

Revised: March 29,2010

THOMPSON OKANAGAN RINGETTE LEAGUE

POLICY MANUAL

AUGUST 1992

THOMPSON OKANGAN RINGETTE LEAGUE

POLICY MANUAL

ARTICLE 1. OFFICE OF RECORD

- 1.0 TORL as a Society shall have its register and office of record at the law offices of Nixon Wenger located in Vernon, B.C. All correspondence will be stored at this office.

ARTICLE 2. MEMBERSHIP

- 2.01 Association Membership fees shall be determined annually by the League Board of Directors.
- 2.02 The fee for Player Membership shall be determined annually by the League Board of Directors.
- 2.03 The League recognizes the President of each Member Association as the Official Contact (representative) in all matters, unless otherwise directed in writing by the President of the Association or by a resolution, in writing, by a majority of the Association.
- 2.04 All Associations within TORL must have all outstanding debts paid between each Association and the League prior to the AGM to be allowed a vote at the AGM.

ARTICLE 3. FINANCE

3.01 ANNUAL BUDGET

- a. The League Executive shall present a proposed annual budget not later than May 31st.
- b. Preparation of the budget shall be the responsibility of the President, Vice President and Treasurer.

3.02 EXPENSE CLAIMS

- a. Signing Authority: The President, Treasurer, Secretary *and Vice President*, will act as signing authorities and any two of these *four* positions are required to sign for the League.
- b. Payment of Bills: The Treasurer shall pay all bills for expenditures which have been either duly authorized by the Board at a Board Meeting or are within the approved amounts set out elsewhere in the guidelines.
- c. The league shall cover the cost of Registration for the President or designated representative for attendance at the BCRA Annual General Meeting provided that funds are available.
- d. Coverage: The Executive is entitled to be reimbursed for all reasonable expenses incurred in the course of it's duties as follows:
 1. Telephone calls made by the Executive shall be charged to their home phones and the invoice submitted for subsequent reimbursement. Long distance bills may require a note of explanation.
 2. Cost of postage and copying of any correspondence, required to carry out the normal course of League business.

- e. Reimbursement Procedures:
1. Expense claims should be filed on a monthly basis with the Treasurer.
 2. Advance payment to the Executive may be approved at the discretion of the Board.
 3. Executive expenses outside of those mentioned above should receive prior approval of the Board.
 4. Receipts for all expenditures along with money not spent must be submitted to the Treasurer.

3.03 REFEREE RATES:

Payment scale for referees shall be determined annually, in consideration of BCRA Policy:

Leagues Games: Bunny – Tween (\$16.00 for 2006)
Junior (\$20.00 for 2006)

MOTION: May 2006, That TORL Increase our ref rates to reflect the BCRA increase."

3.04 REGISTRATION FEE:

- a. The Association membership fee shall be assessed annually per Association and due upon receipt of invoice.
1. Each Association shall be invoiced \$100. Per AA Team by Sept 30th each year. This fee will be paid by Oct 30th of each year. A \$25.00 per team penalty will be assessed after Oct 30th. **Please note this pays for each teams entry fee for the AA Provincials.**
*****MOTION April 15, 2010, by Donna VanVelZen 2nd by Ron Racine that:
THE ASSOCIATIONS NO LONGER HAVE TO PAY THE AA FEE OF \$100.00
Passed 8 yes and 4 No**

- b. The player membership fee shall be assessed annually per player and due upon receipt of Invoice.
1. Each Association shall be invoiced \$5.00 **\$7.00** per player by Nov 30th to be paid by Dec 15th of each year. A penalty of 10% of the amount owing will be assessed after Dec 15th. NOTE: MOTION NOV,2007 " That TORL will assess a promotional fee to each association in the amount of \$2.00 per player. This amount will be in addition to the current \$5.00 per player fee collected for the TORL Operating costs. This assessment will be added for the 2001-1008 season and will stay in place until adjusted by the TORL Board. The collected funds will be used by TORL for promotional activities only."
***** MOTION APRIL 15,2010 BY Lana Brown, 2nd by Walter Kalashnikoff that:
EACH ASSOCIATION SHALL PAY \$8.00 PER PLAYER. WITH \$1.00 GOING TOWARDS AA REGISTRATION.
PASSED – 6 YES, 5 NO, 1 ABSTAINED.**

