



2019/20 **RULEBOOK**



www.winnipegringette.com

THE SPORTS XPRESS

Winnipeg's answer to all your ringette equipment needs!



namo

RING-JET



info@thesportsxpress.com • www.thesportsxpress.com

1803 Main Street, Winnipeg, MB • Phone: (204) 582-9274 • Toll Free: 1-855-582-9274

MEMBERS OF COUNCIL

PRESIDENT

Vince Sward
president@winnipeggingette.com

PAST-PRESIDENT

Paul Shipman
204-509-6623 (c)
past-president@winnipeggingette.com

VICE-PRESIDENT

VACANT

SECRETARY

Nancy Tovell
204-997-6509 (c)
secretary@winnipeggingette.com

TREASURER

Rhonda Foster
treasurer@winnipeggingette.com

SCHEDULER

Frank Decker
204-799-3293
Frdecker431@gmail.com

REFEREE-IN-CHIEF

Danielle Edginton
ric@winnipeggingette.com

PLAY-OFF COORDINATOR

Terry Sharman
terrysharman@shaw.ca
204-771-8739

REGISTRAR

Jennifer Kingsley
registrar@winnipeggingette.com

MEDIA RELATIONS AND CORPORATE SPONSORSHIP

Al Gowriluk
mediarelations@winnipeggingette.com

U10 CONVENOR

VACANT

OPEN (18+) REPRESENTATIVE

Amber Penner
Amber.r.penner@gmail.com
open@winnipeggingette.com
204-612-2475 (c)

DIST 2 (ST. JAMES)

Jazmin Bain
jazmin.bain@hotmail.com

DIST 3 (NORTH WINNIPEG)

Erica Lischynski
(204)-230-6847
wrlrep@nwra.ca

DIST 4 (RIVER EAST)

Shelly Soloway
ssoloway@shaw.ca

DIST 4 (TRANSCONA)

Joan Lachance
204-224-1356 (r)
joan-don@shaw.ca

DIST 5 (BONI/VITAL)

Yvan Freynet
204-290-5382 (c)
wrl_rep@bvraringette.ca

DIST 6 (SOUTHWEST WPG)

Ryan Johnston
204-805-0126
ryanjohnston@gardewine.com

DIST 7 (INTERLAKE)

Jamie Fissel
204-781-7096 (c)
ira.wrlrep@gmail.com

DIST 8 (EASTMAN)

Marc Vincent
marc_vincent14@hotmail.com
204-619-0152 (c)

DIST 9 (MACDONALD)

Monique Fehr
wrlrep.macringette@gmail.com

DIST 10 (PORTAGE)

Brian Hauser
bm9hauser@gmail.com

RINGETTE MANITOBA

Tamiko Hisanaga
hisanaga@mymts.net

BRANDON RINGETTE (ASSOCIATE MEMBER)

Kelly Kaleta
Kkaleta75@gmail.com

CONTENTS

I.	Amendment of Policy and Procedure	5
II.	Team Formation	6
III.	Ice Allotments and Game Scheduling	12
IV.	Team Rules	19
V.	Conduct of Games	28
VI.	Competition	35
VII.	Playoffs	39
VIII.	Temporary Players	48
IX.	Suspensions	51
X.	Game Protest	58
XI.	Appeals	59
XII.	Video Submissions	61
XIII.	Complaints and Discipline Policy	62
XIV.	Social Media Policy.....	70
XV.	Dues	76
XVI.	Insurance	77
XVII.	Membership	77
XVIII.	Payroll Policies	78
XIX.	Database	80

CONSTITUTION OF THE WINNIPEG RINGETTE LEAGUE

I.	Name	81
II.	Definitions	81
III.	Objects	81
IV.	Membership	82
V.	Structure of the League	82
VI.	Meetings	82
VII.	Quorum	84
VIII.	Amendments to the Constitution	84
IX.	Dissolution	84
X.	Review of Financial Statements	85

BY-LAWS OF THE WINNIPEG RINGETTE LEAGUE

I.	Responsibilities of the League	86
II.	Executive	86
III.	Council	96
IV.	League Administrators	97
V.	Standing Committees	101
VI.	Ad Hoc Committees	105
VII.	Fiscal Year	105
VIII.	Order of Business	105
IX.	Representation and Voting at Meetings	106
X.	Membership	107
XI.	Amendment of By-Laws	107

POLICY AND PROCEDURE

CONSISTENCY

As the Ringette Manitoba (RMB) Annual General Meeting (AGM) is after the Winnipeg Ringette League's (WRL) AGM, any of RMB's Policies and Procedures that affect the WRL's play shall automatically be applied for consistency. However, the WRL rules shall take precedence and RMB shall be referred to only if an occurrence or situation is not covered by the WRL rules.

Failure to comply with Policy and Procedures outlined in this rulebook may result in:

1. Forfeiture of games,
2. Suspension from the League,
3. Suspension from the League Playoffs,
4. Other appropriate disciplinary action(s).

I. AMENDMENT OF POLICY AND PROCEDURE

- A. Policy and Procedure may be amended by a 2/3 (two-thirds) majority at any WRL council meeting or at the AGM.
- B. Any amendments passed by WRL council will govern but will be considered interim until ratified by a 2/3 majority at the first AGM held subsequently.
- C. Notice of motions for inclusion at the AGM must be submitted (in writing) at a monthly WRL council meeting no less than 30 days prior to voting on motion.

II. TEAM FORMATION

A. ELIGIBLE PLAYERS

1. Only teams whose roster is comprised entirely of eligible players may be registered with the WRL.
 - a. No team may participate in a WRL game if playing with an ineligible player.
 - b. Any team using ineligible players will forfeit any points earned for those games where the ineligible players were played.
 - c. Teams will not be permitted to protest the loss of points due to the use of ineligible players.
 - d. **Local associations must report all roster additions and deletions to the WRL Registrar. Newly-rostered players may not participate in any WRL games until the Registrar has been notified. The notification must include a copy of RMB's automated reply, received when making the roster change.**
2. An eligible player is defined as follows:
 - a. The player is registered with RMB, with the exception of player transfer from outside the jurisdiction of the WRL.
 - i. Players should be registered with RMB by October 1st of the current playing season. Player registrations will not be processed after January 15 of the current season.
 - ii. No player shall be eligible to play until proof of age has been submitted to the Local Association Registrar.
 - b. The player is registered on the roster of one, and only one, ringette team that is involved in regular league play (except where a transfer has occurred per ARTICLE II A.3).

- i. This rule may be waived by the registration committee.
 - ii. Players residing on either side of a border line down the middle of their street shall play for the local association in which they reside.
 - iii. In the case of a bonafide change of address after September 15th of the current playing season from one ringette local association to another, a player can choose to play for the local association to which the player has moved. To do so, they must submit a completed "Application for Release" form to the league. No action is necessary to continue playing for their current team.
 - c. The player is registered within their home association.
 - d. The player is registered on only one team registration form only per season (unless released by team first registered with prior to January 15). Anyone registering with more than one team without proper release may be suspended.
3. Player Transfer
- a. A transfer for any ringette player moving from a centre that does not have an existent, active ringette program to a centre that has an active program requires only the signature of the local association President.
 - b. At the discretion of the registration committee, no transfer will be granted after January 14 of the current playing season.
 - c. **All transfers are granted on a one-year basis only and transferred players must report to their home local association for the following season.**
 - d. Transfers between local associations must first be approved by the local associations concerned, with final approval being granted by RMB.

- e. All transfer applications for players between community centres are the jurisdiction of the local association.
- 4. Temporary Players
 - a. See ARTICLE VIII.
- 5. Additions and Deletions
 - a. Coaches shall present roster additions and deletions to their community centre convenor. The convenor shall phone in the particulars to the local association Registrar, who in turn, shall immediately notify the league Registrar. The local association Registrar must forward the documentation to the league Registrar of the current playing season.
 - b. **It will be the coaches' responsibility to ensure that all players on their team are registered with their community centre convenor. The head coach must ensure their roster is current and up to date with the association convenor and with RMB. Any submission for additions/deletions will incur paperwork that should be dated and kept on file, along with any confirmations from RMB. Failing to ensure the roster is correct may incur a suspension to the head coach for playing with ineligible players. Head coaches are encouraged to take the time to review the accuracy of their rosters – particularly when additions occur.**
- 6. The WRL is a female league as defined by RMB. Male players are not permitted to play in the league with the following exceptions:
 - a. At U14 and younger, the WRL will be defined as mixed, permitting up to 20% of a roster to be male.
 - b. In accordance with Ringette Manitoba, male goaltenders may continue to play in the WRL if they were registered RMB prior to May 7, 2005.

B. TEAM REGISTRATION

1. **ALL TEAMS MUST BE REGISTERED BY RMB DEADLINE.**
2. All teams will be registered on Ringette Canada forms which will be issued by RMB.
3. The local association Presidents or Registrars shall forward to the league Registrar all registration material prior to or on the registration date set forth by the Executive.
4. Local associations shall determine placement of their team in the A, B or C categories. The league shall accept the philosophy that players are allowed to play at their level of competitiveness. The level of competitiveness for each player is at the discretion of the local association. **The WRL/RMB may overrule said placement for valid reasons.**
5. The WRL will offer only A, B and C categories to begin the season. Pools may be formed where the number of registered teams exceeds 12. Pools will be formed by geography, not strength. Corrections will be made by the WRL Council at realignment.
6. At U10, the WRL will offer seeding in "n/9 (rounded down)" loops. **Local associations must submit their final count of U10 teams no later than one week prior to the seeding meeting.** "N" in the formula prior, will be represented by the total number of teams recorded with the WRL one week prior to seeding. Failure to provide numbers will result in fewer pools.
7. For age-groups other than U10, the WRL will offer only A, B and C categories to begin the season. Pools may be formed where the number of registered teams exceeds 12.

8. **The WRL Open Committee shall determine the number of divisions and placement of teams within the Open age group.**
9. At U10 and U12, the WRL will follow the division naming convention of A1, A2, A3 and so on, where A3 represents a lower level than A2 or A1 with A1 using shotclocks at the U12 level.
10. The WRL scheduler should schedule each team in a division such that they play against every other team in that division an equal amount of times, plus or minus one game, within each half of regular season play, when possible.
11. U10 seeding will be determined using the U10 Seeding Matrix developed by the WRL Council. Seeding and the Matrix will be governed by the following:
 - a. The WRL Council has the right to modify the formula of the Seeding Matrix.
 - b. **Local associations must provide the Matrix results for each of their U10 teams no later than four days prior to the seeding meeting.**
 - c. Team rankings must be provided back to the Local associations THREE DAYS PRIOR TO THE SEEDING MEETING.
 - d. Local associations may seed any of their teams up to one loop higher than their matrix rank.
 - e. Local association requests to seed their team up to one loop lower than their matrix rank MAY be approved if either:
 - i. The teams are their own teams that have been evaluated by the same evaluation system and the evaluations show that a team should be lower than a different team of that association. (E.g. team A is made of all players that scored 3–5 out of 5 and team B is made up of all

girls that scored 2–3 out of 5 yet team B is in a higher loop from the Matrix, they may switch or move the appropriate team.)

- ii. The team has already had an exhibition game with another team and the results of that game show that a move is needed for one of those teams.
 - f. There will be a special U10 seeding meeting that will take place one hour before the rest of the ages. The local associations will send their most knowledgeable U10 rep for that portion of the meeting. The meeting will be to finalize and discuss the team movements and placements that should have all been done prior to this meeting.
 - g. Local associations are encouraged either to evaluate their players, watch their players in pre-season skates, or if possible, have exhibition games prior to this process.
- 12. Any team supplying ice from an arena more than 75 km straight line distance from the Sports Federation Building in downtown Winnipeg not previously approved by the WRL must receive approval prior to ice being scheduled.
 - 13. Each local association shall be responsible for the collection of membership and/registration fees, and shall submit the same with team entry forms to their respective local association Registrar. The local association Registrar shall in turn remit the required fees to the WRL Treasurer.
 - 14. If a team is withdrawn after the WRL Seeding Committee's appeal meeting, no fees will be refunded by the Treasurer.

C. AMALGAMATION

1. Any local association hosting and holding tryouts for a team that is combined with players from another association must evaluate all players trying out objectively and equally regardless of which association is their originating area.
2. Any local association that is hosting a team approved by a WRL amalgamation must consult with the adjoining association(s) regarding any substantial changes to the format or roster of that team.
3. If an association violates an approved amalgamation agreement with another association, the non-offending association may request assistance from the WRL. **No local association will begin their tryout process until after the WRL Amalgamation meeting has taken place.**
4. Players or coaches who knowingly violate an approved amalgamation agreement may be suspended from play.

III. ICE ALLOTMENTS AND GAME SCHEDULING

- A. An ice allotment is defined as beginning from the time the ice is made available for play (by the rink attendant/representative) until either the end of play as per the WRL rulebook or the end of ice time as indicated by the rink attendant/or representative) – whichever occurs first. This duration is solely at the discretion of the rink attendant/ representative.
- B. All teams registered within the WRL must be ready to play the first league game as early as October 15th and no later than November 1 of each year.
- C. The home team shall provide playable and properly marked ice at all times.

1. Home teams must provide a minimum of five sheets of ice per half to accommodate scheduling.
 - a. For associations or teams that supply insufficient ice, the WRL will purchase ice of the WRL's choosing, and all costs including a minimum fine of \$200.00 will be borne by the association and/or team.
 2. Home teams that submit five sheets of ice per half may not request an opt-out period that occurs at the same time as one of their submitted sheets of ice.
 3. The WRL recommends that each team provide 6 to 8 sheets per half to promote a balanced schedule.
 4. After scheduling, only four sheets of ice will have been used and the remaining sheets will be returned to the team or community.
 5. For each sheet of ice provided to the WRL that starts at 9:45 pm or later, teams must pay additional funds to the WRL to cover the increased cost of officiating.
 6. The WRL understands that associations and clubs have good reason to submit ice times as designated to specific teams. Every effort will be made to accommodate your designations; however, if it is necessary to assign those ice times to other teams in order to complete the schedule or to create a balanced schedule, the WRL reserves the right to do so.
 7. **The WRL strongly encourages associations to provide at least one (1) weekday sheet of ice and a suggested amount of 6 to 8 sheets per team per half, particularly at the Open division.**
- D. All local associations shall notify the Scheduler of ice allotments for the season.

