



**Technical Package**  
Ringette BC Provincial Championships  
AA, A, B/C Divisions



# Ringette BC Provincial Championships Technical Package

This Technical Package, approved on January 17, 2019, supersedes all other versions of RINGETTE BC Policies, Guidelines and Manuals for Provincial Championships.

The purpose of the Ringette BC Technical Package is to govern play at the BC Provincial Ringette Championships for the A, B, C and AA divisions. The Technical Package applies only to the Provincial Championships Tournaments.

The Ringette BC Provincial Championships run in accordance with rules and regulations as set out by Ringette Canada unless otherwise noted in this Technical Package. This package provides details to assist teams interested in competing in the BC Provincial Ringette Championships. The package summarizes sections of Ringette BC policy and, while every effort has been made to ensure that the information in this package is up to date in all aspects, the current version of the Ringette BC Policy Manual takes precedent over what is in this package.

The Provincial Champions at the U16 A, U19 A, and 18+ A levels are expected to attend the Western Canadian Championships. <sup>1</sup>

## 1. Team Commitments

- 1.1. Each Provincial Championship tournament starts when the Coaches meeting is called to order. The tournament ends after the last medals are awarded after the last scheduled game.
- 1.2. Registration fees:
  - a) The entry fee is the amount of the Commitment to Attend fee.
  - b) Registration fee for Provincial Championships for all divisions is \$900.00
  - c) All entry fees and Commitment to Attend forms and Team Registration will be submitted to the Ringette BC Office pursuant to Ringette BC policy. Ringette BC is responsible for providing the Host with the entry fees collected from those teams confirmed to participate in the Provincial Championships.
- 1.3. Accommodations
  - a) The Host Committee will arrange for a Host Hotel and additional hotels as needed. It is strongly recommended that teams stay in Host Hotels as a means of supporting businesses that are supporting Ringette. However, Teams will not be required to stay in the hotels that the host has reserved.

## 2. Divisions and Levels of Play – Provincial AA, A, B, C Championships

- 2.1. All registered players, coaches, and volunteers who are in Good Standing with their Club Association are eligible to participation in the Ringette BC Provincial Championships.
- 2.2. Each year, the number of teams in each division and caliber will be determined based on commitment and ice availability
  - 2.2.1. Number of teams required to host a division:
    - a) Provincial A, B and C Championships require a minimum of 3 teams that have committed to attend the Championships in order for the age division to be hosted.

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<sup>1</sup> Please see "Western Canadian Ringette Championships Technical Package" for more information.

b) Provincial AA Championships require a minimum of 2 teams that have committed to attend the Championships in order for the age division to be hosted.

2.2.2. Each of the four (4) Leagues that comprise Ringette BC will have one team representative in each of the U14, U16, U19 and 18+ divisions for A and B and C Provincial Ringette Championships.

2.2.3. The host Association (or League, if the League is the host) is permitted to have one 'Host' team at each of these levels. In the event that the League is the host, the League will use its policies to determine its Host team.

2.2.4. Where a division is comprised of more than 5 teams, the Leagues will determine the rankings of their respective teams where they have more than one attending, with the highest ranking being allocated the League spot

2.2.5. When only two teams in an age division commit to attend the Ringette BC Provincial Championships, and the teams have also committed to attend the Western Canadian Championships, those two teams will compete in a best of three games to determine the top seed for WCRC's.

### **3. Wildcards: the term used to describe how a vacancy is filled.**

3.1. A Wildcard is created when a League or the Host is unable to send a team in an age division and calibre.

3.1.1. There can be more than one wildcard in an age division and calibre. One wild card spot is created for each League that has no commitments to attend in any one age division or calibre. A wildcard spot is also created when the host does not have a team in the age division and calibre.