- c. Affiliate Player registration fee will be: BCRA fee + TORL player fee + administration fee = \$75.00. An Affiliate Player is defined as a player who does not have a House Team to play on at their age/skill level who is playing AA or who has been granted an exemption by the league to play only AA.
**MOTION; APRIL 15,2010 BY Val Levy 2nd by Derrick Doige that:
AFFILIATE PLAYER REGISTRATION FEE WILL BE; ACROSS THE BOARD,
CURRENT BCRA FEES+ TORL FEES + ADMINISTRATION FEE OF \$10.00, WITH FINAL
AMOUNT TO BE DETERMINED YEAR TO YEAR. AN AFFLIATE PLAYER IS DEFINED AS A
PLAYER WHO DOES NOT HAVE A HOUSE TEAM TO PLAY ON AT THEIR AGE/SKILL LEVEL
WHO IS PLAYING AA OR WHO HAS BEEN GRANTED AN EXEMPTION BY THE LEAGUE TO
PLAY ONLY AA.**

- d. Deadline for Association registration shall be September 15th of each year. This is to facilitate the preparation of the TORL League Schedule.

3.05 FUNDRAISING

The league shall be permitted to hold a fundraiser to be shared with Member Associations if deemed necessary. Member Associations who do not wish to participate, be assessed a per player fee in lieu of.

ARTICLE 4 INTER-ASSOCIATION PLAY

4.01 ASSOCIATIONS MAY PLAY against each other provided that they adhere to the policies of the League and BCRA.

- a. The purpose is to allow teams to have fun and enjoyment of playing in different communities.
- b. Associations may only use their own registered players from within their own Association for League play. Released player notwithstanding.
- c. All players, bench staff, on ice officials and Association Directors must be registered with BCRA as per BCRA policy that is set from time to time.
- d. All bench staff members of League and Association teams and for any individuals with signing authority on League or Association bank accounts must have received in the last two-period a satisfactory criminal record check.
- e. Any serious injuries during these games must be reported to TORL in writing via the player's Home Association secretary within one week of the incident. TORL will inform BCRA as required.
- f. Payment of Ice costs is the responsibility of the Home Association
- g. All Ice and Referee costs will be shared 50/50 between the home and away teams and billed in accordance with TORL policy. IE: Billings are to be made on a monthly basis and are to be issued within 15 days of the month end and are to be paid within 15 days of the billing date.
- h. The Home Association will be responsible for providing two referees for each game.
- i. If the Home Association can only provide one referee, that referee *is to* be paid double the rate if the game is *U10* or older..
- j. Payment of referees is the responsibility of the Home Association.
- k. In case of team sweaters being the same colour, it is the visiting team that must change.

4.02 HOUSE LEAGUE POLICIES

- a. House League policies are the responsibility of the League (TORL). Associations may determine local policy but may not contradict League (*TORL*) or BCRA policy.

- b. In any House League play, it is the responsibility of the host association to advise visitors of local Association rules in advance.
- c. *MOTION April 2008, "That any game, scheduled by TORL League Scheduler, is considered a league game."*

FROM BCRA September 2009

All Players registered with BCRA by December 1st of the playing season, will be eligible to Participate in the Provincial Championships provided they have participated in a minimum of four (4) counting league games, that could affect the league standings.

- d. TIMEKEEPERS: In house League play the Home Team must provide volunteer "time keeper" and "scorekeeper" *and shot clock operators.*
- e. NUMBER OF PLAYERS: All teams must have a minimum of seven (7) players for League games and BCRA "Sanctioned Events". Eleven (11) players are recommended.
- f. MAX PENALTIES: Any player who receives TEN (10) minutes in accumulated penalty time in ONE game shall be ejected from the game.
- g. OVER AGE PLAYERS:
 - 1. No "Overage" player is allowed to play in League play or BCRA Sanctioned events except for the reasons below and only when approved by BCRA:
 - a) Any Player who is physically or mentally challenged may apply in writing to TORL and BCRA for permission to play in an age group other than their actual age division.
 - b) Any player who for other extenuating circumstances may apply in writing to TORL and BCRA for permission to play in an age group other than their actual age division.
 - 2. The League will monitor the play of overage players with attention placed on game outcomes and physical presence.
- h. PICKING UP PLAYERS:
 - 1. A player can play up a maximum of three(3) league games on any team of a higher age division.
 - 2. 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 their registered team forthwith.
A player can play on a higher division up to the fourth counter league game. If a player plays more, the Team that they are playing for will lose the game, but the player will remain on their original team.
NOTE; BCRA rule September, 2009
 - 3. An association with teams of equal classification in the same division may not move players between those teams with the exception of U 8- U12.
 - 4. No More than 3 players may move up simultaneously on any team. Their inclusion must not bring the number of players over the original roster.
 - 5. Players "picked up" for games must be clearly indicated on the official Scoresheet with "AP".