1. **The deadline for the submission of regular season ice will be five (5) days prior to the October seeding meeting.**
2. For divisions scheduled by half season, second half ice must be submitted five days prior to the December re-alignment meeting.
3. Local associations must supply at a minimum five sheets of ice per team per half.
4. Local associations, teams, or community centres not meeting the deadline will be fined \$1.00 for each hour of ice for each day the ice is late. If the amount is \$10.00 or less, the fine will be waived.
5. When the schedule is prepared, the local association ice convenor or the person the local association appoints to be responsible for ice should check all details of the ice used in the schedule against the ice allotments they provided to the scheduler. Any errors in ice details on a schedule shall remain the responsibility of the district providing the ice. Any additional costs incurred that are caused by errors in the statement of those ice details on a schedule shall be borne by the district providing the ice.
6. Outdoor ice will not be accepted, as there shall be no outdoor games scheduled by the WRL during the regular season or playoffs.
7. The scheduler will not accept any ice submissions for games on November 11th with a start time prior to 1:30 pm.

E. GAME RESCHEDULING & TRADING

1. RESCHEDULING

DEFINITION OF RESCHEDULED GAME: Any games that are changed from the original schedule and are not the result of a trade between teams.

- a. Rescheduling of games may only be done by the WRL Scheduler, solely at the discretion of the WRL.
- b. Rescheduling of games may be considered if the original game was not played because of unsafe weather or roads or if ice was not available.
 - i. In the event of such need, the WRL reserves the right to reschedule games with a minimum of 48 hours notice (8 hours during playoffs).
 - ii. If for some reason(s) such games cannot be rescheduled, no points will be awarded to any of the teams involved.
 - iii. No games can be rescheduled to be played after the final day of the regular season.
 - iv. Rescheduled games are the financial responsibility of the team(s) requesting the changes.
- c. The schedule of league play and playoffs will take precedence over all tournaments and exhibition games should there be a conflict of dates.
- d. Teams may request the rescheduling of a game. The request shall be made AT LEAST seven (7) days prior to the original scheduled game to:
 1. WRL Scheduler
 2. WRL President

3. Referee-in-Chief

4. Loop Convenor

via email. Both teams shall be in agreement with the proposed rescheduling, shall supply the proposed new ice slot to the WRL at their cost, shall accept the return of the existing game ice slot from the WRL, and shall submit an administration fee of \$100.00 to the league.

2. **GAME TRADES**

- a. Coaches can trade games with other coaches if necessary, as long as:
 - i. **Coaches must receive prior clearance from the WRL Scheduler and their WRL Loop Convenor. A potential game trade must be approved by the WRL prior to any TRADED games being played. Coaches cannot return any WRL scheduled ice slots to their association as that ice becomes property of the WRL once submitted for scheduling purposes.**
 - ii. There is agreement from all parties as to exactly which game times are being traded PRIOR to any traded games being played.
 - iii. Game times are traded so as not to require any changes in referee or timekeeper staffing requirements.
- b. Failure to follow the above conditions in trading games will result in no points being awarded to either team.

3. **GAME CANCELLATIONS**

If for any reason you need to cancel a game, it is the cancelling coaches responsibility to ensure that you notify:

- a. The opposing team,
- b. Your division convenor,
- c. The WRL Scheduler, and
- d. The game official assignors (on ice officials, timekeepers/scorekeepers and shot clock operators).

A cancellation due to inclement weather may only be initiated within three (3) hours of the start of the game. If the cancellation is due to inclement weather, evidence must be included to support the validity of the cancellation. Evidence can include:

- Road closure reports,
 - Photos of highway conditions within three (3) hours of the game, and/or
 - Weather forecasts and/or storm tracking
4. If the WRL deems it to be an avoidable cancellation, the cancelling team will be considered as a "No-Show" team, and will be subject to a fine as per Article V.G.2.A. If the cancellation is due to inclement weather and both teams agree that travel is unsafe, no fine will be imposed by the WRL.

An email from BOTH teams agreeing to cancel game due to inclement weather MUST be sent to :

- WRL Scheduler
- WRL Age Loop Convener
- WRL Association Rep
- WRL Referee in Chief

no earlier than three (3) hours before game time. Failure to do so may result in a "no show" (V.G.2.) and a fine imposed. Rule III 3D. will still apply.

If the cancellation is due to inclement weather, there must be evidence to support the validity of the cancellation (i.e. road closures, etc). If the WRL deems it to be an avoidable cancellation, your team will be considered as a “No-Show” team and will be subject to a fine as per Article V.G.2.A.

5. Game ice is the property of the WRL and may not be sold or otherwise traded by anyone other than the WRL Scheduler. In the event of a forfeiture or cancellation, the team forfeited or cancelled on has the sole right to use the ice time as scheduled by the WRL.

F. SCHEDULING OMISSION REQUESTS (OPT-OUTS)

1. Teams may request to be omitted from the league schedule, for a maximum period of seven days, once per half.
2. The lesser of four teams, or 50% of the teams in a loop may be omitted on any given weekend at the discretion of the WRL Scheduler.
3. All requests must be submitted in writing, in a separate e-mail, sent directly to the Scheduler, with the subject “opt/out”, authored by a person listed on the team’s roster.
 - a. The WRL Scheduler will send a confirmation that the request has been received and recorded.
 - b. **Unless the confirmation has been received, there is no assurance that the request has been recorded.**
4. The request must be received by the WRL Scheduler by the following dates:
 - a. Omission from 1st half – October 5th
 - b. Omission from 2nd half – December 1st

5. Requests will be accepted on a first come, first served basis. Only one request per half will be accepted.

IV. TEAM RULES

A. COACHING STAFF

1. There shall be a **maximum of five team officials** in the player's box, including the required woman. Any team official in the player's box must be registered with Ringette Manitoba. Presence of any unrostered person on the bench may result in forfeiture of the game and suspension of the head coach as determined by the Suspension Committee.
2. On a roster/game sheet, a coach cannot be listed as a player and a player cannot be listed as a coach on the same team. **EXCEPTION:** Open (18+) teams may have player/coaches according to the rules as set by RMB.
3. Coaching staff are not permitted to use any noise-makers while on the bench during any WRL game.

4. DUTIES

Coach: Ultimate responsibility for players and staff. The coach must ensure all players and staff are on the RMB roster, and any additions/deletions have been properly addressed and confirmed by RMB. Players playing who are not listed on the RMB version of the team's roster will be deemed as an ineligible player and will be treated as outlined in the WRL rulebook under IX Suspensions B.2.

Assistant Coach: Trainee, teacher of skills, directing a given responsibility as assigned by coach.

Manager: Administrator, manager of human and other resources, transportation, communications and finance.

Trainer: First aid, prevention of injury, medical resources, physical conditioning and equipment repairs.

5. QUALIFICATION REQUIREMENTS

- a. In accordance with the RMB policy manual.
 - b. In U19 and under, one member of team staff must be a woman 18 years of age or older.
6. In the event that a team is without a coach for a game, the team can approach their loop convenor and the WRL Registrar to request permission for a Temporary Coach (TC). The TC must be certified and on a current Ringette Manitoba roster. The gamesheet must indicate "TC" by the Temporary Coach's name.

THE WRL STRONGLY SUGGESTS TWO WOMEN BE REGISTERED ON A TEAM ROSTER.

ALL COACHING STAFF shall have completed the required certifications by January 15th of the ringette season. Coaching staff not meeting this deadline shall have their names deleted from the official RMB team rosters and shall not be allowed to participate further in league play.

6. CERTIFIED FEMALE ON BENCH AT ALL TIMES

A rostered, certified female over the age of 18 must be present on the bench at all times during any regular season or playoff games in the WRL youth divisions. Failure to comply will result in the forfeiture of a game at any point that a rostered, team staff female over the age of 18 is not present during a game.

7. IMPLICATIONS

- a. Coaches will be responsible for team and players.
- b. Coaches of teams that accumulate 60 penalty minutes over three consecutive games will be subject to disciplinary action.

B. PLAYERS NOT BEING PLAYED

1. If any player **in attendance from the start of a game** does not play at least one minute of game time in the first thirteen (13) minutes of each period, a two (2) minute, per period per player not being played, unsportsmanlike like penalty shall be assessed to the coach (except in the case of a spare goaltender).
2. While these unsportsmanlike penalties are being served, the unplayed players will be on the ice and not be the persons serving the penalty.
3. Enforcement of this rule is the responsibility of the governing body.
4. If a player's name is included on the game sheet prior to the start of a game, that player may participate in the game when she/he arrives at any time in the game, and no penalty is assessed.

5. For all ages and divisions of competition within the WRL, a player who has played as a goalie in a game and has been replaced by another player in goal will be allowed to continue to play as a skater in that game providing proper equipment is worn.

C. GAME SHEETS AND REPORTING RESULTS

1. PREAMBLE

- a. **Home team is responsible for providing the game sheet. The gamesheet is to be properly filled out with the game number, location, loop and teams playing. The gamesheet is also to be provided to the visiting team a minimum of 15 minutes prior to game start.**

- i. If the home team is not able to supply the game sheet, the visiting team may supply the sheet if they have one available.
- ii. If a game sheet is not produced within ten minutes after the scheduled start of the game, the home team may default the game.

*** This rule does not apply during playoffs.**

- b. All players must be duly registered before being placed on the game sheet.
- c. Player names should be neatly PRINTED in numerical order, with the game number from the schedule placed at the top. If using roster stickers, **all copies** of gamesheets must be stickered.
- d. **The goaltender(s) must be marked with "G", and temporary players marked with "TP" – along with their home team and loop identified on the gamesheet.**

- e. **All suspended players and/or coaches shall be placed on the game sheet in the normal manner and shall be marked with "SUSP". Games not marked as such will not be considered as served towards the suspension.**
 - f. Any players who are injured or ill and unable to play are to be listed on the gamesheet with the notation "INJ" beside their name. Players who are reported as injured at any time may be asked to provide evidence of their injury.
2. **REPORTING RESULTS**
- a. **The coaching staff of the winning team or of the home team in the event of a tie must update the WRL website with the game results within 48 hours of the game.**
 - b. Game sheets must be delivered to the division convenor after a game.
 - i. Legible, scanned or photographed copies of the gamesheets may be e-mailed to the division no later than 72 hours after the game, which shall include the game number and team name and loop (division) in the subject line.
 - i. Winning team to keep white copies (originals) of all games until seven (7) days past the final playoff date in March.
 - ii. Alternately, the original copy may be mailed/delivered to the division convener no later than 72 hours after the game.
 - iii. At the request of the President, Vice-President, Secretary, Registrar or division convenor, teams may be required to deliver the game sheet at any time.
 - c. Failure to report results in a timely fashion may result in transfer of points from the winning to the losing team.

D. PLAYER EQUIPMENT

1. It is the responsibility of the coach to make sure all players on their team are dressed with proper equipment.
2. Required uniforms, equipment, sticks and methods for handling complaints regarding them are described in Ringette Canada Official Rules.
3. In addition to the Ringette Canada Official Rules, or in emphasis of, the following equipment is required:
 - a. A C.S.A. approved helmet, with a proper and separate chin strap properly affixed, must be worn by all on-ice participants.
 - b. A C.S.A. approved face mask, with separate face mask straps properly affixed, must be worn by all players on the ice. Please note that the helmet chin strap is a separate strap and is in no way to be used to hold down the face mask.
 - c. A throat guard that has been BNQ approved.
 - d. Players are to be assigned, and must display, the same number (or numbers if two sets of jerseys are issued) each game of the entire season (unless the player is wearing a pinny).

E. DESIGNATION OF TEAM CAPTAINS

1. A team may have three captains or alternates in total.
2. Each captain or alternate must display either the letter "C" or "A," three (3) inches high on the front of their sweaters.
3. Aside from coaches, team captains are the only team members who may speak to officials before, during or after a game.
4. Goaltenders may not be a team captain nor an alternate.

F. PLAYER INJURY

If a play is stopped for an injured player, this player cannot be involved in resumption of play.

G. SPECTATORS

1. Per Ringette Canada Official rules, spectator behaviour is the responsibility of the home team.
2. If spectator behaviour is harassing an official or having an effect on the game, the following process will be followed:
 - a. No warnings are required for the ejection of any spectator(s) nor for bench staff should the on-ice official judge it appropriate – this is entirely at the discretion of the on-ice official and MUST be actively supported by ALL bench staff.
 - b. The on-ice official will attempt to determine which team the spectator(s) in question belong to.
 - i. If this is not possible, the responsibility of the following statements falls upon the home coach and ALL spectators will be ejected.
 - c. The on-ice official will then approach the coach of said team and instruct them to remove the spectators from the audience.
 - d. The timekeepers will put two minutes up on the clock. The clock will start running at the instruction of the on-ice official.
 - e. If the coach is not able to remove the spectators from the audience within the two minutes on the clock, their team will default the game.

3. Spectator and bench noise, including the use of noisemakers, is at the discretion of the on-ice officials. Fans and other observers may not continue to use noisemakers that on-ice officials deem as having an impact on the game.

H. SPORTSMANSHIP

The WRL fundamentally supports a philosophy of ensuring a fair-sportsmanship environment for team competition. As such, we insist that teams exercise constraint in scoring such that no game should end with a final result where a goal differential greater than 7 exists at U10, U12 A2 and lower.

