



Technical Package

Ringette BC Provincial Championships



This Technical Package applies to all divisions and all calibers from U14 to 18+

Ringette BC Provincial Championships Technical Package

This Technical Package, approved on January 17, 2019 and updated on December 5, 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 AA, A, B, Club and Zone divisions. The Technical Package applies only to the Provincial Championship Tournaments.

Provincial Championships are a True Sport event and all teams, coaches, spectators, volunteers, and any other personnel are expected to demonstrate the *True Sport Principles* throughout the event and adhere to the Ringette BC Codes of Conduct.

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.

1. Team Commitments

1.1. The official start of each Provincial Championship tournament is 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 Registration fee for Provincial Championships for all divisions U14 – 18+ is \$900.00
- b) The Commitment to Attend fee of \$1000 for the Western Canadian Ringette Championships (WCRC) is in addition to the Provincial Championships Registration Fee
- c) All entry fees, 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 as per the Memorandum of Understanding.

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 are not required to stay in the hotels that the host has reserved.

2. Divisions and Levels of Play – Provincial AA, Zone and Club Championships

2.1. All registered players, coaches, and volunteers who are in Good Standing with their Club Association and League, and have registered prior to the roster deadline, are eligible to participate 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 to attend and ice availability

2.2.1. Number of teams required to host a division:

- a) Provincial Championships requires a minimum of three (3) teams to commit to attend. All A, B, Zone and Club Divisions from U14 to 18+ divisions will be open format for the Provincial Ringette Championships; any teams that commit to attend the Provincial Championships will be given the opportunity to participate.

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

2.2.2. Where a division is comprised of more than five (5) teams, the League, in consultation with Ringette BC, will determine the rankings of their respective teams with the highest ranking being allocated the League spot.

2.2.3. When only two (2) teams in a 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 series to determine the top seed for WCRC's.

3. Length of Periods in the games

3.1. All U14 division games shall have two 18 minute stop-time periods.

3.2. All U16, U19 and 18+ games shall have two 20 minute stop-time periods.

3.3. 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.

4. Game Play

4.1. Games will start no earlier than 7:00 AM and no later than 9:00 PM.

4.2. No team will play more than three games in one day.

4.3. To start a game, teams must have no less than seven (7) and no more than 18 players on the bench. Should players be unable to continue in the Championships due to injury and the remaining number of players is below seven (7) but more than five (5), players will be allowed to complete the event, unless otherwise required to under Ringette Canada's rules. Teams with less than the minimum number of players will forfeit the game.

4.4. Pre-game warm-up shall be three minutes, starting from the start time of the game as determined by the schedule or the Officials assigned to the game.

4.5. Between period breaks and overtime periods 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.

4.6. 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. For AA, A, B, Zone or Club Championships, models of organization of play will be determined each season depending on team commitments and ice availability.

4.7. All teams will play a minimum of four games.

4.8. In all formats, ties in standings will be determined using the tie-breaking rules. Tie Breaking rules are found in the Provincial Championship rules.

5. Eligibility of teams

5.1. 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, Zone, Club) – 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

5.2. 18+ division teams are eligible to carry a roster of up to 22 players but may only record 18 players on the Official Game Report for any one game.

5.3. Bench staff must sign the Official Game Report for each game, beside their printed name, at least 30 minutes prior to the start of each game. Compliance is monitored by the Rink Marshall.

6. Eligibility of Competitors

6.1. Players' Eligibility:

- a) All players must be registered in accordance with Ringette BC policy.
- b) Underage and overage designated players as well as Released players must have been approved by Ringette BC prior to the roster deadline.
- c) Athletes may only participate on one team at the Provincial Championships
- d) To be eligible to play in Provincial Championships, players must have played the required number of counter-games pursuant to Ringette BC Policy.
- e) AA/AAA/NRL Players
 - U14-aged players are eligible to participate in both Provincial AA Championships and Provincial Zone 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 to a U16AA or U19AA roster is ineligible if they exceeded playing in 10 games (League or Tournament) in the current season, except when replacing an injured player or other Ringette BC extenuating circumstances.
 - 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.

6.2. Process:

6.2.1. Ringette BC staff review all team rosters (see 8.2). Teams found to have ineligible players are notified forthwith.

6.2.2. Allegations of ineligible player(s) are to be made to the Host Committee Chairperson in the form of a grievance. The Host Chairperson will follow the grievance procedure. If the player is found to be ineligible, the Host Committee Chairperson (or delegate) will, 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 playing the active game. The player is forbidden to play in any subsequent games in the tournament.

6.2.3. Consequence - Any team in the Provincial Championships that knowingly or unknowingly competes 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.

6.2.4. Teams that continue to compete with an ineligible player after that determination has been made known will be subject to fine determined by the Ringette BC Discipline Committee (see 8.1.1.2).

7. Rosters

7.1. Team rosters are due to the Ringette BC office on November 1st of the current playing season.

- 7.2. The Commitment to Attend form must be accompanied with the Registration fee and the complete Team roster including Team Bench Staff. The Commitment to Attend deadline is December 15 of the current playing season.
- 7.3. Team Bench Staff adjustment requests must be submitted on the Team Adjustment Form at least 14 days in advance of the Official start 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.
- 7.4. 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.
- 7.5. 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 three.
 - 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.