6. A player may be picked up during the season by a team in the same Association at a higher age division or level of play for "One Sanctioned Tournament", BCRA Policy. NOTE: TORL will follow BCRA policy re: Participant Rules (2) Athletic Development page 3 - "Associations are only allowed to use players who are registered with the BCRA from within their own Association when required to bring the number of team members to its original roster size. Teams may only add players of a lesser caliber of play from within the same division or equal caliber or lesser caliber from a lower age division."
NOTE: the issue of caliber will not apply to U8 to U12 as noted in 3 above.

i. PROVINCIAL ELIGIBILITY

All players registered with the BCRA by *December 1st* of the playing season will be eligible to participate in the Provincial Championships provided they have participated in a minimum of (4) League games in their own Association.

NOTE: Refer to BCRA Policy Manual Organizational Development Registration Procedures-7

- j. *MOTION: That Commencing with the 2005-06 season the "Scheduling Duties" will rotate amongst the member Associations each year."*

MOTION; APRIL 15,2010 BY Ron Racine, 2ndy by Donna Van Vel Zen, that:

TO BE ADDED TO ABOVE MOTION

UNLESS WE HAVE A DIRECTOR WILLING TO CONTINUE CARRY OUT THE TASK OF ICE SCHEDULER.

PASSED - ALL IN FAVOUR

4.03 AGE DIVISIONS

U8 7 years and under

U10 9 years and under

U12 11 years and under

U14 13 years and under

U16 15 years and under

U19 18 years and under

18+ 19 years and over

4.04 LEAGUES

- a. All registered Ringette Associations and Ringette Leagues in BC must adhere to eligibility and criteria for Provincial tournaments as governed by BCRA.
- b. League Play will be in the following categories:
U8
U10
U12
U16
U19
U18+
- c. At all Inter-Association League games the official game sheets of BCRA must be used.
- d. Team registration must be completed and submitted to BCRA in accordance with BCRA policy. Copies of team registration forms must be provided to the TORL Secretary or designated person by *Dec 1st* of each year.

- e. Each Association must send a copy of the game sheet to the TORL Statistician, following protocol set from time to time.

4.05 LEAGUE BOUNDARIES

- a. Thompson Okanagan Ringette League comprises Zone 2 of BC Provincial Recreation and Sports Zone.
- b. The member Associations of the Thompson Okanagan Ringette League are:

Enderby/Armstrong	Penticton/Summerland
Greater Vernon	Shuswap
Kelowna	Westside
- c. Association boundaries are described in the BCRA Policy manual appendix 13.
 ENDERBY/ARMSTRONG: Enderby, Armstrong (south of Larkin Crossing) Grindrod, Mable Lake, Kingfisher up to Electoral are D.

GREATER VERNON:

Vernon, Coldstream, Lavington, Lumby, Okanagan Landing, ½ North to Larkin Crossing

KELOWNA: Kelowna, and Oyama, Lake Country city limits and south to the “Floating Bridge”.

PENTICTON and SUMMERLAND: Boundaries of Penticton and Summerland

SHUSWAP: Salmon Arm, Regional Districts C& D

WESTSIDE: Kelowna (west side of “Floating Bridge”), Westbank and Peachland.

4.06 EQUIPMENT

- a. Equipment must adhere to the Ringette Canada Rulebook.

4.06 ASSOCIATION COLOURS

- a. Associations will follow the team colours as outlined in BCRA Policy Manual Appendix 2. Associations must apply directly to BCRA to change their official colours.
- b. TORL AA team colours will be Red with Black and White
- c. Association Registered Colours are described in the BCRA Policy Manual Appendix 2.

1. Enderby/Armstrong	BLACK with Red and White trim
2. Greater Vernon	WHITE with Blue trim
3. Kelowna	BURGUNDY with white trim
4. Penticton and Summerland	WHITE, Orange and Black
5. Shuswap	WHITE, with Black and Grey trim
6. Westside	WHITE with Red trim

4.08 COACHING

- a. Any Coach who is suspended by BCRA and/or the League is prohibited from any on ice activities.