3.2. Process used to determine which teams fill the wildcard spots:

3.2.1. Wild card spots are awarded by Ringette BC firstly to the League with the highest percentage of teams committed to attend the Championships in that age division and calibre.

a) Formula to determine the percentage is:

$$\frac{\text{\# of teams committed to attend from a League from a Division}}{\text{\# of teams registered for play in that League in that Division}} \times 100$$

3.2.2. In the event that a second wild cards spot is available in a division and calibre, the second wild card spot will be awarded to the League with the second highest percentage of teams committed to attend the Championships in that age division and calibre.

3.2.3. In the event that a third or more wild card spots are available, the same process will apply until all of the teams who have committed to attend are awarded wildcard spots OR the Division/calibre is full OR the teams available have been exhausted.

3.2.4. In the event of a tie of the highest percentages, a lottery of all the tied Leagues will take place. The lottery will take place at the Ringette BC Office and will be drawn by a neutral party. The draw will be concluded by January 15th.

3.2.5. Each League will have policy that describes the process to be used by that League to determine the team that will attend the Championships when that award has been determined through the wildcard process.

3.3. In divisions being held as an Open Format (where all teams who register according to Ringette BC Policy are eligible and registered to attend), no wildcard spots are allocated. Instead, League rankings will be used to determine seeding (see 2.2.4 above)

#### **4. Length of Periods in the games**

- 4.1. U14 games shall have two 18 minute stop-time periods.
- 4.2. U16, U19 and 18+ games shall have two 20 minute stop-time periods.
- 4.3. Every game is played until a winner is determined by the score. Ringette Canada overtime rules apply at Ringette BC Provincial Championships. Each overtime period will be the same length as a regular period for that age division. Shoot-outs are not used in the Ringette BC Provincial Championships.

#### **5. Game Play**

- 5.1. Games will start no earlier than 7:00 AM and no later than 9:00 PM.
- 5.2. No team will play more than 3 games in one day.
- 5.3. Pre-game warm-up shall be 3 minutes long, starting from the start time of the game as determined by the schedule or the Officials assigned to the game.
- 5.4. Between period breaks and overtime periods shall be 1 minute long. Breaks between each game on the schedule shall be 15 minutes. Breaks between each game (end of one game to the start of the next) for any given team will be a minimum of 120 minutes.
- 5.5. Should players be unable to continue in the Championships due to injury, the remaining team members will be allowed to complete the event, not having to default games because of a lack of players, unless otherwise required to under Ringette Canada's rules.
- 5.6. For AA, A, B/C Championships, models of organization of play will be determined each season depending on team commitments and ice availability.
- 5.7. In all formats, ties between a team and teams will be eliminated from the medal round using the tie-breaking rules. Tie Breaking rules are found in the Provincial Championship rules.

#### **6. Eligibility of teams**

- 6.1. For the BC Provincial Ringette Championships, the following divisions and levels (As of December 31 of the current playing season) participating will be:
  - U14 (AA, A, B, C) – 13 years of age or under
  - U16 (AA, A, B)– 15 years of age or under
  - U19 (AA, A, B) – 18 years of age or under
  - 18+ – 18 years of age or over
- 6.2. To start a game, teams must have no less than 7 and no more than 18 players on the bench. Teams must have 5 players available to play during the game or will forfeit the game.
- 6.3. 18+ division teams are eligible to carry a roster of more than 18 players but may put only 18 players on the Official Game Report for any one game.
- 6.4. Bench staff must sign the Official Game Report, beside their printed name, for each game, and at least 30 minutes prior to the start of each game. Compliance is monitored by the Rink Marshall.

#### **7. Eligibility of Competitors**

- 7.1. Players' Eligibility:
  - a) All players must be registered in accordance with Ringette BC policy.
  - b) Overage designated players and Released players must have been approved by Ringette BC.
  - c) Athletes may only participate on one team.

- d) To be eligible to play in Provincial Championships, players must have played the required number of counter-games pursuant to Ringette BC Policy Section D- 2.1(e).
- e) AA/AAA/NRL Players
- U14 aged players are eligible to participate in both Provincial AA Championships and Provincial A Championships.
  - U16 and U19 AA players are not eligible to participate in the Provincial A, B or C Championships.
  - A registered A player who is affiliated or double carded to a U16AA or U19AA roster is ineligible if they exceeded playing in 10 games (League or Tournament) in the current season.
  - Players who participate in more than 10 NRL season games are ineligible.
  - Canada Winter Games players are eligible to attend, as long as they are playing full time on a U19 A or 18+ A team in the current playing season.

