

2014

Lower Mainland Ringette
League



Lower Mainland
RINGETTE

LOWER MAINLAND RINGETTE LEAGUE POLICY MANUAL

As Approved May 12, 2014

Table of Contents

Mandate	2
Organization	2
<i>Directors and Officers</i>	<i>2</i>
<i>Board</i>	<i>2</i>
<i>Conflict of Interest.....</i>	<i>2</i>
<i>President</i>	<i>2</i>
<i>Vice President.....</i>	<i>2</i>
<i>Secretary</i>	<i>2</i>
<i>Treasurer</i>	<i>2</i>
<i>Director of Officiating.....</i>	<i>2</i>
<i>Ice Scheduler</i>	<i>2</i>
<i>League Tiering Committees.....</i>	<i>2</i>
<i>Director of Promotions</i>	<i>2</i>
<i>Director of Coaching</i>	<i>2</i>
<i>Director of Athlete Development.....</i>	<i>2</i>
<i>Webmaster</i>	<i>2</i>
<i>AA Director.....</i>	<i>2</i>
<i>LMRL AA Sub-Committee.....</i>	<i>2</i>
Board Operations	2
Member Association Responsibilities	2

Divisional Organization	3
<i>Categories of Competition.....</i>	<i>3</i>
<i>U9 Division.....</i>	<i>3</i>
<i>U10 & U12 Divisions.....</i>	<i>3</i>
<i>Combination Teams</i>	<i>3</i>
<i>Divisional Play within the League.....</i>	<i>3</i>
League Operations.....	3
<i>Fielding Teams</i>	<i>3</i>
<i>Overage Players</i>	<i>3</i>
<i>Underage Players</i>	<i>3</i>
<i>Player “Double Carding”.....</i>	<i>3</i>
Team Tiering.....	3
<i>Divisional Managers.....</i>	<i>3</i>
<i>Preliminary Round/ Season.....</i>	<i>3</i>
<i>Team Classification.....</i>	<i>3</i>
<i>Tiering Meeting.....</i>	<i>3</i>
<i>Tiering Appeals.....</i>	<i>3</i>
Player Movement.....	3
<i>Season (Permanent).....</i>	<i>3</i>
<i>Game (Temporary).....</i>	<i>3</i>
<i>Release Policy</i>	<i>3</i>
<i>Residency.....</i>	<i>3</i>
<i>Solicitation</i>	<i>3</i>
<i>Releases.....</i>	<i>3</i>
<i>Transfers (Relocations)</i>	<i>3</i>

<i>Declaration of Relocation</i>	4
<i>Release Procedures</i>	4
Game Scoresheets	4
Team Play- Games	4
<i>Schedules</i>	4
<i>Timing</i>	4
<i>Miscellaneous</i>	4
Cancelled/Rescheduled Games	4
<i>Game Commencement</i>	4
<i>Rescheduling</i>	4
<i>“TBA” Games</i>	4
<i>Appeals</i>	4
<i>Substituting Tournament for League Game Results</i>	4
Penalties, Protests, and Grievances	4
<i>Penalties</i>	4
<i>Protests and Grievances</i>	4
Year End Standings	4
<i>Tie Breakers</i>	4
<i>Awards</i>	4
<i>Awards Presentations</i>	4
<i>Play-Downs</i>	4
Governing Rules	4
LMRL AA Teams	4
<i>Objective</i>	4

<i>Responsibilities of the League</i>	5
<i>Member Association Responsibilities</i>	5
<i>Team Staff Responsibilities</i>	5
<i>Regulations for Players</i>	5
<i>Code of Conduct</i>	5
<i>Action on Violations</i>	5
<i>Player Selection</i>	5
<i>Miscellaneous</i>	5
APPENDIX I: Player’s Code	5
APPENDIX II: Parent’s Code	5
APPENDIX III: Coaches Code	5
APPENDIX IV: Divisional Managers Guide	5
APPENDIX V: Conflict of Interest Form	5
APPENDIX VI: LMRL Tiering Game Evaluation Sheet	5
Appendix VII: Sportsmanlike Play Guiding Principles	5

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 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 (Note - see Appendix V Conflict of Interest Form):
 - 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 himself/herself 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 ab-

sent himself/herself 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 himself/herself from the discussion and remove himself/herself from the proceedings without voting.

D. President

The President shall be an LMRL Director and, in accordance with LMRL and BCRA 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 BCRA 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. Sit on the AA Coaching Selection Sub-committee if either the Director of Coaching or the Director of Player Development positions are unfilled, and
10. Represent the League at the BCRA AGM.

E. Vice President

The Vice President shall be an LMRL Director and, in accordance with LMRL and BCRA 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 the "A" "B" and "C" League 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 Director position is vacant,
6. Assist the Director of Coaching and the League Divisional Managers facilitate the annual League tiering meetings,
7. Be the primary Board member to assist other Directors in resolving day-to-day League operational issues as they arise during the season, and
8. Sit on the AA Coaching Selection Sub-committee if both the Director of Coaching and the Director of Player Development positions are unfilled.

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 re-location documents.
 - a) Note that, signed Codes of Conduct and completed Criminal Records Checks for AA team bench staff, and completed Criminal Records Checks for LMRL bank signing officers are to be retained for a minimum of two years from the end of the season for which they apply,
4. Forward all Overage/underage player requests and re-location documents to BCRA for final approval,
5. Maintain the register of members,
6. Up-date the LMRL Policy Manual for:
 - a) LMRL policy or rule changes as such are approved by the League, and
 - b) BCRA policy or rule changes as they are approved by BCRA where such come in conflict with existing League policy, and
7. 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 BCRA) 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 Gaming Applications for Provincial funding as well prepare and submit required applicable Provincial Gaming Reporting,
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. Maintain separate accounting and control for and of regular League operations, AA operations, Gaming funds and promotional activities,
7. Submit all payments due to BCRA by appropriate deadlines,
8. Keep such financial records including books of account as are necessary to comply with the Societies Act, and
9. In the event a separate Secretary is not appointed, act as Secretary-Treasurer and perform the duties of the Secretary as noted in Section H.