- b. Any Coach who removes their team from the playing area during a game shall forfeit the game be suspended immediately, and shall remain so until TORL makes a ruling.
Such Suspension to be in effect until appearance of said coach (accompanied by their local President or designated official) before the League Board.
- c. Coaches can refuse to play games anywhere if there are not two referees to officiate. If a game is cancelled for this reason, the visiting team will not be charged for ice.
(If an exhibition game is played both teams will pay for ice and refs)
- d. All teams must have a minimum of seven (7) players for League games Eleven (7) players are recommended.
- e. It is the responsibility of all coaches to ensure they attend the appropriate certification clinics when they are made available. Associations will be responsible for ensuring their coaches have the appropriate level of certification as outlined in the Coaching Development section of the BCRA Policy Manual.
- f. It is recommended that all new coaches attend the Officials Level 1 clinic.
- g. It is recommended that all coaches attend the Referee Clinic (refresher course) in rule change years.

4.09 OFFICIALS (On Ice)

A. GENERAL

- 1. Officials shall conduct themselves in a professional manner and follow all guidelines set down by BCRA.
- 2. Officials will not have numbers on their jerseys.
- 3. Any Official who removes themselves from the ice during a game (Except in case of illness, injury or emergency) shall be suspended immediately from officiating any game until the appearance of said official before the League Board.
- 4. Any Official certified at level 1-N, A, B or C is encouraged to repeat the Officials Level 1 course if they have not been evaluated on a regular basis.
- 5. If using only one Official, said official shall be paid double for games involving U12, U10 and older divisions.
- 6. All Officials must take a refresher course during a rule change year per BCRA Policy.
- 7. Associations holding a Sanctioned Tournament must use only those refs belonging to the BCRA Officials Association.
- 8. Every effort must be made to make sure Official referees do not ref at their age or higher, than that at which they play. If this is not possible, special consideration may be made and the respective coaches notified.

4.10 CLINICS

Official (Referee)

- a. It is recommended that Level 1 Clinics be funded by local Associations (book, guides, etc). If the Officials wishes to upgrade to Level II and Level III, they may do so at their own expense.

- b. There should be at least one Level I Clinic provided within the League boundaries each season.

Coach:

- a. It is recommended that *CSI, CI, CIG*, Clinics should be funded by local Associations (books, guides etc.). If the Coach wishes to upgrade to Level B or Comp Dev equivalent, they may do so at their own expense. There should be at least one *CSI, CI* clinic provided with the League boundaries each season.

Refer to “Clinic Protocol” in Appendix 6

4.11 RELEASES AND TRANSFERS

a. RESIDENCY

1. Residency is defined as where a player lives the majority of the time.
2. A player registering for the first time in BC must register with the local Association having geographical jurisdiction over the player’s place of residence.
3. A player may not be registered with an Association other than the Association set out in (a.2) unless a release or transfer has been granted by BCRA.
4. A player may only play for one (1) Association at a time.
5. Players living outside any designated Association boundaries must register with the Association having geographical jurisdiction over the nearest community to the player’s residence.
6. The local Association is responsible for ensuring that each player is either a resident within the jurisdiction of that Association or is a resident within an area which is not within the jurisdiction of another Association.

b. ADMINISTRATION

1. Any person found to be soliciting players to transfer (be released) shall be suspended immediately from Ringette with the right to appeal.
2. Any coach and/or Association which allows a non-transferred or non-released player to participate in any on-ice activities with his team or Association shall be immediately suspended (and/or fined \$50.00 per week) from all BCRA sanctioned events. See BCRA “Contested Release” for exception to this policy”
3. Any member who deliberately violates these policies shall be subject to sanctioning by the BCRA. The maximum penalty shall be the disqualification of the member’s Association from participation in BCRA sanctioned tournaments for the remainder of the season, as well as disqualification of the members Association from participating in the *AA* program.

c. RELEASES

1. BCRA administers all player releases between its members.
2. A player may request a release from an Association on the following grounds:
 - a. The releasing Association has no team at the appropriate age level of the player.
 - b. The releasing Association has no team at the appropriate skill level of the player.
 - c. Such grounds the BCRA may deem appropriate.
3. The release is valid from September 1 through August 31 of the subsequent year (1 playing season).
4. Releases must be received by BCRA *November 1st* of the current playing season
5. Appeals of release decisions by relevant league of BCRA can be made to BCRA Appeal Board. See BCRA Policy Manual Organizational Development: Release Procedure.
6. Uncontested Release Procedure:
 - a. Player obtains BCRA Release form from either BCRA, the League of Releasing Association.
 - b. Player takes release to Releasing Association, or some other elected executive member as may be determined by the Association.
 - c. Player takes release to the Receiving Association, or some other elected member as may be determined by the Association.
 - d. Receiving Association forwards the release of the League, who then either approve or deny the release and forward the approved release to BCRA office for final determination.
 - e. After League approval, the player is allowed to practice and play with the Receiving Association with the understanding that the release must still be approved by BCRA and is subject to review because of League tiering.
7. Contested Release Procedure:
 - a. Player obtains a BCRA release form from BCRA, the League or Releasing Association.
 - b. Player takes release to the Releasing Association. If the President of the releasing Association does not approve the release, proceed to next paragraph.
 - c. Player takes the unsigned release form “(contested release)” to the Receiving Association, where it is signed by the President of the Receiving Association, or some other elected executive member as may be determined by the Association. The Player then registers with the Receiving Association and is eligible to play for the Receiving Association, pending final determination of the release request by BCRA.
 - d. Receiving Association must, within 72 hours inform BCRA of the Contested Release, failing which the Receiving Association may be subject to disciplinary action as determined by BCRA (including but not limited to, fines and suspensions from sanctioned events).
 - e. BCRA must then contact the unwilling Releasing Association and the League, within 72 hours of receipt of notice from the Receiving Association, to determine why the releasing Association did not sign the release.
NOTE: Refer to BCRA Policy Manual Organizational Development. Sec 13