## 7.2. Process:

- 7.2.1. Ringette BC staff review all team rosters (see 8.2). Teams found to have ineligible players are notified forthwith.
- 7.2.2. Allegations that an ineligible player is on a team roster are to be made to the Host Committee Chairperson in the form of a grievance. The Host Chairperson follows the grievance procedure. If the player is found to be ineligible, the Host Committee Chairperson (or delegate) will forthwith, and at least 120 minutes before the start of the team's next game, inform the team's Head Coach, the player and the team's Club-Association President that the player is ineligible. If the determination of ineligibility is made during the play of a game that includes the ineligible player, that player is not removed from play to play the rest of the active game. The player is forbidden to play in any subsequent games in the tournament.

## 7.3. Consequence:

- 7.3.1. Any team in the Provincial Championships that competes knowingly or unknowingly with an ineligible player or Team Bench Staff will lose all points accumulated for games where ineligible persons' name appears on the Official Game Report and/or games in which the ineligible person participated.
- 7.3.2. Teams that continue to compete with an ineligible person after that determination has been made known (see 8.1.1.2) are subject to fine determined by the Ringette BC Discipline Committee.

## 8. Rosters

- 8.1. Team rosters are due to the Ringette BC office on December 1<sup>st</sup>.
- 8.2. The Commitment to Attend form must be accompanied with the event fee and the complete Team roster including Team Bench Staff. The Commitment to Attend deadline is December 15.
- 8.3. Player pick-ups are not permitted for Provincial Championships, unless in the case of a season-ending injury. Refer to Provincial Championships Competition Policy Section 9.
- 8.4. Team Bench Staff adjustment requests must be submitted on the Team Adjustment Form at least 14 days in advance of the Opening game of the Championship. Failure to meet this deadline may result in inaccuracies in the Tournament program and will result in Team Staff having to complete the Official Game Record by hand-print.

- 8.5. Team Rosters, including Team Bench Staff, will be checked for eligibility by Ringette BC. Rosters must be submitted electronically on the PROVINCIAL CHAMPIONSHIPS Team Registration Form by each team.
- 8.6. Team Roster must document these specialized positions with this designation:
- a) Goalies designated with a “G” and jersey number
  - b) Captains designated with a “C” or “AC” and jersey number to a maximum of 3.
  - c) Injured players that are still rostered are to have “INJ” noted beside their name.
  - d) Amendments to the Team Registration Form must be sent in writing to the Host Committee by the Ringette BC Office.

## 9. Team Staff.

- 9.1. **18+ Division:** (Please also see the Technical Package for the Western Ringette Championships as the requirements for WCRC are different.)
- a) 18+ Division teams are required to have a minimum of one Team Bench Staff. The Team Bench Staff serve the penalties assessed against team. 18+ Division team staff may be:
    - A rostered player who has coach certification (CSI trained, CI trained or CI certified) and has signed the Coach Code of Conduct or
    - A rostered player who is a registered manager through Ringette Canada or
    - A person who is not a rostered player who is:
      - CI Certified if listed on the roster as the Head Coach of an 18+A team; or
      - CI Trained if listed on the roster as the Head Coach of an 18+B team; or
      - Manager Certified if listed on the roster as the Manager.
- 9.2. **U14-U19 Divisions:** Team Staff Consists of Coaches, Managers and Trainers who are in good standing with Ringette BC, their League and their Club Association and who have achieved specific minimum credentials as set out in Ringette BC policy.
- 9.2.1. Each team must have a Head Coach who is credentialed in accordance with Ringette BC Policies.
- 9.2.2. Each team must have a minimum of one female coach over the age of 18 who may be the Head Coach or the Assistant Coach, with the appropriate credentials for their respective position and division, as noted below in 9.5.
- 9.3. Coach in Training:
- a) Each team may have a Coach in Training/Junior Coach on the team roster in addition to the 5 bench staff who are permitted on the bench during games.
  - b) Coach in training/Junior coach must have proof of coaching credentials and must be noted on the scoresheet.
- 9.4. No more than 5 Team Bench Staff are permitted on the bench during a game including a Coach in Training (Trainer plus up to three Coaches plus one coach in training).
- 9.4.1. Managers and Trainers
- a) Managers are not permitted on the bench during games at Provincial A Championships or at Provincial AA Championships in the U14, U16 and U19 divisions.
  - b) Trainer qualifications are listed in Ringette BC policy and are limited to one Trainer on the bench during games.