If a team finds themselves in a situation where they have ended a game in such a situation, they will automatically receive a written warning. No communication with the teams will occur prior to this warning being issued. **Should subsequent violations occur, teams should be prepared to explain the measures that they took to prevent the situation from occurring. If an explanation is lacking, or if the measures taken are considered to be incomplete, the following consequences shall occur:**

1. First offence: a written warning.
2. Second offence: the team begins their next league game with a two minute unsportsmanlike penalty.
3. Third offence: one game suspension for the coach.
4. Additional offences: the coach will come before the Suspension committee to determine appropriate sanctions.
5. The home association of the team (preferably the WRL Rep, alternatively the President) will be identified if any of these sanctions are applied to a team.

I. PLAYER IDENTIFICATION

For the Open divisions, proof of identification may be required to be produced when requested by an on-ice or league official. Failure to do so will result in forfeiture of the game.

- J. Upon the approval of two members of the executive council, a player may be put under review for making a mockery of the game or posing a consistent danger to others. Under such review, the league may gather evidence of a player's games and convene a panel to determine if a player is posing a consistent danger to other players, or if they have or continue to make a mockery of the game. If the evidence is sufficient to support a claim, the player will be invited to attend a suspension hearing and may receive a suspension or expulsion from the league.
- K. The minimum number of players on a team shall be seven, in accordance to Ringette Canada Rules.
- L. A team shall be responsible for any damage to any property or equipment of any arena or rink, and shall pay the costs for repairs. In the event that two teams are involved and the blame is debatable, both teams shall be assessed equally.
- M. Teams are responsible for ensuring that they have identified a primary contact person on the WRL website by November 1 and that their contact information is up to date. Failure to do so may incur a fine of \$50. Teams will be billed an additional \$50 for each month that passes where no primary contact is listed.
- N. Open teams are responsible for ensuring that they have identified two (2) primary contact persons on the WRL website by October 15, and that their contact information is up to date. Failure to do so may incur a fine of \$50.00. Teams will be billed an additional \$50.00 for each month that passes where two primary contacts are not listed.

V. CONDUCT OF GAMES

A. GAME TIMES

1. U16A, U19A and Open 1 divisions play two twenty (20) minute stop time halves. All other divisions play two eighteen (18) minute stop time halves.
2. Teams must be ready to play ten minutes before game time. At the discretion of the on-ice officials, the game may begin ten minutes before the published start-time.
3. Teams must be ready to play no later than two minutes after the game start-time, which can be anytime starting ten minutes earlier than the published start-time.
 - a. A “delay of game” penalty shall be assessed for every two minutes that a team is not ready to play.
 - b. After ten minutes has elapsed, the game will be defaulted.
4. If, in the last five minutes of regular time, there is insufficient time to finish the game, the game time will be reduced to two minutes and played stop-time. Games will not be rescheduled if not completed.

B. ON-ICE OFFICIALS

1. All games shall be furnished on-ice officials who are certified and registered by RMB.
2. Two on-ice officials are required for all divisions U10 and older.
3. If, for any reason, only one on-ice official is in attendance for any game, the game will proceed if both coaches agree. Agreement should be signed on the game sheet prior to the game starting, but it is **not required**.

- a. However, if in the opinion of the on-ice officials, the game has become unmanageable, the game may be stopped and rescheduled at the discretion of the league.
4. The responsibilities of the on-ice official shall be defined by Ringette Canada through the Official Rules and the National Officials Certification Program (NOCP).

In addition, the WRL adds:

- a. It is the prerogative of an on-ice official to remove, or have removed, any object connected with the facilities or personal apparel of the player or their equipment that is considered dangerous.
- b. If a bench staff or player is suspected of being under the influence of alcohol or narcotics, in the interest of player safety, will be removed from the game at the discretion of the on-ice officials.

C. MINOR OFFICIALS

1. All games from U10 and older shall be furnished timekeepers and scorekeepers who are **certified** and registered by RMB.
 - a. If the timekeepers and scorekeepers assigned to the game are not certified and registered by RMB, the home team shall forfeit the game with points being assigned to the visitors.
2. All games in the U12 A, and U14 through Open divisions shall be furnished with shotclock operators who are certified and registered with RMB.
3. If both the timekeeper and scorekeeper are absent, the game sheet shall be marked and **be allowed** to proceed utilizing volunteers from the stands to run the clock and record scores. Every effort should be made to ensure that both a home team

spectator and a visiting team spectator are used to fill the roles.

4. If a shotclock operator or shotclocks are absent, the game shall be marked and be allowed to proceed without the shotclocks.
5. Only the minor officials assigned to the game and/or members of the league acting in an official capacity are allowed to be in the timekeeper's box during a game. Visitors are not permitted.
6. All cellphones, smartphones or other electronic devices must not be used by minor officials during a game, unless authorized by the on-ice officials for the purpose of timekeeping. Associations are to be notified of infractions and infractions will be dealt with internally.

D. EARLY TERMINATION OF GAMES

1. A game may be stopped at any point before it's completion by the on-ice officials if, in their opinion, the game is becoming excessively rough. The offending teams should be warned first, and afforded the opportunity to change their behaviour.
 - a. If both teams are contributing to the improper conduct and the offensive conduct continues despite the warning, the game may be terminated by on-ice officials. The game will be considered complete and no points will be awarded for the game.
 - b. Should only one team be deemed guilty of improper conduct, the non-offending team will be considered to have won the game by default and the score shall be posted as 1-0.
2. Should a league game be terminated prematurely due to the injury of a player, the following shall apply:

- a. If the injury resulted in failure to complete the 1st period, the game shall be rescheduled by the WRL to a later date where the game shall be replayed in its entirety with no carry-over of previous score or minor penalties. Any match or misconduct penalties incurred in the original, incomplete game will stand.
- b. If the injury resulted in the termination of the game anytime after the 1st period, the game shall be considered as having been completed. The score at the time of stoppage will be taken as the final game score.

E. MERCY RULE

1. When a team is winning by seven or more goals with less than five minutes to play, the balance of the game shall be played "running time". Running time shall continue regardless of the number of additional goals scored.

F. SAFETY ON THE ICE

1. In order to prevent injuries, players must not throw sticks or equipment on the ice or pile on the goalie in jubilation at the end of a game. If any of these actions occur, the coach will get one warning written on the game sheet. If this occurs a second time, the division convener will notify the Referee-in-Chief for disciplinary action.
2. While on the ice, on the player's bench or in the penalty box, all players must have their helmets and face masks properly worn, with all straps properly affixed, except for treatment of injury.
3. Any person with known medical conditions which potentially could be impacted by playing ringette must provide a medical certificate stating their ability to participate in this sport prior to participating in any WRL games. Such medical conditions could include pregnancy, epilepsy, head or neck injuries, etc.

G. NO SHOW TEAMS

DEFINITION of a no show team – Less than seven (7) players dressed to play a game.

In a situation where a team does not show up for a game:

1. That team shall forfeit the game, and
2. The division convenor shall notify the Treasurer who will invoice the local association in which the no show team resides. A fine shall be assessed as set down WRL Council.
 - a. The **automatic** fine is \$250.00. Upon review, the WRL Council may levy an additional fine to recover additional costs or as a punitive measure, if circumstances warrant such actions.
 - b. The WRL has ten (10) working days from the next regularly scheduled council meeting after the date of the infraction, to notify the team of its decision.
 - c. The team has ten (10) working days after notification to pay the fine. Once the ten days elapse, the team will forfeit any games until the fine is paid.
 - d. All fines must be paid within 10 days of notification to the WRL playoff opt out date (whichever is the sooner). Failure to pay fine will result in forfeit of any games until fine is paid and may result in additional fines being levied.
 - e. If incurred too late in the season for that to be appropriate, or if incurred during the playoffs, the amounts must be paid prior to registration for the following year.
3. There would be a fine (team) and/or suspension (coach) for a no show game.

H. OPEN LEAGUE COMMITTEE

1. The WRL will form an Open committee that will be given authority and autonomy over regular administration of the Open divisions.
2. The structure of the committee will be as follows:
 - a. The committee shall be chaired by the Open Representative or delegate.
 - b. The committee shall consist of one registered Open player or coach appointed by each association.
 - c. Should an association not supply a delegate, the Open Representative will have authority to appoint any registered Open player or coach to fill the position for the season.
 - d. Each member of the committee shall have a vote, with the exception of the chair who may only vote in order to break a tie.
 - e. Quorum for this committee will be 50% + 1.
 - f. The committee shall meet no less than three (3) times during the regular season, on a schedule determined by the chair.
3. Authority
 - a. An appendix shall be added to the WRL rulebook that, once in place, will supercede Policy and Procedure articles:
 - i. III. Ice Allotments and Games Scheduling
 - ii. V. Conduct of Games
 - iii. VI. Competition
 - iv. VII. Playoffs
 - v. VIII. Temporary Players

- b. The committee will be responsible for defining these articles of Policy and Procedure for the Open divisions, subject to ratification by the WRL council. They must supply their revised appendix to the WRL no later than the March meeting.
- c. The committee shall bear responsibility for day-to-day administration of the divisions which will include:
 - i. Making decisions in exception to policy.
 - ii. Proposing policy or procedures as required during the season.
 - iii. Deciding alignment and re-alignment prior to the dates requested by the WRL.
 - iv. Forming the Suspension committee, still chaired by the WRL Referee-in-Chief, when a suspension occurs at Open. Suspension hearings within the Open Division must have at least two members of the Open committee present, and no members of the WRL council are required to be present.
 - v. Forming the Protest committee, still chaired by the WRL Referee-in-Chief. No members of the WRL council are required to be present for protests within the Open division; however, their presence may be requested for consistency.
- d. All decisions of the Open Committee must be passed by a 50% + 1 majority of votes present in order to be presented to the WRL Council.
- e. The Open Division will continue to receive services of treasury, officiating and scheduling through the WRL council, and will be governed by all sections of the WRL rulebook that are not superseded in this article.

VI. COMPETITION

This section is superceded by the Open Division appendix, when it exists, for Open Divisions.

- A. All games will be played in accordance with official Ringette Canada Rules except where WRL rules take precedence.
- B. The number of games and dates of commencement in all divisions for League competition shall be determined by WRL Council.

C. Divisions:

- 1. The number of divisions within the youth age category shall be left to the discretion of the Registration Committee. For Open ages, this shall be decided by the Open Committee.
- 2. Realignment
 - a. Realignment can be achieved through either bench staff of team, convenor, or association requesting their team to move up or down.
The deadline for requesting movement will be 24 hours before the realignment meeting.
 - b. Appeal Process: All levels (except U10) have 24 hours to appeal any realignment decisions. Appeal requests can only be made by bench staff and/or associations and for their own team(s). No one can appeal another team's placement. Re-alignment appeal meeting will take place within 48 hours of the realignment meeting.
 - c. Realignment appeals will be held within 48 hours of the realignment meeting. Realignment appeals will be sent to

- the Registrar. The Appeals committee will hear all realignment appeals, with the Registrar attending these appeals meetings.
- d. The Registration committee reserves the right to move teams either up or down prior to entering playoffs.
 - e. Teams requesting realignment for playoffs must do so in writing prior to the January WRL Council meeting.
 - f. If a team is moved either up or down in the Open (18+) divisions, there will be no recalculation of the standings for teams in the Open divisions affected. All teams will retain their points earned prior to the movement of that team, included the team that is realigned.

D. TOURNAMENTS

- 1. The WRL does not host tournaments, nor does it sanction tournaments.
- 2. Per RMB: Prior to participating in a City, Intra-provincial, Inter-provincial or International Tournament, teams must either:
 - a. Obtain approval from RMB.
 - b. Ensure that the tournament has been sanctioned by RMB.
- 3. Any team or community centre wishing to host an International tournament must obtain sanction from RMB.
- 4. **UNDER NO CIRCUMSTANCES WILL A TOURNAMENT GAME BE CONSIDERED AS A WRL LEAGUE GAME, NOR WILL IT BE CONSIDERED FOR THE CALCULATION OF STANDINGS.**

E. TEAM STANDINGS

1. Wins count two points, ties count one point and losses count 0 points.

- a. The sum of all points of games between teams in a division is taken and the team with the most points in the division at the end of regularly scheduled league play is deemed to have finished at the top of the division.
 - b. The team with the next highest number of points is second and so on.
 - c. If a division is affected by second half realignment, only the points for the second half of the season will be considered.
2. In deciding the final play-off positions in the standings of the division at the conclusion of the regular schedule, the division convenor shall decide a final standing with respect to teams finishing with an equal number of points at the end of regularly scheduled play on the following basis:

NOTE: In the breaking of ties in divisions that were re-seeded before the second half, only results from those games played in the second half will be considered.

- a. The winner of the game(s) between the tied teams during the regular season will be awarded the higher position. (If more than 2 teams are tied and they did not play the same number of games against one another, move to option d.)
- b. If still tied, the team having the greatest positive difference in the games between the tied teams during the regular season will be awarded the higher position. (If more than 2 teams are tied and they did not play the same number of games against one another, move to option d.)

- c. If still tied, the team having the least total goals against in games between the tied teams during the regular season will be awarded the higher position. (If more than 2 teams are tied and they did not play the same number of games against one another, move to option d.)
- d. If still tied, the team having the greatest positive difference between goals for and against in regular season play will be awarded the higher position. (If all of the tied teams did not play together in the same division in the first half of the season, only the second half will be considered.)
- e. If still tied, the team having the least total goals against in regular season play will be awarded the higher position. (If all of the tied teams did not play together in the same division in the first half of the season, only the second half will be considered.)
- f. If still tied, a coin toss will be used to break the tie.

Note: In calculating goal differential, the maximum goal differential allowed per game is seven.

