

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
2.3	Changed due dates for second payment of fees, Team Staff, Officials fees. Change to Adult number of teams	2	2014	2014
2.45, 2.4.8	Wording Changes for Adult players, Males in ringette	3	2015	2015
All	Spelling, Punctuation Removed references to male/female	4	N/A	11/03/2017
2.4.1.1	Added U14C division	5	06/03/2018	06/03/2018
2.3 & 2.4	Moved some requirements from principles and add new principles	6	09/08/2018	09/08/2018
2.4.3.2 2.4.6.1 2.4.6.4	Change registration deadline date from Jan 31 to Dec 15	6	09/08/2018	09/08/2018
2.4.6.2	Allow changes for younger players later and teams not in provincials	6	09/08/2018	09/08/2018
2.5	Added emergency goaltender requirements and request procedure	6	09/08/2018	09/08/2018

2.0 REGISTRATION POLICY

2.1 Purpose Provide a clear process and requirements for members to register themselves and their teams, players, team staff and officials with Ringette Alberta.

2.2 Applicability All categories of membership as defined in the Ringette Alberta bylaws.

2.3 Principles

2.3.1 Sanctioned games and events are among registered players.

2.3.2 Are officiated by registered officials.

2.3.3 Sanctioned games use registered coaches and team staff.

2.3.4 Ringette Alberta manages registration for all payers, officials and team staff for sanctioned events.

2.4 Requirements

2.4.1 General Requirements

2.4.1.1 Member Associations are required to register all players within their Association according to the Ringette Alberta Registration procedure.

2.4.1.2 Associations are required to verify player's date of birth.

2.4.1.3 Members associations are required to register all team staff including on-ice assistants.

2.4.1.4 All Officials must be registered with Ringette Alberta or Ringette Canada.

2.4.2 Divisions / Levels

2.4.2.1 Ringette Alberta will accept registration in the following divisions/ levels only:

- Active Start 1 or 2;
- U10 Step 1, Step 2, or Step 3;
- U12 C, B or A;
- U14 C, B, A, or AA;
- U16 B, A or AA;
- U19 B, A, AA;
- National Ringette League (no age restriction);
- Open Competitive (A, B, C) (no age restriction);
- Open Recreational- previously D & Masters (30 years of age or older).

2.4.2.2 From time to time, Ringette Alberta may also permit the formation of teams, from currently registered players, which may fall outside those divisions/levels indicated in 2.4.2.1.

2.4.3 Timelines for Player Registration Fees

2.4.3.1 Player registration documentation for all players registered with a Group Member up to that time must be received in the Ringette Alberta office by October 15th each season.

2.4.3.2 Prior to October 15th each season, players participating in any league, tournament, playdown or provincial game must be registered with a local association.

Late Player Registration:

Group Members may register players with

their existing teams between October 15th and December 15th of the playing season subject to a per player late registration fee as specified in Appendix A – Rates and Fees.

2.4.3.3 Member association player registration fees representing approximately 50% of the season total are due October 15th.

The amount will be calculated using 50% of the total number of registered players in the previous season.

The remainder of the player registration fees are due no later than March 15th.

2.4.3.4 December 15th is the deadline for player registration reimbursement. Players who decide, prior to December 15th, not to complete the season and who have not been on the ice more than 3 times (practice, game, scrimmage, etc.) are eligible for provincial registration reimbursement. Registration reimbursement is accompanied with the deletion of any future insurance coverage/claims.

2.4.4 Timelines for Team Staff Registration Fees

2.4.4.1 Team Staff registration documentation must be received by the Ringette Alberta office no later than October 15th each year.

2.4.4.2 At minimum, prior to October 15th each season, team staff must be registered with their local association to participate in any league, tournament, playdown or provincial game, regardless of deadline to register.

2.4.4.3 Team staff fees are due March 15th of each season.

2.4.5 Timeline for Officials Registration Fees

2.4.5.1 Officials registration documentation must be received by the Ringette Alberta office no later than November 15th each year.

2.4.5.2 At minimum, prior to November 15th each season, Officials must be registered with their local association to officiate in any league, tournament, playdown or provincial game, regardless of deadline to register.

2.4.5.3 Officials fees are due March 15th each season.

2.4.6 Timeline for Team Rosters

2.4.6.1 Finalization date for rosters including regular players, affiliates and team staff is December 15th of the current playing season.

2.4.6.2 Players that are initially registered with one team may transfer to another team within the same group member association with Ringette Alberta approval no later than December 15th.

- The only changes allowed after this date are for:
- Players on **Active Start, U10 or U12** to U19 teams not vying for provincials playdowns or championships allowable any time till the end of the season;
- Players on Open teams not vying for provincials playdowns or championships allowable any time till the end of the season;

2.4.6.3 Players may be added to rosters only if they have moved from another association due to a family move in the case of minor players, or for education or employment purposes for U19 and Open players AND can show an address change to verify. However, a team making any such change/addition between the league advance / retreat process and the roster change deadline is subject to reassessment by RAB AND a fee, **as specified in Appendix A – Rates and Fees**, levied to cover the inconvenience and cost of volunteers having to meet again.

2.4.6.4 In the event that an illness or injury affects the team's eligibility (player or team staff) the roster may be modified after December 15th only to bring the roster up to minimum requirements (see 2.4.2.1) however, changes will be subject to approval by Ringette Alberta and an administrative fee in the amount specified in Appendix A – Rates and Fees.

2.4.7 Rosters:

2.4.7.1 Youth

- The minimum number of regular players required to register a team is seven.
- There is no maximum number of regular players that may be registered on a team's roster; however, each team may only dress a maximum of 18 players for any game.

- For U19 and younger, a player may be registered on only one Team Registration Form (TRF), each season except:
 - if playing on a Double Carded Team (section 2.4.9 Double Carded Teams);
 - if they are an affiliate player.