#### 9.4.2. Coach certification deadlines:

- a) All Team Bench Staff for PROVINCIAL CHAMPIONSHIPS teams must be fully certified for the level of their team by February 15. Team Bench Staff who do not meet this deadline can be replaced by a fully certified person by the team submitting a Team Adjustment form at least 14 calendar days prior to the start of the tournament.
- b) All Coaches must have completed their CSI or CI course work by December 31st.
- c) All CI trained Coaches must have registered for their evaluation by January 1st.

9.4.3. Participants may be registered as a Team Bench Staff on more than one team roster provided that these teams are in different divisions. Should a female coach also be participating in the event as a player on another team, and there is a scheduling conflict, the team will be permitted to play the game without a female coach on the bench.

9.4.4. Injured players that are on the bench must be wearing a helmet with Ringette cage if they are U19 or lower divisions.

#### 9.5. Coaching Credentials: *each shows the minimum standard required.*

- a) All Ringette BC Coaches must have the following courses in addition to their NCCP Coaching levels:
  - Prevention in Motion, Speak out OR Respect in Sport
  - Concussion Awareness Training OR Making Headway in Sport
  - MED evaluation for Community Sport and MED Evaluation for Competition Introduction
  - Confirmation of Criminal Record Check
  - Signed Coaches Code of Conduct
- b) U14A, U16B Divisions:
  - Head Coach: CI Trained
  - Assistant Coaches: CI Trained
  - Coach in Training/Junior Coach: CI Trained
  - Manager Certification program with Ringette Canada
  - Trainer (as per Ringette BC policy 3.6)
- c) U14 B, C Division:
  - Head Coach: CSI Trained
  - Assistant Coaches: CSI Trained
  - Coach in Training/Junior Coach: CSI Trained
  - Manager Certification program with Ringette Canada
  - Trainer (as per Ringette BC Policy 3.6)
- d) U14AA, U16 AA, A, U19 AA, A, B Divisions
  - Head Coach: CI Certified
  - Assistant Coach: CI Certified
  - Coach in Training/ Junior Coach: CI Trained
  - Manager Certification program with Ringette Canada
  - Trainer (as per Ringette BC Policy 3.6)

e) 18+ A Division

- Head Coach: CI Certified
  - Assistant Coach: CI Certified
  - Manager Certification program with Ringette Canada
  - Trainer (as per Ringette BC Policy 3.6)
- f) 18+ B, C Divisions
- Head Coach: CI Trained
  - Assistant Coach: CI Trained
  - Manager Certification program with Ringette Canada
  - Trainer (as per Ringette BC Policy 3.6)

## 9. Uniforms

- 9.1 Teams must wear their Ringette BC designated colour.
- 9.2 All uniforms must coincide with those on the Team Roster Form. Uniform numbers may be adjusted on the Official Game report in the event that the Officials deem a color conflict that results in a mandatory Jersey change for the team.
- 9.3 Should game Officials determine that jersey colors worn by the two teams are too similar to allow for expedient conduct of the game, the Officials will require a jersey change.
- 9.4 In the event that a colour change is required the team designated as visitor shall change jerseys.

