obligation to follow the matrix to London.
- For the purposes of the tryout process and athlete movement, each combined association will be considered the home association.
  - For example: If Guelph and Elora Fergus decide to host U16A as a combined team, any Elora Fergus player who played in Waterloo for one or two years, must try-out for the combined team as their home association is now hosting an A level team.
- The host team will also become the current association for any athletes from outside of the combined associations.
  - For example: If an athlete from Hanover is selected to be on the combined team of Elora-Fergus and Guelph and Guelph is the host, the Hanover athlete becomes current to Guelph.

## Player Release Form

- It is critical that all parties understand and treat the **Player Release Form** like a contract. Once signed, the parties are bound by the agreement. The team is committed to the athlete and the athlete is committed to the team.
- When an association representative emails out a **roster spot offered letter**, and the athlete is from an outside association, they will also include the release form.
- <https://cloud.rampinteractive.com/ringetteontariogames/files/RO%20Athlete%20Release%20Form%20-%202023-2024.pdf>



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## Tryouts

- Athletes may attend as many tryouts as they wish.
- Tryouts are conducted by each Association in keeping with their established Operating Procedures. However, the timelines contained in this document should be incorporated into these various procedures.
- Athletes **MUST** go to tryouts at their home or current association if they offer the age and level the athlete intends to tryout for. A **bona fide** effort must be given by the athlete and release obtained before an offer can be given by another association.
- NO roster spot can be offered to an athlete that does not follow the rules of movement.

## Final Roster Requirements

- A ‘full’ roster meets the requirements of RO for the number of athletes needed to play in Sanctioned Events. Clearly roster size within those constraints is the decision of the Coach/Association. Teams can leave space to add an athlete or two after this date – especially at the U19 level where post-secondary athlete movement occurs. This roster should include a full complement of players for the team, including at least one goalie.
- The full roster will be submitted to the WRRRA Evaluation Committee and Peter Westelaken by the date identified in the team formation key steps and dates.
- TEAM FORMATION GUIDELINES: <https://cloud.rampinteractive.com/ringetteontariogames/files/Ringette-Ontario-Team-Formation-Guidelines-23-24.pdf>

## Recruitment & Solicitation of Players

- Any recruitment or solicitation of players by associations, association representatives or board members is **completely prohibited** and the consequence of this action will **result in a fine and possible removal of the association representative**. The issue will be reviewed by the evaluation committee.
- No **Offers to Play** may be made until the Home and/or Current Associations have made “**Roster Spot Not Offered**” releases or no team is being hosted by the Home or Current Associations. This process must align with the Closest Association Matrix. If **offer to play** letters are given before releases are given, the association representative, team and association will be subject to the same penalties for the recruiting and soliciting of players.

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## Recruitment & Solicitation of Players from outside of Western Region

- No solicitation or recruitment of players of ANY KIND is allowed.
- Association representatives must have release forms in hand before any roster spot can be offered to any player no matter what region they are coming from.
- The consequences will follow the same process as above.

## Declining a Roster Spot

- Athletes who decline a roster spot on an AA team or A team, must return to their home association and play on the lower-level team. This means if a player tries out for AA at another center, is offered a spot and then refuses and their home association only offers regional, their only option is to play regional. They do not have the opportunity to try out for an A team at any other center.
  - Example: If a St. Mary's player is offered a roster spot for a AA team in London and they refuse the spot, they must return to St. Mary's. If the next level of play in St. Mary's is regional, that player must play regional. They cannot try-out in Dorchester for the A team.

## Accepting a Roster Spot

- Athletes who accept a roster spot must treat it as a contract. If the athlete chooses to leave the team they originally accepted to play on they cannot play on a provincial team in any other association in Western region or in any other region. Leaving a team will be treated as declining a roster spot.
  - Example: If a Waterloo player accepts a spot on the Waterloo A team and has signed the **roster spot offered** agreement, they cannot leave that team to accept a roster spot on a AA team in Burlington. The only option would be to play at the next level down at the home association.
- Western Region will do their best to work with neighbouring regions to coordinate tryout dates, but this is not a guarantee. If an athlete is pursuing a higher-level team in another region, the athlete may ask for an extension on the **roster spot offered** agreement. The coach or association member is **not** required to give the extension.
- If an athlete has accepted to play on a AA or A team, but is then offered a spot on a NRL team, they may only play as an AP player, otherwise they will be subject to fines and forfeit

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registration fees.