2.4.7.2 Rosters – Open (See 9.0 Open Ringette Policy).

2.4.8 Team Staff:

All team staff members must be registered on the roster as team staff members. The fee to register team staff is listed in Appendix A - Rates and Fees.

Team staff shall have access to the ice and players bench in accordance with the Team Staff Certification Policy (see 10.0 Team Staff Policy).

2.4.9 Double Carded Team:

2.4.9.1 A double carded team is one comprised of players who are already registered as full time players on another roster who come together to form an additional team at a higher level within the same age division where one is available.

2.4.9.2 Double Carded teams/players must meet the registration requirements stated in this policy.

2.4.9.3 In addition, these Double Carded teams:

- cannot play in a regular league;
- can only participate in the appropriate level tournaments and exhibition games;
- may not play more than 10 exhibition games per season; this does not include sanctioned tournaments and Ringette Alberta Playdowns and Provincial Championships in U14 and above age divisions, players;
- cannot come from an Association with more than 60 registered players at that particular age level.
- Players on these teams would be double carded and therefore be permitted to play on their regular teams including Provincial play but would not be eligible to affiliate to any other team.

NOTE: A player is expected to give first priority to practices, games, and tournaments scheduled by the player's full-time team and the coach of the double carded or affiliate team is expected to coordinate with the coach of the full-time team to minimize conflicts.

2.4.2 Fees

2.4.2.1 The player, team staff, and official registration fee shall be set at the Annual General Meeting of Ringette Alberta by the members.

2.4.2.2 Player registration fees are specified in Appendix A – Rates and Fees.

2.4.2.3 The administration fee for late submission of a registration spreadsheet, release form or affiliation form is specified in Appendix A – Rates and Fees.

2.5. Goaltender Replacement (Medical) Criteria & Guidelines

Should a team's regular goaltender not be available for medical reasons only, Ringette Alberta may allow the use of a goaltender from another ringette team subject to all restrictions and requirements listed below.

2.5.1. Restrictions for use of Emergency Goaltenders

2.5.1.0. Ringette Alberta may allow the use of a goaltender from another ringette team during any scheduled League, Playdown, Provincial or Tournament game with the following restrictions:

- Emergency goaltenders are only allowed in U12-U19 divisions.
- Permission must be obtained from Ringette Alberta in advance of using the goaltender and;
- The individual identified as the emergency goaltender is only permitted to play in the goaltender position.

2.5.2 Pre-Requisites for Obtaining an Emergency Goaltender

2.5.2.1. All attempts to utilize an affiliated goaltender must have been exhausted.

- 2.5.2.2. Medical evidence must show that a replacement goaltender is required by the Ringette team in question.
- 2.5.2.3. Ringette Alberta must pre-approve the use of an Emergency Goaltender.
 - Requests for an Emergency Goaltender must be submitted within Ringette Alberta's office hours of 8:30am-4:30pm Monday to Friday to ensure approval can be provided prior to the scheduled game.
 - Ringette Alberta will provide a response within 24 hours.
- 2.5.2.4. The emergency goaltender must be from another Ringette team of a lower level or division within Alberta. For youth teams, it is recommended the substitute goaltender come from within the team's Local Ringette Association; however, goaltenders from outside the association may be permitted.
- 2.5.2.5. Only one emergency goaltender will be allowed per team per game.

2.5.3. Criteria for Ringette Alberta Approval

- 2.5.3.1. The team's Association President must sign the *Emergency Goaltender Request* form appended to this policy.
- 2.5.3.2. If the emergency goaltender is of minor age, a Parent/Guardian must sign the *Emergency Goaltender Request* form.
- 2.5.3.3. The emergency goaltender's registered Ringette team's Coach must sign the *Emergency Goaltender Request* form.
- 2.5.3.4. The date, location and opponents for the games in which the emergency goaltender would be used for must be listed.
- 2.5.3.5. Physician's information is required along with a signature on the *Emergency Goaltender Request* form.
- 2.5.3.6. Once all signatures have been gathered, and all areas on the *Emergency Goaltender Request* form have been filled in, the completed form can be sent to the Ringette Alberta office for final consideration.

2.6. Definitions

Group Member: As per Ringette Alberta's Bylaws, a Group Member is a Local Ringette Association.

2.7. References

3.0 Residency Policy

5.0 Player Affiliation Policy

9.0 Open Ringette

10.0 Team Staff Policy

Appendix A – Rates and Fees



Ringette Alberta Emergency Goaltender Request Form

This form must be completed, in its entirety, by any Ringette team who wishes to request the use of an Emergency Goaltender during any **scheduled League, Playdown, Provincial or Tournament Game.** The intent of this document is to track the application and approval of replacement goaltenders and to ensure all concerned parties are informed of the application.

Please note that an Emergency Goaltender will only be permitted if all affiliates are also unavailable.

Requesting Team Information

Team Name		Team Code	
Association			
Coach Name:			
Coach Email			
Coach Phone #			
Injured Goaltender's Name			
Reason injured goaltender cannot play:			
Reason affiliated goaltender(s) cannot play:			
President's Name			
President's Email			
President's Signature			

Emergency Goaltender Information

Name of Goaltender Requested			
Parent/Guardian Name			
Parent/Guardian Signature			
Team Name		Team Code	
Association			
Coach Name:			
Signature			

Proposed Games to use the Emergency Goaltender

Type of Game(s):			
Date of Game(s):			
Game Number(s) (if applicable)			
Locations:			
Team(s) to be played:			

Physician Information

Clinic Name:	
Clinic Address	
Clinic Phone #	
Type of Injury/Illness	
Extent of Layoff	
Physician's Name	
Physician's Signature	