## 10. Officials

- 10.1 Provincial Referee in Chief:
- a) Is responsible for ensuring all matters related to Officials are addressed
  - b) Assigns the Officials to the game schedule
  - c) Selects the Tournament Director of Officials who replaces the Provincial RIC in the event that the Provincial RIC is unable to attend in their official capacity
- 10.2 Selection of Officials
- a) Officials are selected by invitational process.
  - b) To referee at Provincial AA Championships, officials must be a 3A or higher in order to attend unless selected by the Provincial Referee in Chief with support of the Ringette BC Officiating Committee.
  - c) To referee at Provincial A Championships, officials must be a 3B or higher unless selected by the Provincial Referee in Chief with support of the Ringette BC Officiating Committee.
  - d) To referee at Provincial B Championships, officials must be a 3C or higher or be a 2B with at least one level 3C evaluation.
  - e) Official's selection is the responsibility of the Provincial Referee in Chief (or designate) with input from the Officiating Committee and Provincial Evaluators.
  - f) Names of the Officials selected must be provided to the Host Committee by February 1<sup>st</sup>.
- 10.3 Number of Officials
- a) The number of officials required for Provincials will be determined by the Officiating Committee following the deadline for Commitment to Attends. The Officiating Committee will recommend



to the Provincial Referee in Chief for BC how many officials will be sent from outside of the league hosting the tournament.

- b) Officials will be scheduled for no less than three games and no more than five games in a single day of competition. Local officials will be expected to make this commitment. Officials who cannot commit to a minimum of three games during competition may not be selected to officiate.
- c) Supervisors
  - A minimum of one full time supervisor must be appointed for the duration of the tournament.
  - The officiating committee shall determine the number of additional supervisors to be utilized during the tournament.

#### 10.4 Minor Officials

- a) Minor Officials are Shot Clock Operators, Game Clock Operators and Score Keepers.
- b) Unless otherwise indicated, minor officials will be provided by the teams for all round-robin games.
- c) For all semifinal and final games, minor officials will be scheduled and provided by the Host.

#### 10.5 Expenses

- a) Officials and Supervisors are paid for participation in the tournament
- b) All officials who referee more than three games will be provided breakfast, lunch, dinner for the day.
- c) Travel costs for referees invited from outside the Host League including hotel, mileage or flight and meals will be covered by the Host. The Host is expected to budget for the cost of travel for officials coming from outside their league.

### 11. Suspensions and Penalties

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

- a) The On-Ice Officials will inform the Provincial RIC forthwith after the Match Penalty has been assessed.
- b) The On-Ice Officials will immediately, after the end of the game and prior to starting any subsequent game, complete the "Match, Major, Ejection form" and note on the back of the Official Game Report to see "attached form". On the Match form, a detailed synopsis of the circumstances of the Match Penalty will be provided and the report will be given to the Provincial RIC or the Tournament Director of Officials forthwith.
- c) The Provincial RIC shall forthwith give the Official Game Report (with synopsis) to a member of the PROVINCIAL CHAMPIONSHIPS Host Committee.
- d) As soon as possible upon receipt of the Official Game Report, and at least one hour prior to the next game scheduled to be played by the player involved in the Match Penalty, the Protest, Grievance and Discipline Panel shall meet to determine the full extent of the sanction to be applied because of the Match Penalty assessed.

In their deliberations, the Protest, Grievance and Discipline Panel may interview any or all of the following: the On-Ice Official(s); the Player (s)/Team Bench Staff involved; the Officiating Supervisor at that game (if applicable); and any others whose input the Protest, Grievance and

Discipline Panel feels would be of value. The panel will ask the player to self-disclose their prior suspensions.

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

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

## 11.2 Suspensions

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

Player/Team Bench Staff assessed a Match Penalty for:

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

Refusal to start play or if a team is withdrawn from a game in progress, in accordance with Ringette Canada Rule 7.5., the team forfeits that game. In addition, Ringette BC applies an additional mandatory suspension of remaining games for that team in the Championship Tournament served by the Coach or Player Coach (18+ Divisions only). Coaches serving suspensions are suspended from all coaching activities including their coach duties with any other team in the PROVINCIAL CHAMPIONSHIPS's.