- g. In the event of game cancellation approved by the WRL, where the game is not to be rescheduled, standings are to be determined by the points average.
 - i. The points average is the sum of all points earned by a team in a division, divided by the number of non-cancelled games.
 - ii. The team with greatest points average is deemed to have finished at the top of the division.
 - iii. The team with the next greatest average is second and so on.
 - iv. If a division is affected by second half realignment only the points for the second half of the season will be used.

VII. PLAYOFFS

This section is superceded by the Open division appendix, when it exists, for Open divisions.

- A. The WRL will conduct playoffs to declare a WRL Championship in all divisions hosted for regular season games, except U16A and U19A.
- B. WRL Championship for U16 A and U19 A divisions will be declared based on the results of the regular season.
 - 1. Seeding will be based on the best performances of each team against every other team in the division.
 - a. The number of games considered will be equal to the least number of scheduled matches between any two teams. For example, if every team plays every team twice, but some teams three times only the best two matches against each team will be considered.
 - b. If a division is affected by second half realignment, only the points for the second half of the season will be considered.
 - 2. From the best games, teams will be awarded two points for each win, one point for each tie and 0 points for each loss.
 - 3. Teams will then be ranked based on their points.
 - 4. If any ties occur in the ranking after points are taken into account the following tie-breaking rules will apply.

NOTE: In the breaking of ties, only the best games identified in rule #1 will be considered.

- a. The winner of the game(s) between the tied teams during the regular season will be awarded the higher position.

- b. If still tied, the team having the greatest positive difference in the games between the tied teams during the regular season will be awarded the higher position.
- c. If still tied, the team having the least total goals against in games between the tied teams during the regular season will be awarded the higher position.
- d. If still tied, the team having the greatest positive difference between goals for and against in regular season play will be awarded the higher position.
- e. If still tied, the team having the least total goals against in regular season play will be awarded the higher position.
- f. If still tied, a coin toss will be used to break the tie.

NOTE: In calculating goal differential, the maximum goal differential allowed per game is seven.

- C. The number of teams and dates of the playoffs will be set by the League Council no later than December 15.
- D. Playoff rules shall be prepared, approved and made available to all convenors, coaches, timekeepers, on-ice officials and others concerned.
- E. All playoff games are to be one hour time slots.
- F. All fines must be paid prior to entering playoffs.

G. PLAYOFF RULES

1. ELIGIBILITY

- a. All players must play a minimum of 50% of **eligible** regularly scheduled league games after they have registered to be eligible for playoffs. Exception 40% minimum of U19. For Open (18+) divisions only, the eligibility requirement is 30%.
 - i. In cases of extenuating circumstances, the league may or may not grant permission for a player to participate in playoffs who has not met eligibility requirements.
- b. The minimum number of players shall be seven in accordance with Ringette Canada Rules.
- c. No player will be allowed to play in the playoffs whose name does not appear on the Official Ringette Canada roster of the current season.
- d. Only team staff registered for that team with RMB are allowed in the box. In cases of extenuating circumstances, the WRL can be petitioned to grant permission to use alternate qualified staff.
- e. If any player **in attendance from the start of the game** does not play at least one full shift in the first thirteen (13) minutes of each period, a two minute (per period per player not being played) unsportsmanlike like penalty shall be assessed (except for the spare goaltender). See Article IV.B.1.

2. TEMPORARY PLAYERS

Temporary players are not allowed in league playoffs.

- a. In cases of extenuating circumstances, the WRL Playoff committee can be petitioned to grant a team permission to use another goalie.

For Open (18+) divisions only. The WRL Open Committee may grant a team permission to use another goaltender. The circumstances do not need to be extenuating. Temporary goaltenders may only be pulled from a team in a lower loop, or a goalie from an eliminated team within the same loop. Lowest division can choose laterally or may also use a temporary goaltender from the Open division immediately above it.

- b. In the event that a roster falls below seven (7) players for a playoff game due to extenuating circumstances, the WRL playoff committee may grant permission to use up to three (3) temporary players to a maximum roster size of seven (7) players.
- c. Should a TP be granted in extenuating circumstances, the use of a TP will be governed by Article VIII. "Extenuating circumstances" will be determined by the Playoff Committee.
 - i. The Playoff committee has the authority to modify the TP requirements such that the approved TP must come from a lower division than the highest permitted by Article VIII.
- d. All requests for temporary players must be submitted in writing or via e-mail, to the WRL President and Play-off Coordinator, indicating the player(s) being requested, the reason, and the game(s) for which the temporary players will be playing.

3. CONDUCT OF GAMES

- a. Playing time for the playoffs will be two 18 minute stop time periods. Playing time for the playoff Open 1 games will be two (2) twenty (20) minute stop time halves.
- b. Teams must be ready to step onto the ice ten minutes before game time. If sufficient players are not on the ice five-minutes after the earliest possible start time as determined by the referees, the game will be defaulted.

c. DECIDING A TIE

In the case of a tie at the end of regulation time, the following tie-breaker formats will be in place:

i. Double-knock out games

- i. In case of a tie at the end of regulation time during playoffs, the following tie breaker format will be in place: One additional overtime period will be added of 10 minute stop time which will be sudden victory. No timeouts will be permitted during the overtime period. In the event that no goal is scored during overtime or if the game is stopped by any authorized staff from the arena, (ie: zamboni driver or rink attendant) due to time conflict prior to a goal being scored, the team scoring the last goal will be declared the winner. Should the game end with a 0-0 result the winner will be declared by a coin toss called by the home team.

ii. Medal and turnaround games

- i. One, 10 minute sudden victory (stop-time) overtime period; after which
- ii. If no winner is yet declared, shootout (see point iv)

iii. SHOOTOUT

When a shootout is to determine the winner of a game, the following format shall be used:

- i. First, a best of three shootout will be held. The team with the most goals after three attempts is declared the winner.
- ii. If still tied, consecutive best-of-one shootouts will occur until a winner is declared.
- iii. Each shot of the shootout will be taken following the rules for a penalty shot.
- iv. Shooters must be declared at the beginning of a period and cannot repeat until all uninjured skaters in attendance have had the opportunity to shoot.

- d. If, in the opinion of the referee, a coach is purposely delaying the game with excessive questions to the referees or slow line changes during stoppage of play, a bench penalty will be assessed.

4. PLAYOFF FORMAT

Divisions will participate in a double-knockout playoff.

- a. Teams will be seeded based on standings at the end of regular season play.
- b. No team will be eliminated from playoffs until they have incurred two losses.
- c. No consolation matches shall be scheduled.
- d. On the bracket display, top team is home team. The bottom team is the visiting team and must check on colour conflict and if necessary is responsible for changing.

5. CANCELLATIONS, RESCHEDULES & DEFAULTS

- a. **There will be no trading or rescheduling of playoff games.**
- b. If a game is cancelled by a team for any reason, it will be at the discretion of the WRL Council whether or not the game will be rescheduled.
 - i. If a game is cancelled because of hazardous road conditions or the arena was not available, every effort will be made to reschedule the game.
 - ii. Where a team is registered within the same municipality as a scheduled game, if the roads are open within that municipality, the game will not be cancelled due to said team's players not being willing/able to travel. You must petition for Temporary Players, or the game will be treated as a no-show.

- c. Teams defaulting games will be invoiced a penalty fee, set down by the WRL Council.
 - i. The team will be sent a bill for all charges.
 - ii. Any team intentionally defaulting games shall be eliminated from WRL playoffs.

6. SCHEDULING OF DOUBLE-KNOCKOUT TURNAROUND GAMES

Should the A-side champion of a double-knockout bracket lose the final game, a turnaround game will be required to determine the ultimate champion of the double-knockout bracket.

The WRL purchases less ice than could be absolutely necessary to cover all turnaround games in order to control costs. In practice, we have rarely had the need to purchase additional ice. As such, turnaround games are not scheduled until the final games are completed.

Turnaround games are scheduled as assigned by the playoff committee as appropriate.

7. REPORTING OF RESULTS

- a. **Home team will supply the game sheet** (each team will receive extra gamesheets for playoffs at the Town Hall meeting in their packages). **Teams are to refer to the playoff schedule prior to their game to determine who is the home team and who is to supply the gamesheet for that game.**
- b. Winning team takes the white copy and **MUST** send a legible copy of the gamesheet via text or email to the league representative (with GAMESHEET in subject line) **NO LATER THAN TWO HOURS AFTER THE END OF THE GAME. Failure to do so may result in loss of game.**

8. PROTEST

- a. No protest will be considered over the on-ice official's decision as to fact such as scoring of goals or blue line infractions, nor over the judgment of the on-ice officials.
 - b. Playoff division convenors must be notified immediately following the game of protest.
 - c. Protests are to be filled out on forms obtained from the WRL website.
 - d. The protest, signed by a qualified team member, must be delivered in writing to the league Vice-President or other WRL Executive within four hours.
 - e. Any protest delivered shall contain **ONE** protestable and \$100.00 (cheque or cash only), along with their gamesheet.
 - i. If there are any additional items that the qualified team member wants to use to protest the same game, a separate amount of \$100.00 must be included for each individual item.
 - f. In the event of a protest being upheld, the cheque or cash shall be returned.
 - g. In the event of a protest being disallowed no refund shall be issued and all funds will be deposited to the account of the league.
 - h. **For any protest, each team is allowed to bring up to TWO (2) representatives to the meeting. There will be no exceptions.**
9. Minor officials registered/certified by RMB will be appointed by each district in which playoff games are being held and must have a copy of the playoff rules.

- a. Minor Officials for the Championship weekend should be scheduled from the entire WRL pool of minor officials.
- b. All WRL Championship weekend games should include a separate scorekeeper, timekeeper and shot clock operator if applicable.

H. PLAYOFF OPT OUTS

- a. Open teams have the option of not participating in the WRL Playoffs. Written notice (email acceptable) must be sent to the WRL President, the Scheduler and Open Representative no later than the January council meeting. The request will be voted on at the January WRL Council Meeting and the team(s) will be informed of the outcome following this meeting by the Open Representative. No refunds will be issued by the WRL if any team withdraws from playoffs.
- i. Playoff fee reimbursement to U16A and U19A teams will occur by January 15th of the appropriate year.
- j. All invoices for playoff expenses must be for rates as set by Ringette Manitoba for on/off ice officials, and rates set by arenas for local associations or City of Winnipeg ice rates. Invoices cannot include expenses over these standard rates that associations are charged, specifically for ice. Invoices must be submitted no later than March 20 in order to protect the March 31 year-end reporting, and are subject to audit. A late fee of \$100.00 per day will be assessed for invoices not received by March 20th.

VIII. TEMPORARY PLAYERS

This section is superceded by the Open Division appendix, when it exists, for Open Divisions.

- A. A temporary player is deemed to mean, a player replacing a registered player for that team.
- B. Except with the permission of the league, no player, regardless of age, shall be allowed to play in a lower age group than that in which they are registered.
- C. A temporary player must be drawn from a team of a lower division in either age group or play calibre of the team making the request, with the following exceptions:
 - 1. No C level team may draw an A level player (or highest level A when more than 1 A level exists) for temporary substitution.
 - 2. Open (18+) division teams are permitted to laterally use temporary players, including goaltenders. The lowest Open division existing in any given season may also use a temporary players, including goaltenders, from the Open division immediately above it. Open teams may only use temporary players registered in the Open division and may NOT draw temporary players from youth divisions.
 - 3. Male goaltenders may be used as temporary goaltenders in the 18+ divisions.
 - 4. Temporary players may only be drawn from a team actively playing in the WRL, with the exception of the U10 age loop who can draw from R4U Green.

- D. No player registered on a AA roster sanctioned by RMB may be used as a temporary player for any non AA team in WRL scheduled games, including playoffs.
- E. When temporary players are required to ice a team, the following criteria will be applied in order. Temporary players will be:
 - 1. From the home local association, its next lowest skill division, its next lowest age division, only then.
 - 2. From the local association closest to the home community centre having eligible players.
 - 3. **The lowest level of U10 will be allowed to laterally transfer players or pull from R4U highest skill level.**
- F. Excluding tournament games, the maximum number of games that a player may be promoted to a given team are as follows:
 - 1. A player may be promoted for **a maximum of two games** per team if promoted as a skater.
 - 2. If promoted as a goaltender, a player may be promoted for **a maximum of four games** per team. For Open (18+) divisions only, a temporary goaltender may be promoted for a maximum of six games per team.
 - 3. If a player is promoted sometimes as a skater, sometimes as a goaltender, the player may be promoted for **a maximum of four games** per team total, and can participate as a skater for no more than two of these games.
 - a. If, for any reason, the temporary goaltender is removed during a game and she returns to the ice as a skater, this game will count as skating game.

- b. If the temporary player has already served two games as a skater and is now participating as a temporary goaltender; should she be removed from the game, she may not return as a skater or the game may be considered as a forfeit and the points given to the opponent.
- G. A team **may use up to three (3) temporary players (TP)** in a single game to allow the team to ice up to 10 skaters and a goaltender; **OR** to bring their total number up to their registered roster size, **whichever is less.**
- H. In exercising any of the foregoing options, **a coach must obtain permission of the coach or manager of the team on which the temporary player is registered and shall identify the temporary player (TP) on the game sheet, together with their home team and loop identified on the gamesheet. A coach who fails to secure the other coach's permission shall at the discretion of the league, be subject to suspension.**
 - 1. It is not necessary to obtain the permission of the player's coach when that player is coming from an Open (18+) team.
- I. Temporary players are not allowed for playoffs except for special conditions under ARTICLE VII.G.2
- J. If a player is used in excess of that allowed in B, C, D, E, F, G, H and I above, the team using that player shall forfeit all games in which they played beyond what is allowed (see Article IX Section B).
- K. Contravention of any of the temporary promotion regulations shall result in immediate suspension of the team official or officials.