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 RIC's and with the Chair of the BCRA 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 BCRA 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 (2) meetings of all Member Association RIC's. All referees shall be encouraged to attend. One meeting will be before Christmas 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,
12. Schedule all the referees for the LMRL AA Program teams' home games and provide each Member Association RIC's with a list of all AA qualified referees for all away games, and
13. Schedule minor officials for the LMRL AA Program's annual AA Tournament.

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) LMRL AA teams will be included in the League game schedule in the A Division one age level higher, unless otherwise recommended by the AA Director and approved by the Board,
 - d) Best efforts are to be made to avoid conflicts of U14AA and U14A game times
 - e) Each scheduled game shall be assigned a unique identification number,
2. Consult with and keep informed the Vice President and Divisional Managers,
3. Schedule any required play-down or playoff games as may be required to determine League Divisional champions and BCRA Provincial representatives,
4. 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 BCRA 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 BCRA deadlines,
4. Maintain a list of certified coaches and assist BCRA in keeping a master list at the Provincial level,
5. Ensure the following documents are obtained from all LMRL AA team bench staff:
 - a) Signed Coaches Code of Conduct, and
 - b) Completed Criminal Records Checks,
 - c) All above are to be obtained no later than October 31st each year and are to be given to the Secretary for filing with League records,
 - d) AA team bench staff members who have not submitted all such documents will not be permitted to participate in any team functions (on or off ice) until they are submitted,
6. Develop and implement programs for recognizing and developing coaching skills and expertise, provide feedback to coaches regarding skills and qualifications,
7. Act as a member of each of the League Tiering Committees,
8. 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,

9. Be responsible for the right to recommend suspension of any coach for conduct unbecoming of a coach and with the proviso that said coach reserves the right to appeal such decision to the LMRL Board, and
10. Chair the AA Coaching Selection Sub-committee and work with other such members in setting coaching qualifications, soliciting coaching applications, interviewing applicants and selecting the final candidates for recommendation to the Board for approval. Other members of the AA Coaching Selection Sub-committee shall be:
 - a) AA Director,
 - b) Director of Athlete Development,
 - c) In the event one or both of above LMRL Director positions are vacant, the first vacant position shall be replaced by the President and the second vacant position shall be replaced by the Vice President, and
 - d) One independent member as jointly selected by the above members.

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 BCRA 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. These programs may be developed in conjunction with Member Associations, the AA program and/ or may be run solely by the League and may include:
 - 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 Association Member Associations
3. Be a member of the AA Coaching Selection Sub-committee and work with other such members in setting coaching qualifications, soliciting coaching applications, interviewing applicants and selecting the final candidates for recommendation to the Board for approval.

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. AA Director

The AA Director shall be an LMRL Director and shall:

1. Act as Chairperson for the AA Sub-Committee and supervise and oversee AA Program affairs as provided in Section R,
2. Be the League's liaison with Chair of the BCRA High Performance Sub-committee,
3. Be a member of the AA Coaching Selection Sub-committee and work with other such members in setting coaching qualifications, soliciting coaching applications, interviewing applicants and selecting the final candidates for recommendation to the Board for approval,
4. Be an approved bank signing officer for any LMRL AA bank accounts,
5. Inform Member Associations and players of eligible ages of the AA tryout schedule and team selection process,
6. Ensure all teams are entered into the appropriate League game schedule for the season as per Paragraph J.1.c),
7. Coordinate between teams on matters pertaining to individual and team sponsorship and/or donations. Crests are to be supplied by sponsors,
8. Coordinate fund raising projects with each AA team Manager. Note that players are not expected to fund raise prior to the final player releases; however, they shall be permitted to fund raise on a volunteer basis,
9. Support, enforce and adhere to the LMRL and BCRA Policies and report any violations to the Board.

P. LMRL AA Sub-Committee

1. The LMRL AA program (the "AA Program") shall be overseen by a sub-committee of the Board (the "AA Sub-Committee") that will supervise the day to day affairs of the AA Program in accordance with LMRL and BCRA policies as applicable.
2. The AA Sub-Committee will be Chaired and supervised by the AA Director and will be comprised of volunteers from but not limited to the AA teams as listed in Sub-section 5. Each AA team is to provide at least one person to participate in the AA Sub-Committee or to take on an operational task for the AA Program for the season.
3. The names of the proposed AA Sub-Committee members will be collected by the AA Director prior to the start of each season and will be approved by the President.

4. The AA Sub-Committee will meet monthly at the discretion of the AA Director. Recommendations of the AA Sub-Committee on matters pertaining to the AA Program, policy, procedures and all financial matters will be brought to the Board for approval.
5. The AA Sub-committee will be comprised of but not limited to the following positions (with applicable AA Sub-Committee member duties):
 - a) AA Director
 - b) President
 - c) Treasurer
 - d) Director of Coaching
 - e) Director of Athlete Development
 - f) AA Registrar - duties will include:
 - i) Prepare information flyer/ notice for AA tryouts, distribute to all eligible players and post on the LMRL website a minimum of two weeks prior to the first tryout time,
 - ii) Ensure that players are informed that wearing any AA jerseys, pants, helmets or any other identifying marks of a high performance team (eg. Canada Winter Games, Team BC from a previous Nationals) is not permitted at any tryout,
 - iii) Prior to attending tryouts, ensure that each player has completed the AA tryout registration form, submitted proof of current registration with a Member Association and paid the set tryout fee,
 - iv) Receive all AA tryout registration forms and collect all tryout fees,
 - v) Organize lists of players by Division/position,
 - vi) Attend all AA tryouts to register any late registrations and hand out tryout jerseys and equipment,
 - vii) Assist the AA Director in facilitating tryouts in all respects,
 - g) AA Ice Scheduler - duties will include:
 - i) Arrange for and coordinate tryout ice for all AA teams,
 - ii) In consultation with the AA Director and AA head coaches arrange for AA game and practice ice and conclude an equitable ice allocation for each AA team,
 - iii) Keep a running tab of allocated ice used by each AA team,
 - iv) Offer any regular AA ice that cannot be used by one AA team from time to time first to other AA teams and, failing that, to Member Associations for their use,
 - v) Obtain and approve all ice invoices and forward to the Treasurer for payment,
 - vi) Prepare ice invoices for each AA team and forward to the Treasurer for collection,
 - vii) Arrange for ice for the annual LMRL AA Pacific Ring Tournament,
 - viii) Keep records of all donated ice from LMRL Associations and forward to the Treasurer,
 - h) AA Secretary - duties will include:
 - i) Prepare and distribute Agendas and Minutes for AA Sub-Committee meetings to the AA Sub-Committee members and completed Minutes to the Board monthly,
 - ii) Arrange for meeting rooms for all AA Sub-Committee meetings,
 - iii) Obtain and approve all invoices for such meeting rooms and forward to the Treasurer for payment,
 - iv) Organize all BCRA team registration forms,
 - i) AA Equipment Manager - duties will include:
 - i) Organize and keep records of all AA Equipment,
 - ii) Distribute all equipment to appropriate teams at the beginning of the season and collect it back when the season is concluded,
 - iii) Inspect all equipment and order replacements if necessary,
 - iv) Order AA pants and other clothing as may be needed for the teams,
 - j) AA Tournament Coordinator - duties will include:

- i) Plan, organize, promote and run the annual LMRL AA Pacific RingTournament,
 - ii) Organize necessary volunteers (each AA team to supply a minimum of one volunteer to assist),
 - iii) Organize and chair a AA tournament committee,
 - iv) Provide regular reports to the AA Sub-Committee,
- k) AA Fundraising Coordinator - duties will include:
 - i) Help teams organize fundraising efforts,
 - ii) Organize annual AA Vancouver Giants game fundraisers,
 - iii) Actively look for sponsors of the AA Program,
- l) AA Team Managers, and
- m) AA Team Head Coaches.

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 U9, 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. BCRA 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 BCRA AGM.

IV. Member Association Responsibilities

- A. Member Associations must ensure that designated persons on each team 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 written letter from School Registrar.
- F. Member Associations will be assessed 1 hour of ice time each year per AA team. Payment from each Member Association can be made in the form of ice allocations, a monetary equivalent (currently set at \$100 per ice sheet) or a combination thereof which is to be completed by January 1st annually.
- G. Member Associations shall supply the Secretary with their new executive list by June 30th which shall include the Member Association's mailing address, fax number, executive addresses, phone numbers and e-mail addresses.
- H. The Home team shall mail the original white copy of all game sheets to the LMRL RIC within 48 hours of game completion.
- I. 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.
- J. 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.
- K. 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.
- L. Member Associations shall, in turn, provide an appointee to serve as a Divisional Manager (U9, U10, U12, U14, U16, U19 and 18+). This Duty will fall upon Member Associations by yearly rotation and shall occur in alphabetical order (A-Z) 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:
 1. 2013/2014 Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver, Burnaby New Westminister,
 2. 2014/2015 Vancouver, Burnaby New Westminister, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock,
 3. 2015/2016 Richmond, Surrey White Rock, Vancouver, Burnaby New Westminister, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows,

4. 2016/2017 North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver, Burnaby New Westminster, Coquitlam Port Moody, Delta, Fraser Valley,
5. 2017/2018 Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver, Burnaby New Westminster, Coquitlam Port Moody,
6. 2018/2019 Burnaby New Westminster, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver,
7. 2019/2020 Surrey White Rock, Vancouver, Burnaby New Westminster, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver, Port Coquitlam Ridge Meadows, Richmond,
8. 2020/2021 Port Coquitlam Ridge Meadows, Richmond, Surrey White Rock, Vancouver, Burnaby New Westminster, Coquitlam Port Moody, Delta, Fraser Valley, North West Vancouver,
9. In the event a new Member Association is created, it will be inserted into the rotation in alphabetic order as normal, and
10. 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 an "A", "B" and "C" level of play in the U14, U16, U19 and 18+ divisions where numbers permit,
2. There shall be an "AA" category provided for U14, U16 and U19 Divisions if numbers and skills warrant and if declared at the start of tiering, as recommended by the applicable Division Manager and approved by the League and covered by a "Request to Advance" submitted to the BCRA, and
3. Member Association teams may only declare AA if all players are resident in such Association's boundaries.

B. U7/U9 Division

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 participation,
2. Games for the U7 Division shall start after Christmas and shall be arranged by the Ice Scheduler,
3. Games for the U9 Division shall start Mid November and shall be arranged by the Ice Scheduler,
4. Member Associations having enough U7 or U9 aged players to form two or more teams will form teams that are as even as possible in terms of player experience and strength, and
5. All U7 and U9 player movement shall be governed under BCRA player movement policies.

C. U10 & U12 Divisions

1. Team formation and play in these Divisions shall be governed by BCRA 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. Players may be moved (advanced or retreat) between all non-tiered Divisions (U9, U10 and U12); however, player movement from U12 to U14 (non-tiered to tiered) is permitted only if it is stage-appropriate for the participant. For further comments and policies in this regard, refer to BCRA Policy.
3. No U10 or U12 player may record more than 3 goals in any game.

D. Combination Teams

1. If a Member Association does not have sufficient numbers to form a team in one age group, 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 age group,
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 BCRA for permission to enter the team as a unit in the Provincial Championships and other sanctioned events.

E. Divisional 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 BC Government zones as guidelines,
2. Initial geographic divisions would be:
 - a) Zone 3 ("Fraser Valley") - Fraser Valley, 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. 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,
4. Occasional interlocking games can be scheduled as the League sees fit, and
5. 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 icing 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 BCRA) under the following conditions:
 - a) Where there is not a team in the proper age group or calibre available to a player in his / her 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,
 - 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 BCRA sanctioned events will be subject to approval of BCRA,
 - g) If any player is found to dominate the team on which she/ he is 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 she/ he 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 BCRA 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 U9, U10 and U12 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 BCRA policies on team formation which shall also apply.
2. Member Associations wishing to move players up from 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.