8. Team Staff

- 8.1. **18+ Division:** (Please also see the Technical Package for the Western Ringette Championships as the requirements for WCRC for the 18+ division 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 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.
- 8.2. **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.
 - 8.2.1. Each team must have a Head Coach who is credentialed in accordance with Ringette BC Policies.
 - 8.2.2. 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 and who has the appropriate credentials for their respective position and division, as noted below in section 9.5.
- 8.3. Coach in Training:
 - a) Each team may have a Coach in Training/Junior Coach on the team roster in addition to the five 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.
- 8.4. No more than five 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).

8.4.1. Managers and Trainers

- a) Managers are NOT permitted on the bench during games at Provincial 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.

8.4.2. 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 of the current playing season. Team Bench Staff who do not meet this deadline can be replaced by a fully certified person by submitting a Team Adjustment form at least 14 calendar days prior to the official start of the Championship.
- b) All Coaches must have completed their CSI or CI course work by December 31st of the current playing season.
- c) All CI trained Coaches must have registered for their evaluation by January 1st of the current playing season.

8.4.3. 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.

8.4.4. Injured players that are on the bench must be wearing a helmet with Ringette cage if they are in the U14 – U19 divisions.

8.5. 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
 - Confirmation of Criminal Record Check
 - Signed Coaches Code of Conduct
- b) 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 Club
 - 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, U14 Zone, 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. Player Pick Up:

- 9.1 Teams are eligible to pick up players to replace injured players.
- 9.2 Teams wishing to replace injured athletes must submit a Team Adjustment form to the Ringette BC office seven days prior to the start of competition.
- 9.3 Injured athletes may be replaced up to 48 hours prior to the start of competition with a medical note.
- 9.4 All Team Adjustments MUST be approved by Ringette BC.
- 9.5 Competitive division teams (all AA teams, U16A, U19A, 18+A) can only pick up their registered affiliate players to replace any injured athlete on their roster.
 - a) Affiliate players who have played 10 games are eligible for Provincial Championships as the 10 game rule excludes this event when replacing an injured player.
 - b) U14 Zone teams are permitted to pick up one additional affiliate player to bring their roster to a total of 14 players from their registered affiliate roster submitted by November 1st. The player may be a goalie or a skater.
- 9.6 U14 Club and U16B, U19B, 18+B teams can only pick up players from within their Home Association for Provincial Championships.
- 9.7 Players can only play on one team during Provincial Championships.
- 9.8 Teams cannot add additional players in excess of their total roster.
- 9.9 To be eligible for player pick up:
 - a) The player must have been registered by the roster deadline of November 1st of the current playing season.
 - b) Be in good standing with their Club Association, League and Ringette BC.
 - c) Have written approval from the players' Head Coach.

10. Uniforms

- 10.1 Teams must wear their Ringette BC designated colour.
- 10.2 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.
- 10.3 Should game Officials determine the jersey colors worn by the two teams are too similar to allow for expedient conduct of the game, the Officials can require a jersey change.
- 10.4 In the event that a colour change is required, the team designated as visitor shall change jerseys.
- 10.5 The Host Committee will provide alternate jerseys to be utilized if the teams do not have alternates available.

11. Officials

- 11.1 Provincial Referee in Chief:
 - a) Is responsible for ensuring all matters related to Officials are addressed;
 - b) Schedules Officials' assignments;
 - 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
- 11.2 Selection of Officials
 - a) Officials are selected by an invitational process;
 - b) To referee at Provincial AA Championships, Officials must be a 3A or higher 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) The selection of Officials is the responsibility of the Provincial Referee in Chief (or designate) with input from the Officiating Committee and Provincial Evaluators.
 - f) Names of the selected Officials must be provided to the Host Committee by February 1st of the current playing season.
- 11.3 Number of Officials
 - a) The number of Officials required for Provincial Championships will be determined by the Officiating Committee following the Commitment to Attend deadline. The Officiating Committee will recommend to the Provincial Referee in Chief for BC the number of Officials that will be sent from outside of the Host League.
 - 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 commitment to this requirement. 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 to each venue for the duration of the tournament;

- The Officiating Committee shall determine the number of additional supervisors to be utilized during the tournament.

11.4 Minor Officials

- a) Minor Officials are Shot Clock Operators, Time 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.

11.5 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. These costs will be covered by the Host. The Host is expected to budget for the cost of travel for Officials coming from outside their League.

12. Suspensions and Penalties

12.1 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 Supervisor 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 to 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 will be immediately communicated to a member of the Team Bench Staff 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.

12.2 Suspensions

Players assessed penalties for the following *may* be subject to the minimum suspension listed below. 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:

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. 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 prohibited from all coaching activities including their coach duties with any other team in the PROVINCIAL CHAMPIONSHIPS.

12.3 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 duties 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, and 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 Bench Staff or player who violates the terms of his/her suspension, as outlined, will be subject to further sanctions.
- 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.

13. 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.

14. Breaking Ties in the Standings

14.1 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.

14.2 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 (i.e. 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.

14.3 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:

$$\frac{\text{Goals For} + \text{Goals Against}}{\text{Goals Against}}$$

- 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.

15. Western Canadian Ringette Championships and Canadian Ringette Championships

- a) The Provincial Champions at the U16A, U19A, and 18+A levels are expected to attend the Western Canadian Ringette Championships (WCRC).

- b) For the 2020 Provincial Championships only, the team finishing the highest in the U14 Zone Division at the BC Provincial Championships who has also committed to attending the Western Canadian Ringette Championships will earn the right to compete in a best of three series against the LMRL U14AA team to determine Team BC for the WCRCs.
- c) The AA teams in U16 and U19 will compete for the chance to be Team BC for Canadian Ringette Championships. If only a single team exists by the C2A deadline of December 15 that team will be declared Team BC.