## 11.3 Suspended Players or Team Staff

- a) Any Team Bench Staff member participating in PROVINCIAL CHAMPIONSHIPS who is under suspension by their League, Ringette BC or Ringette Canada, or is suspended during the PROVINCIAL CHAMPIONSHIPS, shall not be permitted to:
  - Direct any member of the team during any game;
  - Carry out official duty on behalf of the team;
  - Be in the dressing room or bench area before, during or after any game;
  - Be situated anywhere in the arena in a position to direct any member of the team for the duration of the suspension.
- b) Any player in the PROVINCIAL CHAMPIONSHIPS who is under suspension by their League, Ringette BC, Ringette Canada or during the PROVINCIAL CHAMPIONSHIPS shall not be permitted in the field of play for the games during the suspensions (bench or ice surface). Player will be noted on the game sheet with the suspension game number.

- c) Any team staff member or player who violates the terms of his/her suspension as outlined will be subject to further sanctions<sup>2</sup>.
- d) Should the suspended individual be participating in more than one (1) role in the PROVINCIAL CHAMPIONSHIPS (e.g. as a player and a team staff member), the suspension applies to all roles held by the individual during the PROVINCIAL CHAMPIONSHIPS until the completion of the suspension. Only games played or coached in the role where the suspension was received will count toward the suspension.
- e) Refer to Ringette BC policy for more information regarding administration of suspensions.

## 12. Additional Events: Opening and Closing Ceremonies and Skills Competition

Any additional events held as part of the Ringette BC Provincial Championships including but not exclusive to Opening Ceremonies and Closing Ceremonies or Skills Competitions are the decision of the Host Committee. Should the Host choose to have Opening Ceremonies as part of their Championship, they have the ability to do so.

## 13. Breaking Ties in the Standings

13.1 Number of goals that count in the standings.

- a) The Maximum difference (spread) between goals for and goals against that will be counted per game is seven (7) goals. Applies to a), e) and g).
- b) The maximum goals for that will be counted per game is seven (7) more than the goals against.
- c) If a team forfeits a game, that team(s) shall be given the lowest position(s) amongst the tied teams. The score of a forfeited game shall be 7-0.

13.2 To break ties in standings:

The procedures will be followed in sequence until the tie is broken and the teams are ranked in sequence. The procedures, in most cases, will declare the team(s) in individual rankings. However, in some cases teams may be tied within the rankings (ie. in a four way tie for first in a round robin, the procedures could place a team clearly in first, two teams tied for second/third and one team in fourth). In these cases, the procedures shall revert back to Step i) in order to break the tie between teams, within ranking positions.

13.3 Procedure

When two (2) or more teams have an equal number of points after the completion of round robin games, the ranking of the tied teams will be determined in the following order:

- a) The teams will be **ranked in order of** the winner(s) of more games between each other during round robin play. **The tied teams MUST have played each other or the procedure starts with e) unless one of the tied teams have beaten all other tied teams in which case that team is ranked highest and the procedure reverts back in order to break the tie within the remaining ranking positions.**
- b) **If still tied, the teams will be ranked in order of the largest (positive) net difference between Goals FOR minus Goals AGAINST in the games between the tied teams.**
- c) **If still tied, the team(s) will be ranked in order of the most Goals FOR in games between the tied teams.** The maximum Goals FOR that will be counted per game is seven (7) more than the Goals AGAINST.
- d) If still tied, the teams will be ranked using the following formula in games between the tied teams:

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<sup>2</sup> See Ringette BC Policy Fines and Fees.

Goals For + Goals Against  
Goals Against

- e) **If still tied, the teams will be ranked in order of the largest (positive) net difference between Goals FOR minus Goals AGAINST in games against all teams.**
- f) **If still tied, the tied teams will be ranked in order of the least total Goals AGAINST in games against all teams.**
- g) If still tied, the teams will be ranked in order by applying the formula in f) to all games.