d. TRANSFERS/RELOCATION

1. Should a player's place of residence change to an area whose boundaries are not the same as the player's previous Association, the player has the option of remaining with her previous Association whose boundaries she resides. Regardless of which option the player chooses, a "Declaration of Relocation" form must be completed.
 2. The Registrar of the chosen Association, in accordance with paragraph 1, shall be responsible for forwarding the Declaration of Relocation form to BCRA office along with either:
 - a. written proof of enrollment in a educational institution if relocation occurs for education reasons; or
 - b. a parent or guardian of player's drivers license change stamped by the appropriate authority, or a copy of the changed driver's license or a "residency" letter signed by the appropriate municipal authority if the relocation represents a permanent change in the player's primary residence.
- NOTE: Refer to BCRA Policy Manual Organizational Development. Sec 13 Declaration of Relocation.

4.12 CANCELLATION

a. CANCELLATION

1. The cancellation of any games must be done within the time frame of the Host Association's arena cancellation policy. 30days.
2. Association cancellation policies will be given out to every Association at the beginning of the playing season. If not available, 15 days, notice will be in effect (IE)
 - (a) No later than 25 days prior to the scheduled game/practice the Coach and/or Manager of the team initiating the cancellation must:
Notify the opposition Coach and/or Manager by phone and/or email. This notification must be followed up in writing (e-mail if available or letter). For cancelled practices the Ice Ambassador should be notified.
 - (b) It will be the responsibility of the Home team to notify the (*TORL AND HOME*) Ice Ambassador and Referee in Chief to cancel Ice Time and Referees.
 - (c) Cancellations involving "League Games" should be re-scheduled at the earliest convenience. This may involve checking with "out of town" Ice Ambassadors if local ice is not available.
 - (d) Failure to cancel games or practices within the notice period may result in the canceling team being charged the full ice rate and referee cost.
 - (e) Cancellations due to weather must be done as soon as possible and would involve any condition that poses a real danger to the travelling team.

b. EMERGENCY CANCELLATION

1. In the case of an emergency, rescheduling of the game is recommended. Both teams will be responsible for payment of ice and refs
NOTE: Emergency is defined as death of a player, coach, team staff, or relative of a player, coach or team staff or sudden serious illness or injury of a team player, coach or team staff or relative of a player, coach or team staff.

c. WEATHER CONDITIONS

1. In the case of bad weather, cancellation is recommended. The decision to cancel due to weather conditions will be made by the coach of the travelling team. The team initiating the cancellation shall notify the opposition Coach and/or Manger by phone, fax and/or email as soon, as is practically possible. It will be the responsibility of the home team to notify their Ice Ambassador and Referee in Chief.

NOTE: Bad weather means: Whiteouts, snow storms, road closures, conditions which may pose a real danger to those team members travelling and in the event of radio broadcast warning.

d. NO SHOW

1. If any team does not show up for a scheduled game and has not made the effort to cancel the game within the prescribed period of time, the Host Association may request full payment of ice costs and officials fees. In the advent of weather conditions, the travelling team must advise the Host of the cancellation as soon, as is practical.
2. In the event of a team failing to show for a league game without following the policy as set down, the team may receive a fine to be determined by the League. The said fine, once levied, must be paid within thirty days of assessment. Any fine assessed will be above the cost of the ice. Monies from the adjudication will be paid to the League and will be used to the benefit of all League Associations.
3. Should an Association fail to pay its cost of the ice for cancelled games, the following steps must be taken:
 - a. The Host Association must notify the offending team in writing that payment has not been received.
 - ii. If after 30 days, payment had not been received, the League is to be advised.
 - iii. The matter will then be dealt with at the next scheduled meeting of the League (Refer to Bylaw 2 – Conduct of Members, Section 1.04b)