D. Player "Double Carding"

1. Player Double Carding policy is governed by BCRA Policy. Refer to BCRA Policy Manual.

VII. Team Tiering

A. 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,
 - a) Appoint knowledgeable evaluators as required to assist with the evaluation of teams,
 - b) Consult with other Divisional Managers as required to determine if a team should move to a different level of play,
 - c) 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
 - d) Perform additional duties as necessary as per Appendix IV Division Managers' Guide.

B. Preliminary Round/ Season

1. Team Rosters shall consist of 6 core players for the U14 division and 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. Teams not participating in the Preliminary Round shall automatically be classified as "A". This is subject to the appeal process in Section E.
3. 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) pools:
 - i) Red will designate the stronger teams in the League, and
 - ii) Blue 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 and Blue pools, and

- d) Refer to BCRA policies on team formation of non-tiered divisions which shall also apply.
4. 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. Any Member Association with two or more teams in a division is encouraged to have an "A" team in that division.
3. 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. Division 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 BCRA as outlined in BCRA policy.
2. Appeals are for the purposes of establishing BCRA status and in no way affect LMRL tiering or scheduling of League play.

VIII. Player Movement

A. Season (Permanent)

1. "A" calibre players should be encouraged to play at their skill level, but players are allowed an option of recreational level 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. Other than in exceptional cases, this would typically only be granted under critical team formation circumstances.
3. Before any Member Association allows a player to age advance more than one age division, approval in writing must be received from the following:
 - a) The player and parents/ guardians,
 - b) The Member Association's Director of Coaching, and
 - c) The Member Association's Board.
4. Age advance players must play on a team with players whose skill levels are comparable.
5. After the submission of team rosters, the League may still consider requests for player movement according to the following procedure. The local Member Association Board will submit a request along with its approval in writing to the League, giving the specific reasons for the request along with the following:
 - a) Approval in writing from the player and the player's parents or guardians, and
 - b) Approval in writing from the local Member Association's Director of Coaching.

6. The Board, on consultation with the applicable Divisional Manager(s) and local Member Association Board, will then rule on the request.
7. All player movement must be complete by December 15th or by the BCRA deadline for submission of team rosters, whichever occurs first. The League will not consider requests for player movement beyond this date.

B. Game (Temporary)

1. A player can play up to a maximum of three (3) League games on any team of a higher division and/or calibre of play other than the team that he/ she is registered to, except in the case of a goalie substituting for a goalie that is a participant in a AA program. If a player plays up a fourth game or subsequent games on the same team, that team shall forfeit those games and the player will return to his/ her team forthwith.
2. A Member Association with teams of equal classification may not move players between those teams except in non-tiered divisions in which case BCRA policy shall apply for such lateral player movement.
3. Before any player is approached to play up on another team, whether for League play or otherwise, the head coach of the requesting team shall obtain agreement from the head coach of the player. If such agreement is obtained, the parents/ guardians of the player shall be informed (not the player) and asked for approval.
4. Before any Member Association allows a player to play up more than one age division (whether for League play or otherwise), approval in writing must be obtained from the following:
 - a) The player and parents/guardians,
 - b) The Member Association's Director of Coaching, and
 - c) The Member Association's Board.
5. A player may only move up to a team to replace a temporary vacancy on that team. No more than three players may play up at one time on any team except in the case of a team with less than eleven (11) players on its official roster and the total game roster cannot exceed eleven (11) players.
6. Any player who is not on the original team roster for a team, and who is playing up a division/classification, is to be clearly indicated on the game scoresheet next to their name.
7. Except in the case of a player being called up to play on a League AA team, players may only play for their registered local Association.

C. Release Policy

1. Residency

Governed by BCRA policy. Refer to BCRA Policy Manual. 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 but have 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

Governed by BCRA policy. Refer to BCRA Policy Manual.

4. Transfers (Relocations)

Governed by BCRA policy. Refer to BCRA Policy Manual.

5. Declaration of Relocation

Governed by BCRA policy. Refer to BCRA Policy Manual.

6. Release Procedures

Governed by BCRA policy. Refer to BCRA Policy Manual.

IX. Game Scoresheets

- A. 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.
- B. 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	07:00 hours	21:30 hours

- a) Note: For 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, and

- d) Note: regular League play-down starting times shall conform to the above, except where specific exemption has been granted by the League.
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 second 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 or Canada Winter Games teams) or other representative teams, the player must meet the eligibility requirements in the respective areas of the LMRL and BCRA rules.
3. That for the U14, U16, U19 and 18+ divisions, the League schedule shall be balanced with each game counting 2 points. Any interlocking games in these divisions involving U14AA, U16AA and U19AA teams and all related developmental or high performance teams will be considered regular League games with no points awarded. AA or related developmental or high performance teams not showing up will be assessed a monetary fine payable to the League.
4. All teams must have a female, nineteen (19) years of age or older, on the bench for the U19 division and younger. The LMRL does not require a mandatory female coach on the bench for all League games.
5. For U16 division and older a minimum of 14 games shall be scheduled in addition to exhibition games played against AA teams and developmental teams subject to scheduling constraints.
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.

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 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

Every effort should be made to play games at their scheduled times. Games should only be rescheduled in extraordinary circumstances such as conflicting tournament schedules. Games should not be rescheduled due to unavailability or illness of certain players if the team otherwise has sufficient players to play the game (including with players borrowed from other teams in accordance with all applicable policies).

A team wishing to reschedule a game should contact the opposing team as soon as the re-schedule becomes necessary (for example, as soon as a tournament schedule is released or when a team has confirmed that it will be playing in an out of town tournament). Every effort should be made to complete rescheduled games as soon as possible (can also be played in advance of the originally scheduled game date). The following procedure applies to rescheduling games:

1. No game may be cancelled with less than 72 hours notice except on emergency conditions or if agreed to by the team staff.
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 Division Manager will mediate the dispute and her/his decision will be binding on both teams, including any determination by the Division 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 game scheduler with the date and time of the rescheduled game. The LMRL game scheduler will then:

- (a) update the LMRL game schedule; and
- (b) notify the ice scheduler's of both associations when the change to the schedule has been made.