IX. SUSPENSIONS

A. RINGETTE CANADA RULES

Some suspensions, as defined in Ringette Canada rules, are automatic. Other suspensions of coaches, players, managers and trainers shall be handled by the Suspensions committee (see By-Laws, Article V, Section D).

B. TEAMS

1. **Any team using an ineligible player(s) shall forfeit all games where such player(s) was used.**
2. An ineligible player is defined as
 - a. A player that has not been registered with the WRL Registrar, complete with proof of age (Article II.A.2.ii).
 - b. A player that has not fully served a misconduct or match penalty.
 - c. A temporary player that does not meet the criteria set under Article VIII.

C. TEAM OFFICIALS

1. If a coach uses an ineligible player(s), the coach will be suspended from further competition, as set out in the suggested guidelines.
2. Any team official knowingly certifying a form which falsifies a player's birthdate or place of residence shall incur automatic suspension for an indefinite period to be determined by the Suspension committee.
3. Any team official or game official who falsifies the signature on a game report shall incur automatic suspension.

4. Team officials who abuse a game official (on-ice officials, timekeepers, etc.,) or an off ice official (game or event official) or become involved in an altercation with any of the above during or following a game will be subject to suspension. Any team official ejected from a game will be suspended for the next league game.
 - a. 1st offence – game plus a game, and a written letter of rebuke from the WRL.
 - b. 2nd offence – removal from the coaching staff until brought before the WRL Council for a suspension meeting.

D. PLAYERS

1. Any player who falsifies a birthdate or place of residence on a registration form with the league shall incur automatic suspension for an indefinite period to be determined by the Suspension committee.
2. Any player who falsifies the signature on a game report shall incur automatic suspension.
3. Any player receiving a misconduct penalty in a league game shall be ruled off the ice for the remainder of that game and from the next game. The player will be considered as an ineligible player.

E. PROCEDURE

1. Misconduct Penalties
 - a. In the case of a misconduct penalty, a player and/or team official is to be suspended for the remainder of the game and the next game. The player and/or team official will be considered ineligible to play and/or serve as a team official.
 - i. If, in the opinion of the Referee-in-Chief, the infraction warrants it, an additional game may be served.

- b. A misconduct penalty occurring at zero (0:00) time will be an automatic two (2) league game suspension.
 - i. If an offence occurs with time remaining on the clock and for some reason the game is stopped at that point, it shall not be ruled as occurring at the end of the game.
 - c. Suspended players or team officials must serve their suspensions in league games in the same capacity as their suspension was given.
 - d. A player or team official serving a suspension resulting from a misconduct penalty is not allowed to participate in any league or WRL playoff games in the same capacity as the suspension was given until her/his suspension has been fully served.
 - e. Unless otherwise notified by the Referee-in-Chief, players who have been suspended as a player shall still be allowed to coach teams and referee games if they also are registered coaches and qualified on-ice official in the WRL.
 - f. The Referee-in-Chief will inform the WRL President, Vice-President, Registrar, Secretary and the division convenor of the automatic one (or two) league game suspension.
2. Match Penalties
- a. In the case of a match penalty, the suspended player is to be suspended from the remainder of the game plus the next two (2) games.
 - i. Once served, the player may then resume play, until the suspension has been dealt with by a suspension committee. At that time a further suspension may be imposed, based on suggested guidelines.

- b. A match penalty occurring at zero (0:00) time will be an automatic three (3) game suspension.
 - i. If an offence occurs with time remaining on the clock and for some reason the game is stopped at that point, it shall not be ruled as occurring at the end of the game.
- c. The on-ice official shall contact the Referee-in-Chief as soon as reasonably possible after the game to make arrangements to deliver the game sheet and separate written report.
- d. The Referee-in-Chief shall notify the WRL President, Vice-President and Secretary of any upcoming suspension meetings. The Referee-in-Chief will convene and chair the Suspension Committee meeting, and will notify the same council members of the final outcome.
- e. Suspended players or team officials must serve their suspensions in league games in the same capacity as their suspension was given or as set by the body governing the game in which the infraction occurred.
- f. Unless indicated otherwise by the Suspension committee, these suspensions do not affect the performance of other duties in the WRL, such as officiating /playing by a suspended team official.
- g. In the case of a match penalty, the suspended player or team official cannot participate in any league game in the same capacity as the suspension was given until the automatic two (2) game suspension has been served.
- h. Once served, the player may then resume play, until the suspension has been dealt with by a suspension committee. At that time, a further suspension may be imposed, based on suggested guidelines.

- i. Repeat offenders will be subject to further game suspensions over and above the suggested minimums. Repeat offences can carry up to a maximum one year suspension (based on severity).
 - j. Players with a match penalty must appear before the Suspension committee, accompanied by a coach, manager or community centre convenor. Team officials with a match penalty must appear before the Suspension committee. In the event that the player is of minor age, one parent may attend. This parent is for moral support only; the parent will have no say in the meeting.
3. **The Referee-in-Chief shall communicate all suspension notifications to the team contact as listed on the WRL website and/or the team coach, and their Local Association. The notification shall require making positive contact with either the team or the Local Association. Positive contact is defined as either making direct phone contact (not simply leaving a voice mail) or the Referee-in-Chief receiving an email acknowledgment from the team or Local Association of them receiving the suspension notification. Local Associations and teams are required to formally acknowledge receiving suspension notifications. In the absence of acknowledgments by a team, the Local Association acknowledgments shall be deemed sufficient to satisfy the need for positive contact. Responsibility lies with the Local Association to ensure the team is aware of the suspension once the Local Association has acknowledged receiving the notification.**

F. MINIMUM SUSPENSIONS

Suggested minimums are intended to be served on top of any automatic suspension.

1. Contravention of policy and procedure, including but not limited to use of ineligible players, accumulating 60 penalty minutes in three consecutive games and disregard for safety on the ice.

NOTE: A suspension due to contravention of policy and procedure can be established directly by the Referee-in-Chief, or another member of the Executive or a division convenor. It is not expected that it would be preceded by penalty delivered by a game official.

- a. first offence 1 game
 - b. second offence 2 games
 - c. third offence suspension as a team
official for the
remainder of that
playing season, to
include all games,
including the Provincials.
-
2. Players and/or team officials who are assessed a match penalty for the following:
 - a. Hair pulling 3 games
 - b. Facemasking 3 games
 - c. Head butting 3 games
 - d. Spearing 4 games
 - e. Butt-ending 4 games
 - f. Stick swinging 4 games

- | | | |
|----|------------------------------|--|
| g. | Kicking | 4 games |
| h. | Deliberate attempt to injure | depends on severity (action not specified above) of the action |
| i. | Fighting-instigating | 4 games |
| j. | Fighting-participating | 2 games |
3. Abuse of an official
- a. Excessive verbal 3 games
4. Physical abuse of an official
- a. Minimal – e.g. touching, brushing 4 months
- b. Moderate – e.g. pushing 1 calendar year
- c. Excessive – e.g. punch, attempt to punch, push causing a fall lifetime suspension
5. Defaulted games to not count in the serving of the suspensions. Defaulted games refer to games due to insufficient players, no show by opposing teams, no show by officials, etc.

G. SUSPENSIONS SERVED AT PROVINCIALS

1. RMB Policy Section 24, Subsections 4.5 c & d require WRL to report current suspensions prior to Provincials. RMB policy states suspensions shall be served during Provincials.
2. WRL shall request copies of game sheets from Provincials to document that WRL-assessed suspensions have been served. Games served at a Provincials event shall be recognized as equivalent to having been served at league games.

X. GAME PROTEST

- A. A protest must be submitted in writing no later than 24 hours after the end of the game, to the division convenor.**
- B. Any protest delivered to the division convenor shall contain only one protestable fact and a money order, certified cheque payable to the Winnipeg Ringette League or cash in the amount of \$100.00 shall accompany such protest.**
 - 1. If there are any additional items that the qualified team member wants to use to protest the same game, a separate amount of \$100.00 must be included for each individual item.
- 2. The parties involved in the protest and all parties (excluding officials) involved in the protest shall be present at the protest committee meeting to make their case and answer potential questions from the committee.
- C. Upon receipt of protest and the appropriate fee, the protest committee (By-Laws Article V, Section F) shall convene a meeting.
- D. The parties initiating the protest, and all parties (excluding officials) involved in the protest, shall be present at the Protest committee meeting to make their case.
- E. There shall be no protest of games regarding incidences occurring during the course of play.
- F. In the event of a protest being upheld the money order, certified cheque or cash shall be returned.
- G. In the event of a protest being disallowed no refunds shall be issued and all funds will be deposited to the account of the league.

XI. APPEALS

- A. Appeals may be submitted on any rulings made by subcommittee of the WRL, including, but not limited to:
 - 1. the WRL Protest committee,
 - 2. the WRL Suspension committee,
 - 3. the WRL Registration committee,
 - 4. the WRL Playoff committee.
- B. An appeal on a ruling shall be made within seven days after the notification of such ruling. The postmark shall decide the date of the mailing.
- C. An appeal and all evidence in support thereof shall be submitted in writing and in triplicate and signed by a coach or assistant coach.
- D. The appeal shall be accompanied by a money order or certified cheque for \$150 payable to the Winnipeg Ringette League.
- E. The Chairperson of the Appeal committee shall within seven days of receipt of a written appeal, arrange a date for the appeal hearing and give notice thereof to the appellant and the player or his coach, if applicable, and to all persons who are shown on the record of the Suspension committee or Protest committee as having made a submission or given evidence to the Suspension committee or Protest committee.
- F. Representations are limited at an appeal hearing to those persons or officials requested to, or approved to, appear by the chairperson of the Appeal committee.
- G. A ruling of the Appeal committee shall be final and binding upon all members of the WRL.**

- H. RMB does not have a structure by which to hear an appeal of a WRL Council decision.**
- I. A decision by a committee cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the committee:**
 - i. Made a decision that it did not have the authority or jurisdiction (as set out in the pertinent WRL Policies or Bylaws) to make.
 - ii. Failed to follow its own procedures (as set out in the WRL Policies or Bylaws).
 - iii. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the committee is unable to consider other views).

XII. VIDEO SUBMISSIONS

- A. Video clip submissions may only be submitted to WRL for consideration or review by a member of the WRL executive OR by a Local Association, through their representative to council or their Local Association President.
- B. Submission of video clips shall only be made to the Referee-in-Chief, President, Vice-President and Past President. Initial screening and discussions of the submission shall be limited to these council members, so as to not potentially bias any committee members. All remaining video of a particular game shall be made available to the above-listed executive members, if so requested, after initial review of the submitted clips.
- C. Video submissions may not be used to dispute a decision or call made by an on-ice official, nor subsequent decisions of the Suspension Committee, which are based on the officials' reports.
- D. Video submissions MAY be considered for other situations, including but not limited to game protests, or to establish a player making a mockery of the game or posing a consistent danger, as per Section IV. TEAM RULES, Subsection J.
- E. When available, WRL may source third party video footage for consideration, provided that the video is available from the source to the general public.

XIII. COMPLAINTS AND DISCIPLINE POLICY

Definitions:

1. The following terms have these meanings in this policy:
 - “Complainant” – The party alleging an infraction.
 - “Days” – Days irrespective of weekend and holidays (working days).
 - “Member” – All categories of membership defined in the Winnipeg Ringette League (WRL) bylaws, as well as all individuals employed by or engaged in activities with the WRL, including but not limited to, directors, officers, committee members, coaches, officials, referees, minor officials, volunteers, participants, parents/guardians, and administrators.
 - “Parties” – The complainant, respondent and any other individuals or persons affected by the complaint.
 - “Respondent” – The alleged infracting party.

Purpose:

2. Membership in the WRL, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the WRL Constitution, Bylaws, policies, procedures, rules and regulations. Irresponsible behavior by members, parents/guardians or others as listed in the definitions can result in severe damage to the integrity of the WRL. Conduct that violates these values may be subject to sanctions pursuant to this policy.

Application of this Policy:

3. This policy applies to all members as defined in the definitions.

4. This policy only applies to discipline matters that may arise during the course of WRL business, activities and events, including but not limited to, games, practices and any meetings. All members should be aware of the WRL social media policy as found in the WRL rulebook and the WRL website.
5. Discipline matters and complaints arising within the business, activities or events organized by entities other than the WRL will be dealt with pursuant to the policies of these other entities.

Reporting a Complaint:

6. Any member may report to the WRL President or Vice-President any complaint or alleged infraction by a member. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints will not be accepted.
7. A Complainant wishing to file a complaint beyond the fourteen (14) working days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the WRL. This decision may not be appealed.

Case Manager:

8. Upon receipt of a complaint, the WRL President will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this policy. Such appointment is not appealable. The Case Manager is not required to be a member of the WRL. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this policy, and to implement this policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous and within the jurisdiction of this policy. If the Case Manager determines the complaint is frivolous or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed.
 - b) Determine if the complaint is a minor or major infraction;
 - c) Appoint the Panel, if necessary, in accordance with this policy;
 - d) Determine the format of the hearing;
 - e) Coordinate all administrative aspects of the complaint;
 - f) Provide administrative assistance and logistical support to the Panel as required; and
 - g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
 - h) The Case Manager will not participate in rendering the panel's final decision.
9. The Case Manager will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
10. This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.

Minor Infractions:

11. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others or

to the WRL. Examples of minor infractions include, but are not limited to, a single incident of:

- a) Unsportsmanlike conduct;
 - b) Disrespectful comments or behavior directed towards others; and
 - c) Non-compliance with the bylaws, policies, procedures, rules, regulations and directives of the Winnipeg Ringette League (WRL).
12. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or WRL council members).
 13. Procedures for dealing with minor infractions will be informal as compared to those for major infractions. These will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 11). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
 14. Penalties for minor infractions, which may be applied singly or in combination, include the following:
 - a) Verbal or written warning;
 - b) Removal of certain privileges of membership for a designated period of time;
 - c) Suspension from future game(s), activity or event; or
 - d) Any other sanction considered appropriate for the offence.
 15. Minor infractions that result in discipline will be recorded and maintained by the WRL. Repeat minor infractions may result in subsequent incidents being considered a major infraction.