ARTICLE 5 – GRIEVANCES

- a. Associations are encouraged to settle disagreements by discussion through their respective Presidents.
- b. If a disagreement cannot be settled in this matter, a letter must be sent to the League Board before the next scheduled meeting to be included on the agenda.
- c. The Association that has written the letter of complaint/grievance will have an opportunity to state their case at the meeting.
- d. If the issue cannot be resolved at the League meeting, the League Board will appoint an arbitrator to meet with the two parties who will report her/his recommendations to the Board.
- e. Those Associations directly involved will abstain from casting a vote.
- f. The Board’s decision will be final.

ARTICLE 6 – AA TEAMS

6.01 OBJECTIVES

The BCRA shall be represented at the Ringette Canada National Championships by: U16, U19 and 18+ AA teams. BCRA shall also be represented at the Westerns by a U14 “AA” team.

The TORL representative team in each of these divisions shall be an “AA” team composed of players who are registered with Member Associations and have attended team tryouts.

TORL may also add other “AA” teams as “Training Teams” in any or all of the approved divisions.

Local Association participation is to take precedence over AA teams for players playing on both Association and AA teams. TORL and the AA teams will make every attempt to provide scheduling of games, practices and tournaments in order to avoid conflict with league games and practices. The AA program will be permitted to apply to the League for exempt dates when preparing teams AA Provincials or Tournaments.

NOTE: Refer to the “House/ALL-Star Flow Chart” Appendix 7

6.02 RESPONSIBILITY OF THE LEAGUE

The League shall appoint a head coach for each League sponsored AA team.

- a. Applicants for the Head Coach position shall apply in writing with application and resume to the League Board on or before a date determined by the Board. The League shall provide written notice to the Associations of the application process, qualifications and deadlines.
- b. Applicants and other selected Bench Staff shall be certified at whatever level Ringette Canada requires.
- c. Applicants shall be members of a TORL member Association and shall be notified in writing of the time, date and place of their interview.
- d. The TORL Board will select the Head Coach of the AA teams.
The Director of AA will select people to sit on the selection committee, with Board approval.
- e. TORL AA Bench Staff (Coaches, Asst. Coaches, Managers and Trainers) shall be allowed to be registered with one TORL AA team only. The Board reserves the right to allow exceptions under extenuating circumstances ie: not enough qualified personnel available.
- f. TORL will review and give ratification to the head Coach’s selection of the remaining Bench Staff. TORL will forward the selections to BCRA for approval prior to or upon the deadline provided by BCRA
- g. TORL AA Bench Staff, (Coaches, Asst. Coaches Managers and Trainers) shall be allowed to be registered with one (1) TORL AA team only. TORL reserves the right to allow exceptions under extenuating circumstances.
- h. TORL will provide BCRA with the “Team List” prior to or upon the deadline provided by BCRA.
- i. TORL will schedule a minimum of three (3) ice times for each AA team Evaluation/Tryouts. The Tryouts will be at a time and place to be determined each year.
 - A Tryout is defined as attending a minimum of three (3) on ice practices unless otherwise approved by the League Board.
- j. TORL shall establish a player “tryout” fee each year.
 - Tryout fees will be collected by TORL. Amounts in excess of the cost of tryouts IE: ice time, administration etc, will be returned to the individual teams for disbursement as they see fit.
- k. TORL shall determine, on an annual basis, an amount to be assessed each member Association to support the TORL AA teams. The assessment shall be billed by Sept 30th and due October 30th of each calendar year. Member

Associations whose payment has not been received by the deadline will be fined an amount determined annually by the Board.

