

***SOUTHERN
REGION
RINGETTE
ASSOCIATION***



***2008-2009
Coach / Manager's
Handbook***

Revised September 25, 2008

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Recruitment of Players Guidelines

These guidelines have been developed for associations when forming teams at the beginning of each season. The intent is to allow associations to form teams at the levels they wish without concern for interference, intentional or otherwise, from any other association. Recruitment of players, which is defined as direct contact of players without their home association's knowledge and approval, will not be tolerated.

1. Contact must always be at the level of Association President to Association President to determine if specific players may be available to another association.
2. No members of any association intending to develop a team at a specific age level and calibre may directly contact players from another association which has indicated its intention to field a team at the same age level and calibre. Deadlines and methods of communication of team levels to be established on a Regional basis.
3. No players may be allowed on tryout ice of an association other than their local association without submitting a "Tryout/Release Form" (as found in the O.R.A. Operating Manual –Appendices Section).

SRRRA Executive List 2008 / 2009

Position	Name	Address	Phone
Chair	Mike Chaudet Cindychaudet@aol.com	1871 Center Line Rd, Stayner,. L0M 1S0	H - 705-428-6354 C
Vice Chair	Tammy Pettes tpettes@tficanada.com	2147 Jardine Cres. Burlington, L7L 7K1	H - 905-315-7332
Secretary	Wendie Edwards wendyedwards@sympatico.ca	20 Ramsay St. Holland Landing, L9N 1G4	H - 905-836-4610 C
Treasurer	Rob Crandall tspeed@cogeco.ca	1255 Havendale Blvd Burlington, L7P 3S2	H - 905-335-3196 C
Adult	Samantha Allen-Hanna hanna_52@sympatico.ca	3131 Pendleton Rd. Mississauga, L5N 5E1	H - 905-785-3312
Athlete	Aimee Chaudet achaudet@sympatico.ca	1871 Center Line Rd, Stayner,. L0M 1S0	H - 705-428-6354 C
Coaching	Jim Thompson jlt55@sympatico.ca	48 Warbeck Place Etobicoke, M9R 3C3	H - 416-243-3077 C - 416-801-7155
Elite	Linda Thompson linda038@sympatico.ca	48 Warbeck Place Etobicoke, M9R 3C3	H - 416-243-3077 C - 416-809-3467
G&T	Tammy Pettes tpettes@tficanada.com	2147 Jardine Cres. Burlington, L7L 7K1	H - 905-315-7332
	Brian Shaunessy h.shaunessy@sympatico.ca	97 Caronia Square Scarborough, M1B 2Z9	H – 416-284-5934 C – 416-476-1380
Membership Service	Cathy Nie cnie13@hotmail.com	43 Henry St Cambridge N1R 3W3	H - 519-623-8223
Officiating	Jeff Evans jeffevans@rogers.com	233 Altamira Rd. Richmond Hill L4C 4C9	H - 905-884-7328 C
Past Chair	Susan Howe devils.night@sympatico.ca	1 Owen Ave Paris N3L 1W1	H - 519-442-6657

Southern Region Volunteer Responsibilities

Region Chair – appeal situations

Region Vice-Chair -

- Regional recognition awards
- nominations for regional positions

Region Secretary-

- minutes
- changes to executive lists
- correspondence

Region Treasurer- region financial matters

Adult Development Coordinator (ADP) –

- anything to do with Open & Masters teams except Open AA

Coaching Coordinator-

- coaching qualifications
- coaching clinics
- regional coaching seminars

Elite Development Coordinator –

- Regional All-Star team questions and questions concerning National or World Championships

Games & Tournaments Coordinator (G&T) –

- regional championships,
- prelims for qualifying to Provincials,
- Provincial Championships,
- collection of fees for the previous 3 events,
- collection of all game report forms,
- region coaching seminars,
- 2 team Player agreements,
- substitutions for tournaments,
- Region Sanctioned Events

Games & Tournaments Committee Member –

- seeding of teams (contact appropriate member),
- monitoring of sanctioned tournaments in the region (contact appropriate member)
- assisting G&T Coordinators (both Regionally & Provincially)