Discussion required regarding rescheduling of double carded divisions early when schedule is released

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 BCRA 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 BCRA 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 BCRA 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 BCRA 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.
3. Note: On complaints of rules or policy violations, two or more of the Board may meet and decide on appropriate action.
4. 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 or parties involved and initiate action to form the Grievance Committee,
 - d) The Association or parties notified shall have 72 hours after notification to file a written 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 BCRA (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
5. Note: if the decision of the Grievance Committee supports the originator of the protest or grievance, the \$50 will be returned to the appellant.
6. Appeals may be made to BCRA and must be submitted as prescribed by the BCRA 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 BCRA 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 BCRA 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 knock-out 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 BCRA conflict and are amended. Any violation of participation rules are subject to discipline by LMRL and/ or BCRA.

XV.LMRL AA Teams

A. Objective

1. The BCRA shall be represented at the Canadian Ringette Championships ("Nationals") at the U16 and U19 levels. In the event any LMRL team from these levels is determined to be the Provincial representative (whether by winning the BC AA Provincials or by virtue of being the only eligible team in the Province), attendance at Nationals will be mandatory.
2. The BCRA shall be represented at the Western Canadian Ringette Championships ("Westerns") at the U14 level. In the event any LMRL team from this level is determined to be the Provincial representative (whether by winning the BC AA Provincials or by virtue of being the only eligible team in the Province), attendance at Westerns will be mandatory.
3. The LMRL representative team(s) in each of these divisions shall be AA team(s) composed of players who are registered as Affiliated players with their Member Associations. Member Associations shall grant this Affiliated Membership at a cost of \$110.
4. To advance the skill of future AA players the League will also form a U14AA team(s) as a training forum for higher competition. These teams will be administered in the same manner as the AA teams run by the LMRL.
5. In accordance with Ringette Canada and BCRA's Long Term Athlete Development plan, there will no longer be AA teams at the U12 level. The League will support and encourage other inclusive programs that can serve as developmental forums for player development at this age.
6. A U14 player may request an Affiliated Membership from their local Member Association to allow play on the AA team without playing on the League house team. Affiliated players may only compete on their registered AA team and must pay full affiliate player registration rates to their home Association by Dec 1st of the current playing season to be eligible to play in house League play if they so choose.
7. Where a player plays on both house and AA teams (which can only occur at the U14 level) local Association participation is to take precedence over AA teams when a player chooses to play on both the local Association team and a AA team.
8. The League will make every attempt to reduce the conflict between local Association and AA team games by the use of playing times that schedule AA games away from local Association games. The AA program will be permitted to apply to the League for exempt dates when preparing teams for out of province tournaments or play-downs.

B. Responsibilities of the League

1. The League shall appoint a head coach for each League sponsored AA team.
2. Applicants for the head coach position shall apply in writing with application and resume to the Director of Coaching on or before April 15th of each year.
3. Applicants and assistant coaches shall be certified to the level required by Ringette Canada.
4. Applicants shall be members of a LMRL Member Association and shall be notified in writing of the time, date and place of their interviews.
5. The Director of Coaching shall Chair the AA Coaching Selection Sub-committee and work with other such members in setting coaching qualifications, soliciting coaching ap-

- plications, interviewing applicants and selecting the final candidates for recommendation to the Board for approval.
6. Other members of the AA Coaching Selection Sub-committee shall be:
 - a) AA Director,
 - b) Director of Athlete Development,
 - c) In the event one or both of above LMRL Director positions are vacant, the first vacant position shall be replaced by the President and the second vacant position shall be replaced by the Vice President, and
 - d) One independent member as jointly selected by the above members.
 7. Selections for assistant coaches and managers shall be made by the head coaches and submitted to the Director of Coaching for ratification.
 8. All managers must have passed the Ringette Canada Managers Course.
 9. The League may submit application for fundraising or Provincial funding on behalf of the AA teams. Proceeds as determined by the League shall be directed to the AA teams and administered by the AA Director and Treasurer.

C. Member Association Responsibilities

1. The League shall determine on an annual basis an assessment to each Member Association to support the AA teams.
2. The Assessment shall be based on the monetary equivalent of one hour of ice per League AA team for the current season. Payment from each Member Association can be made in the form of monetary value if prime time, non-AA-conflict ice is not available for allocation.
3. The League recommends that Member Associations maintain ice bookings up to and including the first week of April for use by AA teams. Costs in excess of Member Association assessments will be the responsibility of the AA teams. Ice times and locations available should be noted and submitted to the AA Director no later than January 15th to facilitate scheduling and cancellation of unused ice.

D. Team Staff Responsibilities

1. The head coach shall select the assistant coaches and the manager and submit the names of the selected persons to the League who will forward them to BCRA. AA team managers shall conform to Ringette Canada rules and BCRA policies.
2. AA team staff shall:
 - a) AA team staff shall:
 - b) Select players as outlined in the AA Player Selection Procedures,
 - c) Submit registration list of players trying out to the League,
 - d) Notify the AA Director prior to releasing players,
 - e) Call a meeting of players trying out and their parents to review team objectives, procedures, rules and regulations and supply minutes of such meetings to attendees. Items to be covered include:
 - i) Introduce the members of the team staff and outline their duties,
 - ii) Outline the predicted tryout and practice schedules,
 - iii) If applicable, state intent to travel prior to the Nationals,
 - iv) Present an estimated season budget, and
 - v) The key items covered by this team meeting will be supplied to each player in writing. The player and a parent or guardian will be asked to sign the form acknowledging and agreeing to the requirements and conditions of being on the AA team. Any player (and parent or guardian) who is unwilling to sign the form will not be eligible to try out for the team,

- f) Coordinate and organize all fundraising activated for the team,
 - g) Receive approval from the AA Director for fund raising projects,
 - h) Maintain financial records of fund-raising projects and submit records to the AA Director,
 - i) Distribute League uniforms and equipment and arrange for the return of same in good condition at the end of the season,
 - j) Be responsible for:
 - i) Enforcing the dress code as established by the League,
 - ii) Arranging accommodation and/or billeting of players,
 - iii) Preparing and distributing schedules of all tournaments to all parents prior to departure,
 - iv) Coordinating and arranging funding for all non-ringette related activities (i.e. meals, travel etc.),
 - v) Setting and enforcing player curfew, and
 - vi) Team member behaviour,
 - k) Receive approval for team travel including:
 - i) Arrange funding,
 - ii) Arrange travel and accommodations for team members, and
 - iii) Submit details to the AA Director,
 - l) Submit written reports to the League as requested, including submitting an itemized statement of income and expenses of the team on a bi-monthly basis during the course of the playing season, or as otherwise requested, and
 - m) Support, enforce and adhere to the League and BCRA Policies and report violations to the League.
3. Failure to comply with the rules and regulations of the League as outlined in League policy and as may be requested during the season will result in the loss of League privileges (ice times, funding etc.).