- l. TORL shall set an “Affiliate Player” fee each year. An Affiliate player is one who has no Association team to play on (either at their skill and/or age level) but is playing AA. See 3.04c
- m. TORL shall arrange AA practice ice and invoice teams based on usage.
 1. *May 2008, “ U14 AA – Practices limited ice Maximum 3 hours per one day 2 hrs max practice and 1 hour game or dryland.*
 2. *U16 4 hours maximum*
 3. *U19 4 hours maximum*
 4. *TOURNAMENTS – U14 AA Max 2 out of Province 2 in Province*
 5. *U16 & U19AA – Max 3 out of Province and 2 In Province for more tournament, upon written request TORL Board of Directors will review for approval.*
- n. TORL shall approve all fundraising projects.
- o. TORL shall provide all Head Coaches with a “Handbook” outlining TORL and BCRA policy pertaining to AA teams.
- p. TORL will approve all “on ice” apparel (pants and sweaters) worn by the AA teams.
 1. *MOTION: Oct 2007 “That TORL AA teams must wear TORL approved home and away jerseys.”*
- q. TORL will distribute and collect team equipment at the beginning and end of each playing season. Note: during the playing season the Jerseys will be taken by a designated adult after each game/event and stored in an approved container. These Jerseys will be worn only at AA events.
- r. Outerwear worn at AA events by players will conform to TORL’s official colours IE: Red, Black and/or White. The Outwear will be identical for all teams. The type, style and make of Outerwear will be determined from time to time by a TORL committee.
- s. TORL will apply for *Provincials* in the time frame and format outlined in BCRA Policy .
TORL will host AA Provincials when BCRA appointed rotation comes up.
- t. TORL AA teams cannot be disbanded without the consent of the TORL Board.
- u. *MOTION Nov,2008, “AA junior/Belle players will be responsible to supply individual uniform protective bags for AA uniforms to be kept in equipment bag. Each player to supply uniform deposit, in the form of a \$150.00 postdated (for March 31/09) cheque payable to TORL. When uniform is returned in good condition, the postdated cheque will be returned to the player.”*

Of the current year.

6.03 MEMBER ASSOCIATION RESPONSIBILITIES

- a. Member Associations will be responsible to pay an “Assessment Fee” in the amount to be determined each year by TORL. This assessment will be in writing outlining the amount and the date due.
- b. Member Associations will be responsible for ensuring players trying out for the teams are registered members in good standing with the Association.
- c. Member associations will be responsible to notify all eligible coaches of the coach selection process and deadlines.
- d. Member Associations shall be responsible for notifying all eligible players of Tryout dates, formats and fees.

6.04 TEAM STAFF RESPONSIBILITIES

- a. The Head Coach shall select the Bench Staff and submit the names to TORL for ratification by *November 15th* of each calendar year. A certified 1st aid person on the bench is mandatory for all TORL AA teams.
 1. *MOTION: Feb 2005, " That commencing with the 2005-06 playing season TORL All-Star Bench staff (Coaches, Asst, Coaches, Managers and Trainers) shall be allowed to be registered with one TORL All-Star team only."*
- b. AA coaching staff shall include one member who is female and certified as required by Ringette Canada rules for nationals.
- c. teams are required to select players as outlined in the "Player Selection" section.
- d. The coaching staff shall submit its "team roster" to TORL by *November 15th* of each calendar year.
- e. AA teams are required to submit to TORL, an annual operating budget by a date determined from time to time by the League Board.
- f. AA teams are required to submit written reports and financial statements as requested by the League.
- g. The Head Coach shall determine the format of the tryout and present this to the League Board.
- h. AA teams are required to call a meeting with players trying out and their parents to review:
 - Staff introductions
 - Team objectives
 - Procedures
 - Rules
 - Try out format
 - Budget
 - Etc

Requirements in this section will be supplied to each player. The player and a parent or guardian will be asked to sign a 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 tryout for the team.

- i. AA teams are required to organize all fund raising activities. These activities are to be submitted to the League Board for approval prior to undertaking.
- j. AA teams are required to pay TORL for practice ice used and invoiced for.
- k. AA teams will be responsible for:
 - Enforcing dress code as established by the team staff.
 - Enforcing Player, Coach and Parent Code of Conducts.
 - Setting and enforcing team curfew and team members' behavior.
 - Supporting and enforcing League and BCRA operating policies.
 - Arranging travel and accommodation.
 - Preparing and distributing all schedules for tournaments, ours ect.
- l. AA teams are required to distribute league uniforms, equipment etc., and arrange for the return of it in good condition.
- m. If AA teams are unsuccessful at *AA Provincials*, the teams are disbanded at that time.

Motion: Jan 26, 2005 "That TORL All-Star teams cannot be disbanded without the consent of the TORL Board."

