



Technical Package

Ringette BC U12 Year End Event



Ringette BC U12 Year End Event Technical Package

The purpose of this Technical Package is to govern play at the Ringette BC U12 Year End Event. It only applies to the Ringette BC U12 Year End Event. This Technical Package, approved on February 13, 2019, supersedes all other versions of Ringette BC Policies, Guidelines and Manuals for the U12 Year End Event.

The Ringette BC Year End Event runs 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 participating in the Ringette BC U12 Year End Event.

1. Team Commitments

- 1.1. The Event begins when the Coaches meeting is called to order. The tournament ends after the last game has concluded.
- 1.2. Registration fees
 - a) Deadline to register in the Event is December 15th.
 - b) Entry fee for the Event is \$900 per team.
 - c) All entry fees and registration for the Event will be submitted to the Ringette BC Office pursuant to Ringette BC policy. Ringette BC is responsible for passing on to the Host the entry fees collected from those teams confirmed to participate in the Event.
 - d) Teams that withdraw from the Event after December 31st will lose their tournament entry fee.
 - e) Teams that withdraw with less than 30 days from the start of the Event will lose their tournament entry fee plus pay an additional penalty of \$150.00.
 - f) Teams must submit their Team Ordinal by January 1st.
- 1.3. Accommodations
 - a) The Host Committee will arrange for a host hotel and additional hotels as needed. Teams will not be required to stay in the hotels that the host has reserved. However, it is strongly recommended that teams stay in Host hotels as a means of supporting businesses that are supporting Ringette.

2. Event Size

- 2.1. Ringette BC office will confirm the number of U12 teams in the Province to the Host by the team declaration of Dec 15th
- 2.2. The U12 Year End Event size will be based on the number of teams in a given age division and level in the previous season (to ensure sizes are determined in advance of bid deadlines).
- 2.3. Teams will be guaranteed a minimum of four games.
- 2.4. Ringette BC will be responsible for creation of team pools game play and the game schedule.

3. Division and Levels of Play – U12

- 3.1. All registered players, coaches, and volunteers who are in Good Standing with their Club Association are eligible to participation in the U12 Year End Event.

- 3.2. U12 teams will be pooled based on their team ordinals. Adjustments can be may be made to the pools based on season performance.
- 3.3. Each of the four (4) Leagues that comprise Ringette BC should have at least one team representative at the U12 Year End Event.

4. Length of Periods in the games

- 4.1. Teams will play two stop time periods of 15 minute each.
- 4.2. Games may result in a tie score. There is no provision for overtime at this Event.

5. Game Play

- 5.1. Games will start no earlier than 7:00 AM and no later than 8:00 PM.
- 5.2. Teams are expected to be ready 15 minutes prior to the scheduled game time. Games may start 10 minutes early from the scheduled start time. No team will play more than three (3) games in one day.
- 5.3. Pre-game warm-up shall be three (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. Shot clocks will be used in all games.
- 5.5. Unless otherwise instructed, teams should not be on the ice surface more than 5 minutes prior to their scheduled start time.
- 5.6. Between period breaks shall be one (1) minute long. Breaks between each game on the schedule shall be a minimum of 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.
- 5.7. Should players be unable to continue in the Event 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 by Ringette Canada's rules.

6. Eligibility of teams

- 6.1. For the Ringette BC U12 Year End Event, the following divisions and levels (as of December 31st of the current playing season) will be:
 - U12 – 11 years of age or under
- 6.2. Tournament will only accept U12 aged teams from BC.
- 6.3. To start a game, teams must have no less than 7 (see 5.7 above) and no more than 18 players on the bench. Teams must have 5 players available to play during the game or they will forfeit the game.
- 6.4. Bench staff must sign (beside their printed name) the Official Game Report for each game 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 at the Event.
 - d) Injured players that are on the bench must be wearing a helmet and Ringette face mask.
- 7.2. Process:

- a) Ringette BC staff will review all team rosters (see 8.2). Teams found to have ineligible players are notified forthwith.
- b) 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 and is permitted to play the rest of the active game. The player is forbidden to play in any subsequent games in the tournament.