Major Infractions:

16. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons or to the WRL.
17. Examples of major infractions include, but are not limited to:
 - a) Repeated minor infractions;
 - b) Intentionally damaging WRL property or improperly handling WRL monies;
 - c) Incidents of verbal, psychological or physical abuse;
 - d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
 - e) Disregard for the bylaws, policies, rules, regulations and directives of the WRL;
 - f) Conduct that intentionally damages the image, credibility or reputation of the WRL;
 - g) Behavior that constitutes harassment, sexual harassment or sexual misconduct; or
 - h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
18. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence. Major infractions may also be referred to outside authorities.
19. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the game,

activity or event only. Further sanctions may be applied – but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeal provisions of this policy.

Procedure for Major Infraction Hearing:

20. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will establish a panel consisting of 1 to 3 adjudicators to hear the complaint.
21. The Case Manager will determine the format of the hearing, which may involve a hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the panel deem appropriate in the circumstances, provided that:
 - a) The hearing will be held within the appropriate timeline determined by the Case Manager.
 - b) The parties will be given appropriate notice of the day, time and place of the hearing. The time of the hearing shall be established so parties are not required to take time from their employment to participate.
 - c) Copies of any written documents which the parties wish to have the panel consider will be provided to all parties in advance of the hearing in accordance with the appropriate timeline.
 - d) Both parties may be accompanied by one representative or adviser, and a parent/legal guardian when the parties are of minor age.
 - e) The panel may request that any other individual participate and give evidence at the hearing.
 - f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - g) Decisions will be by majority vote.

Decision:

22. After hearing the matter, the panel will determine whether an infraction has occurred and if so what appropriate sanction(s) will be imposed. The panel's written decision, with reasons, will be distributed to all parties, the Case Manager and the WRL Executive within fourteen (14) working days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the panel.
23. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the panel will determine the appropriate disciplinary sanction. The panel may hold a hearing for the purpose of determining an appropriate sanction.
24. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
25. In fulfilling its duties, the panel may obtain independent advice.

Sanctions:

26. The panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - a) Verbal or written warning;
 - b) Removal of certain privileges of membership;
 - c) Suspension from certain WRL teams, events and/or activities;
 - d) Suspension from all WRL activities for a designated period of time;
 - e) Expulsion from the WRL;
 - f) Other sanctions as may be considered appropriate for the offence.
 - g) The panel may refer major infractions to higher ringette authorities (e.g. Ringette Manitoba, Ringette Canada).

27. Unless the panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the panel will result in automatic suspension of membership in the WRL until such time as compliance occurs.
28. A written record will be maintained by the WRL for major infractions that result in a sanction.

Serious Infractions:

29. The WRL may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the panel.

Timelines:

30. If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the panel may direct that these timelines be revised.

Confidentiality:

31. The discipline and complaints process is confidential involving only the parties, the Case Manager and the panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure:

32. The decision of the panel may be appealed in accordance with the WRL's Appeal Policy.

XIV. SOCIAL MEDIA POLICY

The Winnipeg Ringette League has established the following guidelines to ensure the highest standard is applied with respect to the use and monitoring of social media.

The Winnipeg Ringette League will:

- a) Monitor social media sites prior to use by Winnipeg Ringette League personnel to ensure suitability and to get a feel for the style of contribution, the nature of the content and any “unwritten” rules that other contributors might follow.
- b) Conduct orientation and training sessions with respect to the use of social media to inform individuals about applicable guidelines, policies and procedures, as required.
- c) Designate one or more people responsible for posting to social media sites. Unless designated, an individual will not use social media on behalf of Winnipeg Ringette.
- d) Ensure unique and strong passwords for social media accounts.
- e) Ensure individuals only connect with others through social media in a positive manner.
- f) Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.
- g) Before displaying information through social media, ensure such information is not plagiarized and does not infringe copyright law or confidential and proprietary information.
- h) Ensure individuals balance personal and professional information posted via social media and understand that such posted information plays a part in building a positive environment.
- i) Comply with the Personal Information Protection Act.
- j) Restrict the ability for others to post on Winnipeg Ringette League’s social media sites.

Individuals **will adhere** to Winnipeg Ringette League's Code of Conduct and this Policy.

Individuals will not:

- a) Use social media for the purposes of fraud or any activity that contravenes the laws of Canada or any other applicable jurisdiction.
- b) Impersonate any other person.
- c) Upload, post, email or otherwise transmit:
 - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable.
 - ii. Material which is designed to cause annoyance, inconvenience, or needless anxiety to others.
 - iii. Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party.
 - iv. Any unsolicited or unauthorized advertising or commercial material "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation.
 - v. Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the Winnipeg Ringette's discipline and complaints policy, legal recourse, and/or termination of employment/volunteer position.

Respectful Behaviour

While it is alright to disagree with WRL policy & guidelines, one should always express those opinions as YOURS and not that of the WRL. You are not someone authorized to speak about or on behalf of the WRL. At all times, individuals should act respectfully to the WRL and other players, officials and fans.

Confidentiality is of utmost importance. If you acquire private information in a manner that is not publically accessible for all, this information should not be spread through any social media account.

Any negative branding of the WRL name, league or as an entity as a whole should be reported to the WRL as soon as possible.

Social Media and Social Networking Sites

The WRL utilizes social media and social networking sites as a service and an additional form of communication with its stakeholders. The more the WRL engages interested parties, the better the WRL will be able to serve all stakeholders.

The use of official Winnipeg Ringette League social media websites signifies the agreement to the following terms of use:

1. Submission or posting of comments by members of the public to an official Winnipeg Ringette League social media site or account constitutes participation in a limited public forum.
2. Content submitted to an official Winnipeg Ringette League social media site or account is subject to public disclosure.
3. All public commentators will be required to register prior to commenting. Anonymous comment postings shall not be allowed. Public commentators shall not create multiple accounts for one user.
4. All content, whether publicly posted or privately transmitted, are the sole responsibility of the person from which such content originated. This means that the commentator (not the Winnipeg Ringette League) is **entirely** responsible for all content that the commentator uploads, posts, emails,

transmits, or otherwise makes available via the social media website. Content is described as all materials, including but not limited to: information, data, text, software, music, sound, photographs, graphics, video, hyperlinks, and messages contained in a posting to an official Winnipeg Ringette League social media site.

5. Inappropriate content may at times be posted by third party commentators. The Winnipeg Ringette League cannot be held responsible for this third party content. The Winnipeg Ringette League may monitor and moderate comments, and reserves the right (but not the obligation) at the sole discretion of the organization to (before or after content is posted) edit, move, delete or refuse content containing any inappropriate content as defined in the definitions below.
6. Users of the social media website must evaluate and bear all risks associated with the use of any third party content, including any reliance on the accuracy, completeness, or usefulness of such content. The Winnipeg Ringette League cannot guarantee the authenticity, accuracy, or security of such content including any links posted by a third party. Under no circumstances will the Winnipeg Ringette League be liable for third party content including, but not limited to, errors or omissions, or loss or damage incurred as a result of the use of or reliance upon content posted, emailed, transmitted, or otherwise made available via the social media site.
7. Winnipeg Ringette League social media sites and their content are owned by Winnipeg Ringette League.
8. Comments must be submitted in either one of Canada's two official languages – English or French.

Definitions:

Blog – an abridgment of the term “web log.” A blog is a specific type of social networking site which is regularly updated by the “blogger” who will post commentary, events, graphics or video, and which allows commentators to participate in a dialogue with the Winnipeg Ringette League.

Comment – a response to social media content submitted by a user of the social media site, or commentator.

Commentator – a citizen, stakeholder and/or employee responding to or commenting on social media content.

Content – all materials, including but not limited to: information, data, text, software, music, sound, photographs, graphics, video, hyperlinks, and messages contained in a posting to a Winnipeg Ringette League social media site by the Winnipeg Ringette League or by third party commentators.

Inappropriate Content – defined as:

- Comments not topically related to the particular site or material being commented on;
- Comments that are offensive to an individual or an organization, profane, hateful, insulting, rude, abusive, aggressive, or violent;
- Defamatory or harassing remarks, or serious, unproven/ unsupported or inaccurate accusations against individuals or organizations;
- Comments that invade the privacy of others (i.e. by providing personal information such as phone numbers and email addresses);
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, national or ethnic origin, age, creed, gender, marital status, socio-economic status, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Comments containing solicitations, advertisements, announcements, or endorsements of any commercial, financial, labor or political organization;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party;
- Unintelligible or irrelevant messages;
- Comments that are repetitive or are considered spam, such as the same comment being posted repeatedly;

- Impersonating or misrepresenting someone else, including public figures or Winnipeg Ringette League officials;
- Messages that the moderator feels will not add to the normal flow of conversation/dialogue/debate.

Social Media – is a term used to describe a user-friendly family of electronic tools for people to connect, participate and share information. Social Media can take many different forms, including discussion forums, blogs, wikis, podcasts, Really Simple Syndication (RSS), pictures, video, rating and bookmarking.

Social Media Moderator – an authorized employee designated by the President of the Winnipeg Ringette League whose responsibilities will include:

- reviewing and posting content submitted by Winnipeg Ringette League authors to a Winnipeg Ringette League public facing social networking site.
- monitoring content submitted by public commentators. Monitoring may include editing and/or removing posts that are inconsistent with the Winnipeg Ringette League Terms of Use for Social Media Commenting by the Public.

Social Media Presence – Winnipeg Ringette League engaging with the public through use of public facing social software or social networking sites.

Social Networking Sites – Public web sites where users have a presence through personal profile or business related pages and share information about themselves or their business. Users have the ability to link to each other and create a list of contacts who can view each other's profiles. Social Networking Sites enable users to create, participate, connect, share or re-mix content and form communities around shared interests. Examples include Facebook, MySpace, YouTube, Twitter, LinkedIn, Delicious, Flickr, blogs, etc.

Social Software – Social Software is also known as collaboration software. Social software is a software system that allows users to find and share information, as well as connect and interact with each other. Social software applications consist of tools that enable participants to:

- create content;
- participate in discussions;
- blog;
- post bookmarks;
- manage, share and collaborate on documents;
- customize their home page with information that is relevant to them; and
- create a profile.

XV. DUES

- A. Each team registered in Winnipeg Ringette League competition shall pay an annual membership in the form of team registration fees to the league. Said registration fee shall be set by the Council each year and ratified at the annual meeting.
- B. The said fees shall be payable at the time the team registers for competition and shall be in addition to any dues or fees payable to Ringette Manitoba and Ringette Canada.
- C. WRL registration fees must be submitted by each association only and fees will not be accepted from individual clubs/teams.
- D. All funds raised or earned by the league shall be utilized for the operation of the league as outlined in Constitution, Article III – Objects.
- E. **All fines and other debts or amounts owing to the league, must be paid prior to registration.**

- F. A late payment charge of 1½% per month shall be charged on all monies that are 30 days past due.
- G. All fines incurred during the course of the current season must be paid within 10 days of notification to by the WRL playoff opt out date (whichever is the sooner) or the team in question will not be scheduled for playoffs and no refund will be owed.

XVI. INSURANCE

- A. All registered players are urged to obtain adequate accident insurance coverage.
- B. Ringette Manitoba carries a (third party) Liability Insurance which covers Ringette Manitoba Inc., all sub or local associations, managers, trainers, coaches, officials, sponsors, volunteers and all persons associated therewith, while involved in the activities of Ringette Manitoba.

NOTE: RMB Insurance is an insurer of last recourse and should not be viewed as primary insurer.

XVII. MEMBERSHIP

- A. St. James-Assiniboia Ringette Association
- B. North Winnipeg Ringette Association
- C. River East Ringette Association
- D. Transcona Ringette Association
- E. St. Boniface/St. Vital Ringette Association
- F. Southwest Winnipeg Ringette Association

- G. Interlake Ringette Association
- H. Macdonald Ringette Association
- I. Eastman Ringette Association
- J. Portage Ringette Association
- K. Brandon Ringette Association (BRA) will be recognized as an associate member for the 2018/2019 and 2019/2020 playing seasons. BRA will be allowed to register teams for play in the WRL and have a representative at all WRL Council, Special and Annual Meetings. Membership status will be reviewed at the spring 2020 Annual General Meeting.

XVIII. PAYROLL POLICIES

In paying on-ice and minor officials, the following policies will be adhered to by the WRL and local associations for WRL games:

A. Assignments will be paid at the rates established by RMB.

1. For ice times beginning at 9:45 pm or later, each on-ice official and minor official (including shotclock operators) will be paid an additional ten dollars (\$10).
 2. As U16 and U19A games will run equivalent periods to AA and Provincials, officiating pay-rates will be equivalent.
- B. If RMB has an established mileage policy for assignments, mileage will be paid per their established guidelines.
- C. Fines may be levied if an official misses a game assignment or is late to a game assignment. Fines are mandatory, but can be excused by the assignor of the game.
1. Missed games will be fined at a rate of \$10 per game.

2. Arriving to the ice after a game has started will incur a fine of \$5 per game.
 3. Examples of reasons to excuse fines include, but are not limited to:
 - a. The official is scheduled to many games in one day and travel time from one arena to another was not sufficient, or an early game went over-time.
 - b. Illness, injury or other emergency.
 4. If an official's payroll is not sufficient to cover the cost of all fines, the fine shall go into arrears to be collected on the next payroll, and so on until the entire fine has been collected.
- D. Officials given less than 24 hours' notice of a game cancellation or default will still be paid for the game.
1. If the official was not informed of the cancellation and traveled to the game in a situation where mileage would be incurred, the mileage will be paid.
- E. In the case of scheduler error, where an official is misassigned, or more than the number of required officials is assigned to a game, the affected officials should be paid for the game.
1. In a case where an extra official attends a double, triple or quartet of games due to scheduler error, the official will only be paid for one game.
- F. For U16 and older games, payroll will be paid on the 15th of the month.
1. The first payroll will occur after the end of first complete month of games has occurred.