E. Regulations for Players

1. The Ringette Canada Code of Conduct currently in effect shall apply in all cases.
2. Regulations applying when representing LMRL at any League or tournament play including BC Play downs:
 - a) Players shall stay at the team hotel, resident site or billeting home,
 - b) Players may be permitted, in some circumstances, to leave the group to visit relatives; however, written permission from parents shall be received prior to departure,
 - c) Players shall not enter hospitality suites designated for officials and/or team staff,
 - d) Players shall adhere to curfews set by team staff,
 - e) Players shall travel to and from any team play by means of transportation designated by the team staff. Players shall be permitted, in some circumstances to travel to the team play with their parents; however, written approval from the team staff shall be obtained prior to departure, and
 - f) Players shall adhere to the dress code,
3. Possession or use of alcohol is prohibited for all players not of legal drinking age. The team staff shall have the authority to restrict legal age players from drinking.
4. Possession or use of any substance prohibited by law under any provincial or federal law and Canada Sports Federation is prohibited.
5. Use of cigarettes is prohibited while in uniform and/or in the arena where any games are taking place. Team staff has the authority to restrict further use of cigarettes
6. Players shall support and adhere to the BCRA Policies and report violations to a team staff member or, in the event of dispute or conflict, to the League.
7. The League will deal with any misconduct of the nature mentioned above. Consequences of misconduct could be one or more of the following:

- a) Disqualification from League play for one year,
 - b) Further suspension by BCRA or another provincial association,
 - c) Prosecution by law,
 - d) Fine, and/ or
 - e) In the case of illegal drug use, suspension or banishment from Ringette.
8. Failure to abide by the Code of Conduct by any player, team staff or organizer may be the cause of disciplinary action by the League against such player(s), team staff member(s) or organizer(s).

F. Code of Conduct

1. The overall experience for athletes participating in Ringette should be to promote the development of healthy and positive values towards fellow athletes, officials, coaches or other participants. To this end, the following Code of Conduct is to be followed by all organizers, team staff, officials and players.
 - a) General Conduct- It is considered unethical for players and team staff to speak disparagingly about others involved in the sport,
 - b) Game Conduct- All team staff and players are expected to show respect for their opposing teams, officials and colleagues and shall avoid blatant humiliation of an opponent,
 - c) Relationship to Officials- All team staff are expected to aid in the orderly conduct of Ringette 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,
 - d) Drug Use- the use or possession of alcoholic beverages and non-prescription drugs while in attendance at competition or ceremonial functions is prohibited. Non-prescription and illegal drug use shall be dealt with in a strict and severe manner,
 - e) Vandalism and Personal Misconduct- Any malicious damage to accommodation sites, competition sites, transportation vehicles, etc. or personal misconduct causing harassment in games to participants or audiences will not be tolerated, and
 - f) In all cases, damage to property will be the responsibility of the individuals at fault. In the case of minors, it will be the responsibility of the applicable parent(s) or guardian(s).

G. Action on Violations

1. Actions to be taken in case of violations may include:
 - a) Verbal reprimands by team staff,
 - b) Further action to be decided by the League,
 - c) Suspension from remaining play,
 - d) Return home at the individual's expense, and/or
 - e) Suspension by the League for one year.
2. A written report must be submitted to the League following the tour. Full details of the offence are to be included.
3. Appeals will follow the appeal procedure as per current BCRA Policy.

H. Player Selection

1. LMRL AA teams will be selected in the following age divisions:
 - a) U14,
 - b) U16, and
 - c) U19.
2. All age groups are as of December 31st of the current playing season.

3. The number of teams in each age division will be determined at the tryouts. If there are enough players for more than one team:
 - a) in the U14AA division, teams will be divided into Zone teams based on BCRA geographical boundaries, and
 - b) in the U16AA and U19AA divisions, teams will be divided evenly using the BCRA zone boundaries or a draft procedure as outlined in BCRA Policy.
4. Players trying out for League AA teams must meet the following criteria:
 - a) Shall be in good standing with LMRL and Member Associations,
 - b) Attend and participate in a minimum of three (3) AA on ice tryout sessions,
 - c) Players may try out for a team one level above their lowest eligible age group provided they try out for their lowest eligible age group as well. Simultaneous try-outs are permitted, and
 - d) In order for an underage player to be selected, the player must evaluate in the top five of all players in that (higher) age division as assessed by independent evaluators and as approved by the AA Director,
5. All players selected for AA who are eligible for double carding under BCRA Policy and who elect to play on a house team with their home association shall:
 - a) Do so on an A classified team if one is available to them (goalies are excluded from this requirement for LMRL play), and
 - b) Give priority to the home association team play over their AA team.
6. Tryouts for teams in all AA divisions may be held in the spring of each year for teams playing in the following year. All players will be permitted to register until September 1st. There will be no releases until September tryouts. All players will attend a minimum of 3 ice times to be eligible for selection. The tryout fee is the same no matter when the player registers. Players will be eligible based on their age division of the next season. The AA Director may elect to hold tryouts in September should he/ she consider this the best recommended approach.
7. Final team rosters are to be submitted to the AA Director by December 1st for submission to BCRA by December 15th. Any changes can be made in writing up to January 15th
8. A player who has been asked to return to a AA team after being released once shall not be released again except in the situations of severe disciplinary problems, illness or injury. If prior to the Provincial play-down, the League must be notified, in writing, and the League shall decide whether or not the player shall be released.
9. Teams winning the right to represent BC or otherwise qualify to attend Nationals fall under the jurisdiction of BCRA.