7.3. Consequence:

- a) Any team in the U12 Year End Event that knowingly or unknowingly competes with an ineligible player or Team Staff will lose all points accumulated for games where the ineligible person's name appears on the Official Game Report and/or games in which the ineligible person(s) participated.
- b) 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 by December 1st.
- 8.2. Any roster adjustments must be submitted with the Team Adjustment Form no later than 14 calendar days prior to the start of the tournament. Player adjustments are not permitted after this date.
- 8.3. Team Bench Staff adjustment requests must be submitted on the Team Adjustment Form a minimum of 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.
- 8.4. Team Rosters, including Team Bench Staff, will be checked for eligibility by Ringette BC. Rosters must be submitted electronically on the BCPRC Team Registration Form by each team.
- 8.5. Team Roster must document these specialized positions with this designation:
 - a) Goalies designated with a "G" and jersey number
 - b) Injured players that are still rostered are to have "inj" noted beside their name.
 - c) Amendments to the Team Registration Form must be sent in writing to the Host Committee by the Ringette BC Office.

9. Roster Adjustments

- 9.1. Teams must submit player pick up forms (team Adjustment Forms) two weeks prior to the start of the tournament.
Player Pick-Ups are subject to the following provisions:
 - 9.1.1. Players who have been picked up for three league games and sanctioned tournament are eligible for pick up at the U12 Year End Event.
 - 9.1.2. Players may be picked up to replace absent players or injured players.
 - 9.1.3. Teams may not exceed their roster size when adding players to their team and must maintain 50% plus 1 of their original roster.
 - 9.1.4. Teams may add additional players to their roster to bring their roster to 11 players.
 - 9.1.5. Players must be from the same Club Association as the team requesting the pick-up.

9.1.6. Any players that are picked up must meet one of the following criteria:

- Be from an U12 team and the player has an ordinal that is equal to or less than the player they are replacing OR the player is from a lower aged division team.

10. Team Bench Staff

Team Bench Staff Consists of Coaches, Managers and Trainers who are in good standing with Ringette BC and their League and who have achieved specific minimum credentials as set out in Ringette BC policy.

- 10.1. Each team must have a Head Coach who is accredited in accordance with Ringette BC Policies for the U12 division.
- 10.2. Only rostered coaching staff are permitted on the bench.
- 10.3. 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.
- 10.4. Minimum Certification level required for U12: Community Sport Initiative Trained. This applies to all Team Bench Staff at U12.
- 10.5. Additional Certification required for all Coaches:
 - a) Must have completed *Making Ethical Decisions Module and Making Ethical Decisions Online Evaluation*.
 - b) Must have completed Respect in Sport for Activity Leaders or equivalent course.
 - c) Head Coach must have completed *Making Headway in Sport* or equivalent Concussion Awareness course.
- 10.6. Coach in Training:
 - a) Each team may have a Coach in Training/Junior Coach on the team roster in addition to the five (5) Team 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.
- 10.7. No more than five (5) Team Bench Staff are permitted on the bench during a game in addition to the Coach in Training. A maximum of one Manager and one Trainer are permitted on the bench. Trainer qualifications are listed in Ringette BC policy.
- 10.8. All Coaches must have completed their CSI or CI course work by 31 December. Participants may be registered as a team staff member on more than one team roster provided that these teams are in different divisions.

11. Uniforms

- 11.1 Teams must wear their Ringette BC designated colour.
- 11.2 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.

- 11.3 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.
- 11.4 Host team, regardless of home or visitor, will change jerseys if the Officials deem a color conflict. Host team shall have both a dark and light set of jerseys
- 11.5 In the event that a colour change is required the team designated as visitor shall change jerseys.