XIX. DATABASE

A digital database shall be maintained by the WRL for day to day operations and archiving purposes of team rosters, roster additions/deletions, suspensions and all game sheets.

- A. The Registrar, Referee-in-Chief, Secretary, President, Vice-President and Past President shall have access to the contents of the database for the current and prior seasons.
- B. If the database is hosted by the website supplier, the webmaster shall also be authorized for access.
- C. The database shall be established for the 2019/2020 ringette season, and continued for all future seasons. The records contained within shall be archived for a minimum of ten (10) years after the season end.
- D. The database may also be used to archive meeting minutes and financial records, or other information deemed important to the Council.

CONSTITUTION OF THE WINNIPEG RINGETTE LEAGUE

I. **NAME**

This organization shall be known as the “WINNIPEG RINGETTE LEAGUE”.

II. **DEFINITIONS**

In this constitution:

- A. “League” means the Winnipeg Ringette League.
- B. “Local associations” means those ringette associations formed by community centres and approved by Ringette Manitoba.
- C. “Greater Winnipeg” means the City of Winnipeg as defined by the community committee boundaries.
- D. “Ringette” means ringette in all age groups up to and including 18+.
- E. “Council” means the representative body of the Winnipeg League.

III. **OBJECTS**

The objects of this League are:

- A. To encourage and foster ringette in greater Winnipeg and rural Manitoba.
- B. To provide a wholesome and rewarding experience to those participating in the sport.

- C. To endeavour to ensure that teams are afforded the opportunity to participate in game play that is competitive and comparable to their calibre of play.
- D. To operate as a Ringette League in Winnipeg and rural Manitoba according to the rules of Ringette Manitoba and Ringette Canada.

IV. MEMBERSHIP

Membership shall be determined in accordance with the WRL By-Laws.

V. STRUCTURE OF THE LEAGUE

- A. The affairs and operations of the league shall be managed by an Executive who will be elected in accordance with the By- Laws.
- B. The actions of the Executive shall be directed and ratified by a council which will be elected or appointed in accordance with the By-Laws.
- C. The league shall be a member of Ringette Manitoba.
- D. The League shall operate ringette in Winnipeg and rural Manitoba as provided by the By-Laws of Ringette Manitoba.

VI. MEETINGS

A. Annual Meeting

There shall be an annual meeting of the members of the league at a date determined by the Council but shall be no later than May 15th of each year. At least three weeks notice to all members, councillors and executive must be given for this annual meeting.

B. Special Meeting

A special meeting of the league may be called at the discretion of the President. The President shall call such a meeting on the request of a majority of the Executive or Council or at the written request of at least 15 members.

C. Executive Meeting

There will be a meeting of the Executive at the call of the President on at least seven days notice to the Executive during the playing season.

D. Council Meeting

There shall be a meeting of the Council at the call of the President at least once per month during the playing season.

E. Email Voting for Operational Decisions

At the call of the President, WRL Council members may be engaged to vote on an administrative decision via email given the following procedures. Changes to policy and procedure may not be considered via email and must be brought to a regular council meeting. The President will call council to make positive contact by either email or phone.

1. Articles for consideration must be communicated by email to council membership by the President.
2. The article will be presented in the email and opened for discussion. There will be a minimum discussion window of two hours.
3. At the conclusion of the discussion window, the President will present the final article for consideration (as it may contain amendments) and open the article for voting. No votes may be tabulated prior to the close of the discussion period.

4. Members will be asked to reply to the email with either “Yes,” “No” or “Abstain”.
5. All members will be required to participate. Participation in the discussion, but failure to vote will be considered an abstention.

F. Robert's Rules of Order

Robert's Rules of Order shall prevail at all meetings of the League except if they conflict with the Constitution and By- Laws.

VII. QUORUM

- A. The quorum for the annual meeting shall be 30.
- B. The quorum for all other meetings shall be 50% + 1.

VIII. AMENDMENTS TO THE CONSTITUTION

This constitution may be amended at the annual meeting of the league by two-thirds majority of the members present and voting.

All and any proposed amendments to this constitution must be submitted, in writing, at the WRL March council meeting.

IX. DISSOLUTION

It is specifically provided that in the event of dissolution or windup of the league, all remaining assets, after payment of its liabilities, shall be distributed among the remaining local associations, or, in the absence of any, shall be forwarded to the governing body of ringette in Manitoba.

The manner in which the remaining assets, if any, are to be distributed, is to be decided by the Executive.

X. REVIEW OF FINANCIAL STATEMENTS

The accounts and records of the Winnipeg Ringette League shall be reviewed by an accredited accountant once every two years and/or at the end of the Treasurer's term. The accounts and records shall be submitted to the membership for ratification at the Winnipeg Ringette League annual general meeting.

BY-LAWS OF THE WINNIPEG RINGETTE LEAGUE

I. RESPONSIBILITIES OF THE LEAGUE

- A. To encourage the development of the highest standards of skills among players, coaches and officials.
- B. To conduct competitions within the various age categories to determine League champions.
- C. To operate a league in accordance with the WRL rulebook.

II. EXECUTIVE

- A. The league Executive will consist of the following:
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary
 - 5. Registrar
 - 6. Referee-in-Chief
 - 7. Immediate Past President
 - 8. Director of Corporate Sponsorship & Media Relations
 - 9. Playoff Committee Chairperson
 - 10. U10 Convenor
 - 11. Open (18+) Representative
 - 12. Scheduler

B. Method of Election

1. Elections of the Executive shall be made at the annual meeting.
2. Nominations shall be made by the Nominating Committee of the WRL.
3. Nominations may be made by any member of the league, proposed and seconded on a nomination form to be supplied by the Secretary. If such nominee is not present at the meeting, his/her assent must be presented in the form of his/her signature on that section of the nomination form that provides for that purpose.
4. Nominations may be made and seconded from the floor by members of the league. Assent of such a nominee must be given personally at the meeting.
5. When nominees for any executive position are absent from the AGM of the WRL, the absent nominees must send a formal letter to be read at the AGM at the time of the election of their position stating:
 - a. reason for being absent
 - b. their philosophy regarding the duties of the positiona) & b) shall not exceed two minutes.
6. Members of the executive may not be elected by acclamation. If there is only one nominee, they must receive a majority vote out of the votes present in order to be elected to the position.

C. Tenure of Office

1. Except for the Treasurer, Executive members will take office immediately following the annual meeting at which they had been elected.

2. The Executive shall not hold the same office to which they are elected or appointed for more than two consecutive full terms.
 - a. If a member of the Executive has served two consecutive full terms of the same office and wishes to continue in the same position, the council can vote prior to the AGM to extend the number of terms.
3. Fulfilling an unexpired term of office shall not be considered as one term.
4. These provisions may be suspended by a two-thirds majority vote at the annual meeting.
5. All elections for Executive Office will be for a two year term, with elections taking place as follows:
 - a. President, Vice-President, Registrar, U10 Convenor, and Play-off Coordinator to be elected in odd numbered years.
 - b. Treasurer, Secretary, Referee-in-Chief, Director of Publicity, 18+ Representative and Scheduler to be elected in even numbered years.
6. Absence without reasonable explanation of an Executive member at three consecutive Council meetings renders that position vacant.
7. Vacancies on the Executive, howsoever caused, may be filled by the Council from among the qualified members of the league to act until the next annual meeting.

D. Remuneration

1. Unless authorized at a Council meeting of the league, no member of the Executive shall receive remuneration for his/her services.

- a. The WRL Referee-in-Chief shall receive an honorarium amount based on the number of teams registered to play in the WRL at the beginning of season and will be paid in 3 installments:
Nov 1st – 40%, Jan 1st – 40% and Mar 1st – 20%
 - b. The WRL Scheduler shall receive an honorarium amount based on the number of teams registered to play in the WRL at the beginning of season and will be paid in 3 installments:
Nov 1st – 40%, Jan 1st – 40% and Mar 1st – 20%
 - c. The WRL Treasurer shall receive an honourarium amount based on the number of teams registered to play in the WRL at the beginning of the season and will be paid in three installments: Nov. 1st (40%), Jan. 1st (40%) and Mar. 1st (20%). The WRL Treasurer must have the two other WRL signing authorities sign this cheque.
2. Reasonable expenses, incurred by any members of the Executive for league business shall be reimbursed to the person incurring same upon authorization of the Council.
 3. An Executive of the league may be actively connected with any team, community centre, local association or RMB.
 4. In a vote considering the remuneration of a member of the Executive, said member may not be present for the vote, and their vote may not be recorded or given to proxy.
 5. An elected member to the Winnipeg Ringette League Council receives a WRL-branded jacket immediately upon their election, and every four (4) years thereafter. Appointed members received a WRL-branded jacket at the start of their third year on Council and every four (4) years thereafter. The WRL will pay for the base style

of jacket, as determined by Council on an annual basis. If the member chooses to wear a higher-priced jacket, they would be personally responsible for the cost difference. As all jackets remain property of the WRL, the WRL states that when the member leaves WRL council, the jacket must not be worn in public, or all embroidery be removed at the member's expense, or it must be surrendered to council upon request. While on council, the jacket will not be worn while serving in the capacity of bench staff for any WRL team during a WRL scheduled game.

E. Responsibilities of the Executive

1. President

The President, within the jurisdiction of the league, shall have all the powers vested in such office by RMB and without limiting the generality of the foregoing shall have the power to:

- a. Act as a signing officer for the league.
- b. Preside at all meetings.
- c. Exercise the powers of the Executive in the case of emergency.
- d. Sit on all committees as an ex-officio voting member.
- e. Together with the Referee-in-Chief and Past President, be a member of the Rules Committee.
- f. Chair the Appeal Board.
- g. Exercise the powers of committees in case of emergencies.
- h. May exercise the option of veto on motions passed by the WRL council with a majority of less than 2/3.
- i. Corollary: WRL Council may override a veto by retabling the motion and passing it with 2/3 majority.

2. Vice-President

The Vice-President shall:

- a. In the absence of the President, or in the event of his/her inability to act, have and exercise all the powers of the President as delegated.
- b. Sit on all committees as an ex-officio voting member.
- c. Act as a signing officer for the league.
- d. Together with the Immediate Past President, prepare for Council approval any changes to the Constitution, By-Laws and Policy and Procedure.
- e. Sit as a member of the Protest committee.
- f. Sit as a member of the Playoff committee.

3. Treasurer

The Treasurer shall:

- a. Receive all monies payable to the league and keep same on deposit with a registered financial institution.
- b. Receive and record all accounts payable by the league and with the approval of the Council pay all such accounts.
- c. Act as a signing officer for the league.
- d. Pay all accounts payable not exceeding one hundred dollars (\$100.00) without prior approval of the Council.
 - i. Payment of referee fees does not require Council approval.
- e. Make payment in all cases by either cheque or direct deposit.
 - i. The signatures for each cheque being a combination of the Treasurer and any one of two other signing officers.

- f. Keep proper books of accounts and make them available to the council at each monthly meeting or on special request.
- g. Prepare and review an annual operating budget for the league.
- h. Prepare registration fees for Council approval.
- i. Prepare for Council approval all expenses as deemed necessary by the Council for games under the direction of the league.
- j. Take office fifteen (15) days following his/her election. His/her term of office shall normally be from 15 days after the annual meeting to May 30th of the following year. The Treasurer shall make a financial report to the annual meeting and at the end of his/her term of office, financial statements that have been subjected to an "informed review" shall be presented at the WRL AGM for ratification.

4. Secretary

Apart from the records kept by the Registrar, the Secretary shall keep all the records of the League and shall:

- a. Conduct the official correspondence of the league.
- b. Issue notices of all meetings.
- c. Record and distribute minutes of all Council, Executive, annual and special meetings to all Council, Executive Members and local association Presidents.

5. Registrar

The Registrar shall:

- a. Be responsible to ensure that all teams and players are registered on Ringette Canada registration forms and shall forward a copy to Ringette Manitoba of such registration.

- b. Each year, prepare a listing of all those community centres that comprise the membership of the league.
- c. Maintain a record of birth certificates of all players in the league.
- d. Maintain roster information.
- e. Chair the Registration committee (By-Laws Article V, C).
- f. Maintain communications with division convenors.
- g. Sit as a member of the Playoff committee.

6. Referee-in-Chief

The Referee-in-Chief shall be responsible for:

- a. The assignment of on-ice officials to the following games:
 - i. All games scheduled by the WRL at U16 and older.
 - ii. All games scheduled by the WRL for Winnipeg based teams at U14 and younger.
 - iii. Associations will be billed by the WRL for the On-Ice Officials assigned to their games by the Referee-in-Chief.
- b. Chairing the Suspension committee (By-Laws Article V, D).
- c. Chairing the Protest committee (By-Laws Article V, E)
- d. Together with the President and Past President, be a member of the Rules committee (By-Laws Article V, F).

7. Immediate Past President

The Immediate Past President shall:

- a. Be a member of the Registration committee.
- b. Act a Chairman of the Nomination committee.
- c. Be a member of the Rules committee.
- d. Be responsible for the coordination and training of division convenors.

8. Director of Publicity

The Director of publicity shall be responsible for:

- a. Seeking out corporate sponsors.
- b. Working with the Playoff Committee Chairperson to ensure proper publicity of the playoffs.
- c. Ensuring any pertinent information is received by RMB for inclusion in their publications.

