



RINGETTE
BRITISH COLUMBIA

Technical Manual Ringette BC U12 Year End Event



Ringette BC U12 Year End Event Technical Package

This Technical Package applies only to the Year End Event for the U12 Division. This Technical Package, approved on September 21, 2017 supersedes all other versions of RINGETTE BC Policies, Guidelines and Manuals for all competitions regarding U12.

The purpose of the Ringette BC U12 Technical Package is to govern play at the Ringette BC Year End Event for the U12 Division. The Technical Package applies only to the U12 Division 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. 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 Ringette BC policy takes precedent over what is in this package.

1. Team Commitments

1.1. The Event begins when the Coach's 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 fee money collected from those teams that are 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. It is strongly recommended that teams stay in Host hotels as a means of supporting businesses that are supporting Ringette. Teams will not be required to stay in the hotels that the host has reserved.

2. Event Size

- 2.1. Ringette BC office will confirm number of U12 teams provincially by team declaration date to Host by Dec 1. January 1st deadline to send all Team Ordinal levels to Ringette BC.
- 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). Ringette BC will create pools and game schedule.
- 2.3. Teams will be guaranteed a minimum of four games.
- 2.4. Ringette BC will confirm the number of U12 teams in the province to the Host Committee by the Team Declaration date of December 1st.
- 2.5. Ringette BC will be responsible for creation of team pools and game play and 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 in season performance.
- 3.3. Each of the four (4) Leagues that comprise Ringette BC will have **at least one** team representative at the U12 Year End Event.
- 3.4. The host Association (or League if the League is the host) is allowed 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.
- 3.5. It is intended that every, or most, U12 aged teams in the Province have the opportunity to attend this yearend Event. This is due to the belief that having a yearend Event with broad participation will encourage more registrations in the following year.

4. Length of Periods in the games

- 4.1. Teams will play two stop time periods of 15 minute periods.
- 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 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. Shot clocks will be used in all games.
- 5.5. 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.
- 5.6. 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.
- 5.7. A maximum of three (3) games per day, with a minimum of two (2) hours between games.

6. Eligibility of teams

- 6.1. For the Ringette BC U12 Year End Event, the following divisions and levels (As of December 31 of the current playing season) participating will be:
 - U12– 11 years of age or under
- 6.2. Tournament will only accept BC U12 aged teams.
- 6.3. 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.
- 6.4. 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 Marshal.

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) Injured players that are on the bench must be wearing a helmet and Ringette face mask.

7.2. Process:

- a) Ringette BC staff 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 is 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 Head Coach, the player and the team 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:

- a) Any team in the U12 Year End Event that competes knowingly or unknowingly with an ineligible player or team 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.
- 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 on December 1st.

8.2. Any roster adjustments must be submitted with the team adjustment form by 14 calendar days prior to the start of the tournament. Player adjustments are not permitted after this date.

8.3. Team Bench Staff adjustment request 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.

8.4. Team Rosters, including 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 PSO.

9. Roster Adjustments

9.1. Teams must submit player pick up forms 3 weeks prior to the beginning of competition and are subject to Ringette BC Player Pick-Up rules (Policy Manual Section D Part 5), subject to the following provisions:

- 9.1.1. Players may be picked up for **one** sanctioned tournament and three counter league games throughout the season (per the existing pick-up policy). Players already picked up through the season are therefore ineligible for pick-up at the U12 Yearend Event.
- 9.1.2. The roster of the Team picking up players must have more roster players than pick-ups (i.e. must be 50% +1 player original roster players)
- 9.1.3. Player pick-up requests must be made by the receiving Head Coach to the supplying Head Coach. Players must not be approached without first obtaining the consent of that players' Head Coach.
- 9.1.4. Players may be picked up to replace an injured player up to 48 hours prior to the start of competition.
- 9.1.5. Additional players must come from the same Association as the team adding them to their roster

10. Team Staff.

Team Staff Consists of Coaches, managers and trainers who are in good standing with Ringette BC and with 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 credentialed 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 meets the credentials to coach the division. This can be the Head Coach.
- 10.4. Minimum Certification level required for U12: Community Sport Initiative Trained. Applies to all coaching staff at U12.
- 10.5. Additional Certification required for all Coaches:
 - a) Must have completed *Making Ethical Decisions Module and/or 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 5 bench staff who is 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. Maximum on the bench during a game. No more than 5 team staff members are permitted on the bench during a game including the Coach in Training.
 - a) A maximum of one manager and one Trainer.
 - b) Trainer qualifications are listed in Ringette BC policy.
 - c) Coach certification deadlines:
 - d) All team staff for BCPRC teams must be fully certified for the level of their team by February 15. Team 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.

- 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 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.
- 11.3 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
- 11.4 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.
- 11.5 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:
- Is responsible for ensuring all matters related to Officials are addressed
 - Assigns the Officials to the game schedule.
 - Selects the Tournament Director of Officials who replaces the Provincial RIC in the event that the Provincial RIC is not attending the tournament.
 - 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
- Officials are selected by invitational process.
 - Official's selection is the responsibility of the Provincial Referee in Chief (or designate) with input from the officiating committee and regional and provincial evaluators.
 - Names of the Officials selected must be provided to the Host Committee by February 1st.
- 12.3 Number of Officials
- 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 for BC how many officials will be sent from outside of the league hosting the tournament.
 - 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.
 - 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 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) All officials who referee more than three games will be provided either breakfast, lunch, dinner for the day.
- c) Travel costs for referees invited from outside the host league including hotel, mileage or flight, 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 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 and will provide that report 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 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 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 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 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 duty on behalf of the team;
 - Be in the dressing room or bench area before, during or after any game;
 - Or 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.

¹ See Ringette BC Policy Fines and Fees.

- 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.
 - 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.