Membership Services Coordinator-

- out of age player requests
- releases
- player tryouts
- registration
- volunteer recognition nominations

Officiating Coordinator-

- officiating qualifications
- officiating clinics (N.O.C.P.)
- officials for regional Championships and prelims

Games and Tournaments Committee 2008 / 2009

G & T Co-coordinators:

Tammy Pettes
2147 Jardin Cres.
Burlington, Ontario
L7L 7K1
H – 905-315-7332
Email – tpettes@tficanada.com

Brian Shaunessy
97 Caronia Square
Scarborough, Ontario
M1B 2Z9
H – 416-284-5934
C – 416-476-1380
Email – h.shaunessy@sympatico.ca

Committee Members:

Novice Convener	Yvette Kramer	905-778-9268	905-716-1259	ysar@rogers.com
Novice Convener	Troy Johnson	905-562-9761		troyangavery@sympatico.ca
Petite Convener	Doug Graham	905-689-1302	905-320-2552	douglas_graham@hotmail.com
Petite Convener	Dawn Boone	905-361-7516	289-259-4699	dbossertboone@yahoo.com
Tween Convener	Cindy Chaudet	705-428-6354	705-717-1462	cindychaudet@aol.com
Tween Convener	Nina Kavalinas	519-632-9101	519-590-8433	Nina_Kavalinas@manulife.com
Junior Convener	Andrew Shaunessy	416-289-5934	416-999-7422	bshaunessy@rogers.com
Belle Convener	John Uildersma	905-765-0333	289-440-3025	johnU@mountaincable.net

Dates to Remember 2008 / 2009

September 3/08

- **SRRA Monthly Meeting**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena Mississauga For Presidents and SRRA Reps

Sept 24/08

- **Provincial Coaches Meeting and Rules Clinic**
7 p.m. @ Iceland Arena, Mississauga
North Meeting Room, 2nd floor

Sept 27/08

- **CSI Clinic in Newmarket**
NTR, National Training Rinks at 1155 Stellar Drive, Newmarket, Ontario, L3Y 7B8.
(Please note Venue change)
- **Refresher I Officiating Clinic (Levels 1 & 2)**
Cambridge, Preston arena with ice at Homuth (9am start)

October 1/08

- **SRRA Monthly Meeting**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

Oct 4/08

- **CSI Clinic in Caledonia**
Zehrs Community Room - 8am-5pm
- **Refresher I Officiating Clinic (Levels 1 & 2)**
Erin Mills Arena, Mississauga (9am start)
- **Refresher II Officiating Clinic (Levels 3 & 4)**
Erin Mills Arena, Mississauga (2pm start)

October 8/08

- **Regional Coaches Meeting and Rules Clinic**
7 PM @ Iceland Arena, Mississauga
North Meeting Room, 2nd floor

October 15th & 18th/08

- **CI Clinic in Cambridge**
Oct 15th – Hespeler Arena Boardroom – 7 – 10pm
Oct 18th - Preston Auditorium Boardroom - 9am-6pm

October 18/08

- **Refresher I Officiating Clinic (Levels 1 & 2)**

Tom Graham Arena, Richmond Hill (9am start)

- **Refresher I Officiating Clinic (Levels 1 & 2)**

TBD, Hamilton (9am start)

October 25/08

- **CSI Clinic in Cambridge**

Preston Auditorium Boardroom - 9am-6pm

November 5/08

SRRA Monthly Meeting

7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

November 8/08

- **CSI Clinic in Hamilton**

Inchpark Arena and meeting room.

November 15/08

- **Team Registration Forms (TRF's) to ORA office**
- **Arena Audits Due**
- **Releases Due**
- **Coaches Code of Conducts due**

Nov 19 and Nov 22/08 (Re-scheduled from Nov. 12/15th)

- **CI Clinic in Richmond Hill at Richmond Green/Tom Graham Arena**

7pm to 10pm on the 19th and 9am-6pm on the 22nd + one hour of ice time.