- n. Due to the sensitive nature of mixing House League and AA players on Association League teams, all coaches and bench staff will give special consideration to players feelings surrounding the two levels of skill on the same team. It is suggested that AA players be reminded that when playing for the

House team they not wear **AA** outerwear or openly discuss **AA** activity unless invited to.

o. Deleted

p. *MOTION: Dec, 2006, That any AA Coach not following TORL Policies, will be sent a warning letter, advising that: if they continue to not follow TORL Policies, they will be suspended from the AA Team for two weeks. Another infraction will result in permanent suspension from the AA Team, effective immediately, for the remainder of the ringette season."*

6.05 PLAYER SELECTION

TORL will select **AA** teams in the following age divisions:

- **U14 North, U14 South**
- **U16**
- **U19**
- **I8+**

- a. Prior to the first tryout ice session each player is required to complete the TORL tryout form, supply proof of current local Association registration and pay the tryout fee.
- b. The head Coach shall provide Evaluators representing as many local Associations as possible to aid in the selection process. The head coach shall have the final determination on player selection.
- c. The Head Coach shall determine the skills being evaluated for player selection.
- d. Teams may select up to the maximum roster permitted by Ringette Canada IE: 18
- e. **AA** players must be registered and play with a member Association "House Team" if one is available in the appropriate age/skill level, unless the player is **U19** age and above, and there are special circumstances, which will be considered by the TORL Board using established criteria for exemption. This criteria would include but not be limited to: Number of players on the House Team, is the player working, Extra curricular activities, Proximity of residence, Financial, Level of commitment and Physical ability (skill level).
- f. Players making an **AA** team must, when playing with their House Association, participate on a "A" classified team if one is available to them, (goalies are excluded from this requirement).
- g. A player who has been asked to return to the team after being released once shall not be released again except in situations of severe disciplinary problems, illness or injury.
- h. Teams winning the right to represent BC at the Westerns or the National Ringette Championships fall under BCRA jurisdiction.
- i. *A player who quits for other reasons than, health or emergency reasons, does not get any fundraising refunds. Motioned by Cathy Lipsett, 2nd by Brian Dean, Passed all in favour*
- j. **DEFEATED**
- k. *MOTION August 2009, "That the players and/or parents at the Belle division have the ability to choose whether to single or double card: players can opt to single card without having to submit justification to the TORL board. Which was passed in a closed ballot."*
- l. *MOTION August 2009, "That the players and/or parents at the Junior division have the ability to choose whether to single or double card: players can opt to single card but before approval have to submit justification to the TORL board. Which was passed in a closed ballot."*

- m. *MOTION August 2009, “ That the Tween division maintain double carding. All players choosing to play at the “AA” All-Star level must also play for their respective house league”*
- n. *Motion August 2009, “That the TORL board establishes a sub-committee that, throughout the season, will evaluate the impact of any approved recommendation. The development of all ringette players is of paramount.*
- o. *Motion August 2009, “That the TORL board establishes a sub-committee that, will evaluate other issues that were brought up by individuals who completed the survey. These issues may not be directly connected to single or double carding, but may never- the – less impact the development of players throughout the region.”*

6.06 PLAYER REGULATIONS

In addition to the current Ringette Canada “Code of Conduct” the following regulations shall be in effect:

- (a) Players shall travel to and from any team event by means of transportation designated by the team staff.
 - Players shall be permitted, in some circumstances, to travel to the team event with their parents. However, approval from the team shall be obtained prior to departure.
- (b) Players shall stay at the resident site determined by the team staff.
 - Players may be permitted, in some circumstances, to leave the group and stay elsewhere. However, approval must be obtained prior to departure.
- (c) Players shall adhere to the dress code.
- (d) Players shall adhere to the curfew set by the team staff.
- (e) Use of cigarettes is prohibited while in uniform and/or in any event venue. The team staff has the authority to restrict further the use of cigarettes.
- (f) Possession or use of any substance prohibited by law under any provincial or federal law and Canada Sports federation is prohibited.
- (g) Possession or use of alcohol is prohibited for all players not of legal drinking age. The team staff has the authority to restrict legal aged players from drinking.

The League will deal with misconduct of the nature mentioned above (f&g).

Results of misconduct could be one more of the following:

- Disqualification from League play
- Further suspension by BCRA
- Prosecution by law
- Fine and/or
- Other punishment deemed appropriate by the League Board.

Violations of other rules, codes and regulations shall result in the following action:

- Further action to be determined by team staff
- Further action to be determined by the League
- Further action to be determined by BCRA

A written report will be submitted to the League following any misconduct.

Appeals will follow the procedure as stated by the League and/or BCRA Operating Policies.

h. MOTION: Dec 2006 That a AA player not following TORL Policies, will be sent a warning letter, advising that: if they continue to not follow TORL Policies, they will be suspended from the AA Team for two weeks. Another infraction will result in permanent suspension from the AA Team, effective immediately, for the remainder of the ringette season.”

ARTICLE 7 – TOURNAMENTS

Refer to BCRA Policy Manual, Athletic Development and “Sanction Process”.