12. Officials

- 12.1 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 unavailable to attend the tournament.
 - d) In the event that the Provincial RIC is at Selection of Officials, they will act as the Tournament Director of Officials.
- 12.2 Selection of Officials
 - a) Officials are selected through an invitational process.
 - b) Selection of Officials is the responsibility of the Provincial Referee in Chief (or designate) with input from the officiating committee and regional and provincial evaluators.
 - c) Names of the Officials selected must be provided to the Host Committee by February 1st.
- 12.3 Number of Officials
 - a) The number of officials required for U12 Year End Event will be determined by the Officiating Committee following the closing date of the Commitment to Attend. The Officiating Committee will recommend to the Provincial Referee in Chief the number of officials needed from outside 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.
- 12.4 Minor Officials
 - a) Minor Officials are Shot Clock Operators, Game Clock Operators and Score Keepers.
 - b) For all round robin games, minor officials will be provided by the teams for the duties of Score Keeping and Game Clock Operating.
 - c) Shot Clock operators will be scheduled by the Provincial Referee –In-Chief.
 - d) For all semifinal and final games, all minor officials will be scheduled and provided by the host.
- 12.5 Expenses

- a) Officials and Supervisors are paid for participation in the tournament
- b) Officials who referee more than three games will be provided breakfast, lunch and 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 referees coming from outside their league.

13. Suspensions and Penalties

13.1 When a Match Penalty has been assessed:

- a) The On-Ice Officials will inform the Provincial RIC forthwith.
- b) The On-Ice Officials after the end of the game and prior to starting any subsequent game, will 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 that report will be given to the Provincial RIC or the Tournament Director of Officials.
- c) The Provincial RIC shall give the Official Game Report (with synopsis) to a member of the Host Committee.
- d) As soon as possible upon receipt of the Official Game Report, and at least one hour 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 for the Match Penalty assessed.

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

13.2 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 Staff assessed a Match Penalty for:

Action:	Suspension (# of games)
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. Coaches serving suspensions are suspended from all coaching activities including their coach duties with any other team in the Event.

13.3 Suspended Players or Team Staff

- a) Any Team Staff member participating in U12 Year End Event who is under suspension by their League, Ringette BC or Ringette Canada, or is suspended during the Event shall not be permitted to:
 - Direct any member of the team during any game;
 - Carry out official duties on behalf of the team;
 - Be in the dressing room or bench area before, during or after any game;
 - Or 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 U12 Year End Event who is under suspension by their League, Ringette BC, Ringette Canada or during the Event 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 sanctions¹.
- d) Should the suspended individual be participating in more than one (1) role in the U12 Year End Event (e.g. as a player and a team staff member), the suspension applies to all roles held by the individual during the Event until the completion of the suspension. Only games played or Coaches 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.

14. True Sport Fair Play Award

- 14.1 One vote per team, to be voted on by the players after each game. Score sheets will not be released until votes are received.
- 14.2 Guidelines for Fair Play: Teams and coaches that demonstrate True Sport Principles throughout the event.
 - a) **Go For It!** – Rise to the challenge – always strive for excellence. Discover how good you are.
 - b) **Play Fair.** Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
 - c) **Respect Others.** Show respect for everyone involved in creating your sporting experience both on and off the ice. Win with dignity and lose with grace.
 - d) **Keep it Fun.** Find the joy of sport. Keep a positive attitude both on and off the ice.
 - e) **Stay Healthy.** Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
 - f) **Include Everyone.** Share sport with others. Ensure everybody has a place to play.

¹ See Ringette BC Policy Fines and Fees.

- g) **Give Back.** Find ways to show your appreciation for the community that supports your sport and helps make it possible.
- 14.3 Fair play ballots are collected by the team personnel when they initial the Official Game record before the start of the games. Team personnel may collect their copy of the Official Game record from the Tournament office and turn in their Fair Play ballot then.
- 14.4 In the event team receives more than 30 minutes in penalties, their Coach is ejected or a player receives a Match or Misconduct penalty, the team will no longer be eligible to receive the Fair Play Award.

15. Additional Events: Opening and Closing Ceremonies and Skills Competition

Any additional events held as part of the U12 Year End Event 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.