I. Miscellaneous

1. Each LMRL AA team shall be known as the LMRL Thunder.
2. Each AA team is required to provide at least one person to take on one of the LMRL AA Program duties (Treasurer, Ice Allocator, Registrar, Equipment and other such duties as listed in the AA Sub-committee Section) for one year from the time that the players are selected until the next year's team is selected and a new volunteer trained.

APPENDIX I: Player's Code

PLAYER CODE OF CONDUCT Athletes (Petite age and below)

The overall experience for athletes participating in sports should promote the development of healthy and positive values towards themselves, fellow athletes, officials and coaches. The following Code of Conduct, for petites and below, has been developed to aid athletes in achieving a level of behaviour, which assists them in becoming well-rounded, self confident and productive human beings.

- a. I will play Ringette because I want to, not just because others or coaches want me to.
- b. I will play by the rules of Ringette, and in the spirit of the game.
- c. I will control my temper – throwing equipment and “mouthing” off can spoil the activity for everybody.
- d. I will respect my teammates and the members of the other team.
- e. I will do my best to be a true team player.
- f. I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are most important.
- g. I will acknowledge all good plays/performances – those of my team and my opponents.
- h. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- i. I will remember that at all times, on and off the ice, to proudly represent my Team, Association and the Ringette Community."

I agree to this code of conduct, and will follow it.

Athlete: _____

Date: _____

Signature: _____

Parent/Guardian's Signature: _____

PLAYER CODE OF CONDUCT
Athletes (Tween age and above)

The overall experience for athletes participating in sports should promote the development of healthy and positive values towards themselves, fellow athletes, officials and coaches. The following Code of Conduct has been developed to aid athletes in achieving a level of behaviour, which will assist them in becoming well-rounded, self confident and productive human beings.

Athletes have a responsibility to:

1. Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favorable image of their sport and of playing.
 - a. Refrain from public criticism of fellow athletes, coaches and officials.
 - b. Abstain from the use of tobacco products and discourage their use by fellow athletes and coaches.
 - c. Abstain from drinking alcoholic beverages while participating in athletic events.
 - d. Abstain from possession or use of any substance prohibited by Federal or Provincial Law.
 - e. Adhere to the guidelines provided by the Canadian Centre for Drug-Free Sport and abstain from the use of all Banned substances and methods.
 - f. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
 - g. Refrain from vandalism and personal misconduct; to abstain from any malicious damage to property or persons.
 - h. Abstain from personal misconduct causing harassment to participants, officials, coaches or spectators.
3. Treat opponents and officials with due respect, both in victory and defeat.
4. Uphold the rules of Ringette and the spirit of those rules.
5. Respect the dignity of coaches, officials and fellow athletes; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
6. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
7. Never provide underage athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Athletes' Code of Conduct.

Athlete: _____

Date: _____

Signature: _____

34

Witness: _____

APPENDIX II: Parent's Code

PARENT CODE OF CONDUCT

1. Do not force an unwilling child to participate in sports.
2. Remember, children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat into victory by helping your child work toward improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn by example. Applaud good plays by your team and members of the opposing team.
7. Do not question the officials' judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.

Player's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

APPENDIX III: Coaches Code

Code of Conduct – Coaches

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings.

Coaches have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and of coaching.
 - a. Refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes.
 - b. Abstain from the use of tobacco products while in the presence of his/her athletes and discourage their use by athletes.
 - c. Abstain from drinking alcoholic beverages when working with athletes.
 - d. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self-awareness.
8. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of Ringette and the spirit of such rules.
9. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their children's development.
10. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Coaches must:

1. Ensure the safety of the athletes with whom they work.

2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
3. Respect their athletes' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
5. Never provide underage athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Coaches Name: _____ Coaches Signature: _____

Witness Name: _____ Witness Signature: _____

Date: _____

APPENDIX IV: Divisional Managers Guides

U9 Division Manager

Support the coaches in your division.

Division Managers can start by simply emailing them or their association presidents to introduce your self. Keep in mind that many associations will not have there U9 teams completely organized until Nov. I would suggest giving them some kind of deadline. It is a good idea to have your contact list ready prior to the Delta Ringette U9 Jamboree which is usually held on the first weekend of December.

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 is getting the answers.

Year End Jamboree

It is likely you will be asked to participate in the year end Jamboree, to help with the Timbits goodies distribution. PCRMA usually hosts this event at the beginning of March but that could change.

Chair the Coaches Meeting

There really isn't much to discuss at a U9 coaches meeting but it is really nice to get the coaches out to meet each other and go over the U9 Division Guidelines. It is nice to have the schedule ready for that evening as well as 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.

The U9 Division Guidelines will be posted to the LMRL website. These should be gone over in detail at the Coaches meeting.

I will be sending an email similar to the following to the association presidents, to be forwarded on to their U9 coaches.

In the LMRL U9 Division, league games will not be played until January. The U9 game schedule will posted on the LMRL website prior to Christmas. Game scores will not be posted to the website for this division. Coaches will not be issued Logins and Passwords.

<http://lowermainlandringette.ca/>

Thank you for all your efforts.

U10 Division Manager

Since there is no longer tiering round for this division, 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. The U10 division will be divided into two pools at Christmas. The pools will be a stronger pool (RED) and a weaker pool (BLUE). 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 to 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 at 6:00 pm at **Bill Copeland Arena** 3676 Kensington Ave. Burnaby, BC V5B4Z6

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.

The division manager will be assigned an LMRL email alias.

U10 – U10divisionmanager@lowermainlandringette.ca

GAME SHEETS: Please mail the top (original copy) of all game sheets to our LMRL - RIC

LMRL RIC

Address - TBA

U12 Division Manager

Since there is no longer tiering round for these divisions, your role as Division Manager will be to oversee your division throughout the Schedule running September 27 – November 2.

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

The U12 divisions will play a random pooling schedule of 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 (GREEN), in November, with new schedules created for Regular Season this schedule will only be posted through to Christmas Break each.

The pools will once again be reassessed, 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 of U12 coaches to determine what pool each team should be placed into.