## Tribunal Process

- If at any time a player, coach or association has a grievance with the tryout process, they may opt for a tribunal.
- WRRRA will follow the process outlined by Ringette Ontario, but within the region.
- Tribunals require a fee to be paid by the complainant.
- PROTESTS AND GRIEVANCES GUIDELINES  
<https://cloud.rampinteractive.com/ringetteontariogames/files/Operating%20Resources/RO%20Protests%20and%20Grievances%202023.pdf>

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## Terms as defined in Operating Manual – RO

### Releasing Association

The Local Association in whose Boundaries the player resides, or the Local Association to whom the player has been released for three consecutive seasons as per Article 8.6. In either case, this is the Local Association from whom the player wishes to be released.

### Receiving Association

The Local Association to whom a player wishes to be released.

### Two Team Player

A Regional player that plays on a local association team, and also plays on a Provincial A or AA team through terms agreed upon in a written "Playing Agreement". Two team agreements between A and AA are not currently permitted.

### Home Region

The region in which your home association resides.

### Home Association

The local association to which the player is eligible to play by residency.

### Closest Association

Governed by the player's Home Region Policy.

### Current Association

The association to which a player has been released for level of play will then be considered the player's "Current Association".

### Residency

Refers to where the player habitually resides. A player's residence shall be defined as the structure in which the player is a permanent resident. Any determination of the address of the structure shall always be from the main entrance of such residence.

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## Willing-to-Host a Provincial Team

This Form is to provide Western Region and its Associations with information regarding the declaring of a team(s). The data will be used to help determine the number of potential teams and the availability of players prior to tryouts.

**Association Name(s):**

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<b>Level of Play Offered:</b>	A	<input type="checkbox"/>	AA	<input type="checkbox"/>
<b>Age Division:</b>	U12	<input type="checkbox"/>		
	U14	<input type="checkbox"/>		
	U16	<input type="checkbox"/>		
	U19	<input type="checkbox"/>		

**NOTE:** *a separate form must be submitted for each age division*

**NEW: Date of tryout information session for parents:** \_\_\_\_\_

**Key Contact for Team during Tryouts:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

Association President(s) agree to this Provincial team submission and confirms ice availability to support the team. If Combined Team, both Association Presidents must sign.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Date**

**WRRRA Provincial Level Play Committee**

**- Roster Spot Not Offered –**

Date: \_\_\_\_\_ 2024

Name: \_\_\_\_\_

I would like to take this opportunity to thank you for attending the

\_\_\_\_\_ Association tryouts for the 2024-2025 season.

At this time, there will NOT be a position offered to you to play for the

\_\_\_\_\_ Association Team

(Please circle where appropriate) U12 U14 U16 U19    **A**    **AA**

If you have any other questions or concerns, feel free to contact me.

Head Coach: \_\_\_\_\_ Phone: \_\_\_\_\_

Association: \_\_\_\_\_ Email: \_\_\_\_\_

There are some options available to you. Feel free to explore these. Best of luck to you this season.

Attend tryouts for the \_\_\_\_\_ association (as per matrix).

Become part of our Regional Program here in \_\_\_\_\_ .

\_\_\_\_\_  
\_\_\_\_\_

**WRRRA Provincial Level Play Committee**

**- Offer to Play Letter-**

Date: \_\_\_\_\_ 2024

Name: \_\_\_\_\_

I would like to take this opportunity to thank you for attending the  
\_\_\_\_\_ Association tryouts for the 2024-2025 season.

Expectations for the team members will be to attend scheduled team dry land training sessions and weekly on ice practices. The team will be participating in \_\_\_\_\_ tournaments from November to February with the goal of playing in the Provincials in March 2025. This will require full commitment at all times for the entire season.

You have been selected to play for the \_\_\_\_\_ Association Team

(Please circle where appropriate)

U12 U14 U16 U19

**A**

**AA**

Please confirm your acceptance with the understanding of our expectations as listed above with a return email within the next **48** hours.

**If I do not receive a reply (email is accepted) within 48hrs of when this email was sent it will be considered a**

**DECLINE of this Offer to Play.**

If you have any other questions or concerns, please contact me.

Head Coach: \_\_\_\_\_ Phone: \_\_\_\_\_

Association: \_\_\_\_\_ Email: \_\_\_\_\_