9. Playoff Committee Chairperson

The Playoff Committee Chairperson shall be responsible for:

- a. Working with the WRL Council to establish playoff format.
- b. Collecting of trophies and ordering of medals, banners, etc.
- c. Together with the Playoff committee, hear any temporary promotion requests during playoffs.
- d. Along with a committee of volunteers from each association: coordinate arena coordinators for playoffs.
- e. Ensure all arenas have appropriate supplies required.
- f. Coordinate the distribution of the banners during playoffs.
- g. Acquiring sports therapists where required during playoffs.
- h. Setting up 50/50 draws and silent auction during playoffs.
- i. Any other activity as seen fit by the committee to enhance the playoffs.

10. U10 Convenor

- a. Act as the chair of the U10 committee.
- b. Act as division convenor of the U10 division.

11. Open (18+) Representative

The Open (18+) Representative shall be responsible for:

- a. Representing all levels of the Open (18+) division.
- b. Being a liaison between teams and players to the league regarding all issues concerning rules and regulations.
- c. Representing the division for any issues regarding rules, regulations or other matters to the league.
- d. May be present at suspension hearings for the 18+ division.

12. Scheduler

The Scheduler shall:

- a. Obtain from local associations ice convenors the necessary indoor ice allotments required for the conducting of competitions.
- b. Draw up a schedule and assign ice for league competition and playoffs.
- c. Supply information to the treasurer.
- d. Ensure that no games are scheduled during the Christmas week without prior agreement between the league and the local associations.
- e. Direct all enquiries to appropriate league officials by a telephone provided by the league.
- f. Where games must be rescheduled, notify the Referee-in-Chief (or appropriate Referee-in-Chief) and the Association Minor Official assignor(s).

III. COUNCIL

A. The Council shall consist of the following:

1. The Executive
2. Local Association Representatives:
 - a. District #2 St. James-Assiniboia Ringette Association
 - b. District #3 North Winnipeg Ringette
 - c. District #4 River East Ringette Association
 - d. District #4 Transcona Ringette Association
 - e. District #5 St. Boniface/ St. Vital Ringette Association
 - f. District #6 South West Winnipeg Ringette Association
 - g. Ringette Manitoba Representative
 - h. Interlake Ringette Association
 - i. Macdonald Ringette Association
 - j. Eastman Ringette Association
 - k. Portage Ringette Association

B. Members of Council shall take office as follows:

1. Executive members shall take office for the Council meeting following the annual general meeting at which they were elected.
2. Local association representatives shall be added to the Council roster upon submission of their names by the respective local associations.
3. The RMB Representative shall be added to the Council roster upon submission of his/her name.

C. Powers and Duties of the Council

During its term of office, the Council shall have the power to administer all affairs of the league, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing shall include:

1. The filling of vacancies which may occur.
2. The scheduling annually of games for teams in various age groups and the conducting of playoffs.
3. The operation of ringette in greater Winnipeg under the official rules of RMB with additions as listed under "Policy and Procedure" governing the game of ringette, and the right to decide and adjust any and all matters that may be in dispute.
4. The registration of all teams in the league.
5. The appointment of committees as may be required to carry on the business of the league.
6. The administration of policies and procedures required for the operation of the league.
7. Appoint division convenors from list of names put forward by local associations.

IV. LEAGUE ADMINISTRATORS

League administrators are members appointed by the League to conduct specific functions on behalf of the League. They are members of the League, but do not have voting status at WRL meetings.

B. DIVISION CONVENORS

Division convenors shall be appointed by the Council from a list of names put forward by the local associations, and their number shall be determined annually by virtue of the number of nominees put forward and the number of teams registered to play in any given season.

Duties of division convenors:

1. Game attendance:
 - a. The division convenor should attend at least one game per team in their division.
 - b. If a problem team should arise, the division convenor and Past President or his/her designate should be called so that they can attend a game of the team in question.
 - c. The division convenor will be called upon to advise the board of any changes that they feel should be made in their division(s) with regards to moving teams up or down. Loop Convenors will have the power to veto requests from teams that are outside of the Loop Convenor's recommendations (i.e. teams that ask to move up a loop are no longer automatically approved).
2. Statistics and game sheet monitoring:
 - a. Receive and record all game sheet information.
 - i. Information recorded shall include team wins, losses or ties as well as penalties, temporary players and any other information required by the Registration and Suspension committees.
 - ii. The winning coach (or the home team coach in the event of a tie) shall phone in the score and send the game sheet to the designated address.

- iii. Failure to phone in the score and send in the game sheets post marked no later than 72 hours after the game shall mean loss of points for the responsible team.
 - b. Record and prepare team standings:
 - c. Teams consistently acquiring numerous penalties (ten or more per game) will be monitored.
 - d. Division convenors will notify the WRL Referee-in-Chief after any three games in a row an accumulation of 60 penalty minutes occur.
3. Communication
- a. Act as the lines of communication between the coaches and the Council.
 - i. If the coach of any team has any questions as to proper procedure for anything connected to his team or division, the coach should first phone the division convenor. If the division convenor cannot answer the question, he/she should either direct the coach to the proper person (like the Past President) or find the answer for the coach.
 - ii. If coaches have complaints, they are to call their division convenors. The division convenor will relay the complaint to a WRL Association Representative or to a member of the WRL Executive.
 - iii. Notify the Referee-in-Chief after repeated infractions of on-ice safety by a team.
4. Suspension Committee Meetings
- a. Division convenors should attend any suspension meetings where any of their teams are concerned.

- i. They should bring the stats for their division with them so that the suspension committee can look at any information on the respective team or persons involved.
 - ii. If the division convenor cannot attend the meeting, he/she should ask another convenor or a WRL executive member to be present.
 - b. The division convenor shall keep track of the number of games assessed for suspension and inform the Referee-in-Chief of the Winnipeg Ringette League if the player is used before the suspension is fully served.
5. Protest Committee Meetings
- a. Once a game protest has been delivered to a division convenor (no later than 24 hours after the game), the division convenor shall inform the Referee-in-Chief, the WRL President, Vice-President and the Secretary of the nature of the protest.
 - b. Soon after the game sheet has been received by the division convenor, a Protest committee meeting will be called to deal with the protest.
 - c. The division convenor shall notify all parties affected by the protest of the date, time and location of the Protest committee meeting.
 - d. The division convenor shall attend the Protest committee meeting.
6. Game trades and rescheduling
- a. The trading of indoor games – see Policy & Procedure Article III, Section D.2.
 - b. Rules regarding rescheduling of games are set out in Policy & Procedure Article III, Section D.1.

- c. Rules regarding no show teams – see Policy and Procedure Article V, Section G.
- 7. Additions, deletions and temporary players
 - a. After receipt of team registration forms from the registrar, division convenors shall ensure that all additions or deletions to team rosters are up to date and complete on a current basis and as of January 14th of each year.
 - b. Convenors shall check game sheets against roster for any new players. If new names appear, verify them with the registrar. Keep record of temporary players (refer to WRL Policy and Procedure, Art. I, Item G, Temporary Promotion) and verify their eligibility to play as recorded.
- 8. Conflict of interest
 - a. The division convenor, WHEN possible, WILL not be involved as/with a player, coach, manager or trainer with a team in his/her division.

V. STANDING COMMITTEES

To assist the Council in carrying out its responsibilities, the following Standing committees shall be appointed:

A. Nomination Committee

- 1. The Immediate Past President of the league will chair the Nomination committee.
- 2. The Council shall appoint four members (preferably not from Council) to this committee.

3. All members of this committee shall be entitled to vote at nomination committee meetings.
4. Upon obtaining the assent of the nominees, the committee shall present a slate of at least one candidate for each office to be filled. This slate shall be sent to all eligible voters at least three weeks prior to the annual meeting.

B. Registration Committee

1. This committee shall be chaired by the Registrar.
2. The committee shall consist of the WRL Past-President and a WRL Representative of each local association.
3. Each local association shall have one vote on the committee.
4. The committee shall endeavour to seed teams in accordance with their level of ability.
5. If participants at the WRL 2nd half realignment meetings are in direct conflict (parent, player or rostered bench staff), they are to declare themselves in conflict prior to discussion taking place and refrain from any discussion/ vote involving the team/loops they are connected to.

C. Suspension Committee

1. This committee shall be chaired by the Referee-in-Chief.
2. The committee shall consist of two WRL Council members, and the applicable division convenor (or his/her designate) for the youth divisions; while at Open, the committee shall consist of two delegates from the Open Committee and the applicable division convenor.

3. The suspended player and/or team official must also be present at the suspension committee meeting. However, if the player and/or team official does not show up for the hearing, the hearing will proceed without them.
4. The committee shall impose a suspension penalty based on the seriousness of the infraction as set out in the Ringette Canada Guidelines.
5. The Suspension committee may suspend a team, player, team official for unbecoming conduct by such team or person, on or off the ice.
6. The Suspension committee may in its discretion impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for example, making restitution, giving apologies or providing undertakings.
7. The Suspension committee shall sit at such times and at such places as necessary to deal with suspensions on a timely basis.
8. Notice of any hearing by the suspension committee may be given in person, by telephone, or by letter (standard or email) addressed to the team contact listed on the WRL website. The team contact is responsible for contacting the player/parent and/or guardian.
9. At least twenty four hours notice of any suspension hearing shall be given to all parties listed in clause 2 and 3, unless all parties concerned waive this notice provision.
10. Minutes of the committee meetings shall be taken by a member of that committee and copies sent promptly to:

- a. the President or Association Referee-in-Chief and community centre convenor of the affected district or association.
- b. the appropriate division convenor.
- c. the President, Vice-President and the Secretary of the WRL.

D. Protest Committee

1. This committee shall be chaired by the Referee-in-Chief.
2. This committee shall consist of the WRL Vice-president, one WRL council member and the applicable division convenor for youth divisions. At the Open divisions, the committee shall consist of the Open representative, one member and the applicable division convenor.
3. A meeting of the committee shall be convened upon submission of a protest and a cheque for \$100.00 to the division convenor.
4. The committee shall decide whether a game shall be replayed in its entirety or from the point of dispute.

E. Appeals Board

1. This board shall be chaired by the WRL President.
2. The board shall consist of two members of WRL council who were not involved in original hearing.
3. The Board shall hear and decide upon all matters brought before them pursuant to Policy and Procedure Article XI.

F. Rules Committee

1. This committee shall consist of the Referee-in-Chief, President and Past President.

2. The committee shall obtain and distribute interpretations of the rules of Ringette Canada, Ringette Manitoba and the Winnipeg Ringette League when requested and when circumstances so warrant.
3. The committee will evaluate and/or prepare any rule changes to be submitted to Ringette Canada in accordance with the dates set down on odd numbered years by Ringette Canada.

G. Committee Make-Up: Delegates

1. Where the appropriate or sufficient WRL Board member(s) do not exist to facilitate business conducted by a WRL sub-committee, the WRL President may appoint a delegate who may be a non-Board member to a subcommittee.

VI. AD HOC COMMITTEES

The Council shall appoint committees as may be required to carry out the business of the League.

VII. FISCAL YEAR

The fiscal year of the League will be from April 1st to March 31st.

VIII. ORDER OF BUSINESS

The following order of business shall be observed at all the meetings of the League:

- A. Call to Order
- B. Attendance of Eligible Voters and Guests
- C. Reading of Minutes

- D. Unfinished Business
- E. Elections of Officers (if required)
- F. New Business
- G. President's Report
- H. Vice-President's Report
- I. Past President's Report
- J. Secretary's Report
- K. Treasurer's Report
- L. Scheduler's Report
- M. Registrar's Report
- N. Referee-in-Chief's Report
- O. Public Relations' Report
- P. Playoff Coordinator's Report
- Q. U10 Convenor's Report
- R. Open (18+) Representative's Report
- S. RMB Representative's Report
- T. Reports of District Representatives
- U. Standing Committee Report

IX. REPRESENTATION AND VOTING AT MEETINGS

- A. Each Executive member shall be entitled to attend and cast one vote at all Executive, Council, annual and special meetings.
- B. Each Council member shall be entitled to attend and cast one vote at all Council, annual and special meetings. This vote may be transferred to any member of their association's board of directors.

- C. Presidents of the local associations (or their designates) shall be entitled to attend and vote at all annual and special meetings.
- D. For annual and special meetings, each association is eligible for additional votes which may be designated to any member of their board of directors. These votes are earned and distributed based on the number of players registered to play on teams registered in the Winnipeg Ringette League. Any association registering 500 players or more will receive three additional votes; less than 500, but more than 250 will receive two additional votes; and less than 250 but more than 100 will receive one additional vote. Additionally, associations may send up to two alternate delegates to these meetings. The delegates also must be members of the association's board of directors and shall be allowed voice but no vote.
- E. No individual can represent more than one vote at any meeting.
- F. There shall be no votes by proxy.

X. MEMBERSHIP

Membership of the League shall consist of:

- A. The Council.
- B. Local associations, as spelled out in "Policy and Procedure".

XI. AMENDMENT OF BY-LAWS

- A. These by-laws may be amended by two-thirds majority of the members present and voting at the annual meeting.
- B. All and any proposed by-law amendments must be submitted in writing at the WRL March council meeting.

NOTES:

VICKAR

AUTOMOTIVE GROUP

Proud partners and supporters of the

Winnipeg Ringette League



964 Regent Ave. W
www.vickarchevrolet.ca



1424 Regent Ave. W
www.vickarnissan.ca



950 Regent Ave. W
www.vickarmitsubishi.ca



300-1717 Waverly St.
www.waverleymitsubishi.ca



964 Regent Ave. W
www.vickarautobody.com



2000 Main St.
www.vickarford.ca



2000 Main St.
www.vickarford.ca



2325 Dugald Rd.
www.vickarsuzukitrucks.com

“Where Customers Send Their Friends”



SHOP 24/7 AT vickar.com



Boston Pizza®

BRING YOUR TEAM

204-9254111 | BOSTONPIZZA.COM

DOWNLOAD THE *My***BP** APP FOR EXCLUSIVE OFFERS