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 Coach's Meeting for your Division. With the new U12 pooling format we have not yet determined when the coaches meeting should be held or if we should hold two, one at the end of each schedule.

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

U12divisionmanager@lowermainlandringette.ca

Please have the coaches in your division mail the top (original copy) of all game sheets to our LMRL - RIC

LMRL RIC
TBA

COACHES MEETING – TBA

All U12 Coaches are asked to attend the annual Lower Mainland Ringette Coaches Meeting on (DATE), 2014 at 6:00 pm

Bill Copeland Arena
3676 Kensington Ave.
Burnaby, BC V5B4Z6

Division Managers U14 – 18+

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 www.lowermainlandringette.ca 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 will be 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

GAME SHEETS: For the tiering round they will be asked to scan or take 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.

U14 – U14divisionmanager@lowermainlandringette.ca

U16 – U16divisionmanager@lowermainlandringette.ca

Appendix VII: Sportsmanlike Play Guiding Principles



LOWER MAINLAND RINGETTE LEAGUE

Sportsmanlike Play Guiding Principles

The purpose of this document is to establish a resource for team staff that defines and exemplifies the sportsmanship conventions and the traditions of our sport.

Philosophy



The Ringette Philosophy

Ringette is a mass participation team sport that encourages the physical, mental, social, and moral development of individual participants within the highest standards of safety, sportsmanship, personal excellence and enjoyment.

Source: Ringette Canada Official Rules & Case Book 2011-13



Treat opponents and officials with respect in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of Ringette and the spirit of such rules.

Source: BC Ringette Coaches Code of Conduct, point 8.



Coaches from opposing teams should work together to ensure the game is fun.

Listen to each others' concerns and compliments.

Ask if the other team had fun. If not, there needs to be a change.

Traditions, Conventions & Guidelines

Fair Play: Play with honor and integrity. Respect your opponents and the officials. Don't break the rules on purpose because you can "get away with it".

Cheering: Recognize great effort, plays or moves on both teams especially goaltenders. Appreciate the effort of all the participants – build confidence and self-esteem.

Be aware of excessive cheering if there is a large goal differential.

Teams should not cheer when a penalty is assessed.

Prevention of injury: Do not play with reckless abandon. Play at the intensity level your physical skills permit. Aggressive play without skill is reckless.

Player Injury: If the play is stopped for a player injury, immediately retreat to your team's bench. When the player stands or is assisted from the ice surface, it is tradition to tap your stick in applause to show concern and support for the injured player.

Accidents Happen: If you commit an error, for example take a minor penalty that may have hurt someone, apologize at the stop of play and ask if they are okay. If you are injured, gracefully accept the apology knowing it was not done in a mean spirited way.

Discrimination (Gender, Racial, Sexual Orientation, etc.): Is not permissible under any circumstances. BCRA has a comprehensive Bullying & Harassment policy, which can be found on page 99 of the BCRA policy manual.

Emotional Stability / Development: Coaches are responsible for the conduct of their players and need to support their emotional development. Coaches should be aware of their team's emotional stability and intervene as required to stabilize the group. Frustrated or angry players need to sit out until they are calm enough to play. Angry outbursts have no place in the sport of vignette.

U7 & U9 Treats: It is tradition in this division for the home team to bring treats to share with the visitors after the game.

Lop-sided Games: In ringette you can only count a maximum seven goal spread. LMRL Policy provides that maximum of a seven goal spread can be posted on the score clock. There are 18 spaces on a score sheet – you should never score so many goals you need a second score sheet.

The losing team can:

- Invoke the BCRA Mercy Rule: When there is a ten point spread, the losing team may elect to go to running time by notifying the official at a stoppage of play.
- Default the game then consult the opposing coach and implement:
 - Shooting on your own goaltender
 - Mixing up the teams so they are more evenly matched. Don't forget to mix up the coaches too!
 - If defaulting in advance, ask permission of the other coach and division manager to bring out stronger players to balance the teams.

The winning team can:

- Switch your players up and give opportunities to your weaker players to excel. Challenge your strong players to refine a specific individual skill.
- Be aware of the goaltenders feelings. These kids are isolated from their team and coaches and can be easily discouraged or humiliated if games are not evenly matched.
- When playing against a team that is substantially weaker, the stronger team should encourage top scorers to earn assists or only shoot a particular way. The stronger team should work on complex plays that will result in errors and turn-overs.

- Be mindful of trapping the defense in their own end. Your team may be passing and controlling the ring but then the poor defense do not have a chance to change. Change your defending style from man-on-man checking to a zone defense on your defending blue line. This gives the losing team a chance to breakout before meeting opposition and allows them to improve. The winning team also gets valuable practice in a controlled environment.

Appendix VIII: Complaints Procedures



LOWER MAINLAND RINGETTE LEAGUE

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 three ways:

- 1) On Ice Calls: which include 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.

Teams may ask for rule clarifications, inquire about time lapses, or clarify ring placements. Questions should be asked and answered succinctly in order to commence play. (The team and the official should not engage in a dialogue.)

- 2) Harassment / Bullying, BCRA has a comprehensive policy, which can be found on page 99 of the BCRA 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 but the outcome, i.e. personal feedback, is not reported on.

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



LOWER MAINLAND RINGETTE LEAGUE

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 (BCRA).

Complaints should be directed to your association's director of coaching. Officials may report directly to his/her 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, BCRA has a comprehensive policy, which can be found on page 99 of the BCRA policy manual.

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

APPENDIX V: Conflict of Interest Form

APPENDIX VI: LMRL Tiering Game Evaluation Sheet



Lower Mainland Ringette Association
Tiering Game Evaluation Sheet
Game # _____

Division: _____ Home Team: _____ Away Team: _____

Declared Levels of Play Home: _____ Away: _____

Game Results Score: _____ Score: _____

Shots on Goal Home: _____ Away: _____

Goalie: _____

Regular Goalie: _____

Zone defence: _____

Checking: _____

Passing: _____

Skating: _____

Shooting: _____

Weak Players: _____

Missing players: _____

Coach(es): _____

Comments: _____

Evaluator: _____ Date: _____