Nov 3/08 – (Re-scheduled from Nov. 16th)

- **Gradation Clinic in Richmond Hill at Richmond Green/Tom Graham Arena**

8:30am to 12:30pm

December 3/08

- **SRRA Monthly Meeting**

7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

Jan 8th/09

- **Final deadline to complete Bench Staff qualifications.**
- **Final deadline for changes to TRFs**
- **Deadline for Intents to Proceed to Provincials**

January 7/09

- **SRRA Monthly Meeting**

7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

February 4/09

- **SRRA Monthly Meeting**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena
- **Deadline for teams to apply to Regional B/C Championships with fees**

March 4/09

- **SRRA Monthly Meeting**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

March 5th to March 8th/09

- **AA Provincials**
Hosted by London

March 19th to March 22nd/09

- **A Provincials**
Hosted by Gloucester-Cumberland

April 1/09

- **SRRA Monthly Meeting**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

April 3rd to April 5th/09

- **Southern Regional Championships,**
Hosted by Mississauga.

April 7th to 9th/09

- **Adult Challenge Cup, Hamilton**

May 6th/09

- **SRRA Monthly Meeting AGM**
7:30 p.m. – 10:00 p.m. North Lounge Iceland Arena

Remember to check the SRRA website frequently to stay abreast of changes!

Follow this link: << www.eteamz.active.com/SRRA/

Associations in Southern Region

AYR
BARRIE
BURLINGTON
CALEDONIA
CAMBRIDGE
ETOBICOKE
HAGERSVILLE
HAMILTON

JORDAN
MARKHAM
MARKHAM WOMEN
MISSISSAUGA
NEWMARKET
NIAGARA FALLS
PARIS
RICHMOND HILL

ST.CAT
HARINE
S
STAYNE
R

Congratulations, you've got a team! Now what?

This booklet is designed for all bench staff of a Southern Region team attending a **sanctioned** event, i.e. an Invitational Tournament or Regional Championship. This information will assist you with the what, when and how to participate. Common sample forms are included or referred to in the O.R.A. Operating Manual which can be accessed from your Association President or the Ontario Ringette website at www.ontario-ringette.com/administration/op_manual.

A list of all the meetings, clinics and deadlines is enclosed. Keep it handy for easy reference. Deadlines are in **bold**. Substantial fines may be assessed if deadlines are missed. A missed deadline can also disqualify a player/bench staff or the team from competing in Sanctioned Events. It is your responsibility to make sure that you comply with all requirements in a timely way.

Each association in Southern Region has a Rep who attends the Southern Region meeting on the first Wednesday of each month. This person is the key Association liaison to the Region. **Contact this person first if you have any questions.** He/she may be able to answer your questions or know where to look it up, or will call the appropriate coordinator if they still cannot find the answer. As a last resort you should contact one of the Region volunteers.

If you are an Open or Masters team (other than Open "AA") replace any reference to G&T (Games & Tournaments) with A.D.P. (Adult Development). Open A teams contact the G&T Coordinator responsible for provincial teams for information about Provincial Championships.

Whenever you have an injury or a potential for injury situation, you must complete the Risk Management & Safety Incident/Accident Report Form and submit this to the O.R.A. office.

Police Record Checks for Bench Staff

October 2006 - By way of motion the Ontario Ringette Board of Directors has accepted the Coaching Development Committee's recommendation that: Whatever Volunteer Screening process the Local and Regional Association's currently utilize, it must include a criminal record check be done for all Bench Staff by January 8th. Police Record Checks should be within three (3) years from date of submission.

The Basics - Team Registration, Seeding and Forms

Sanctioned vs. Non-Sanctioned Teams:

If your association allows your team to go to Invitational Tournaments or Regional Championships, you must first find out at what level of play you have been registered. The Registrar of your association will have a copy of the **Team Registration Form (T.R.F.)** and this will give you all of the information you need. You will need a copy of this T.R.F. for each tournament in which you register. The Registrar will require the Head Coach to sign the T.R.F. before it is sent to the O.R.A. office. This is to ensure that the coach knows who is registered and that the bench staff is registered in the proper position for their qualifications. The Head Coach is the person ultimately responsible to ensure that his/her bench staff is qualified for the position they are assuming.

A non-sanctioned team means that you will not be attending any sanctioned events. This booklet, then, is not for you.

NOTE: Your **league play** has nothing to do with S.R.R.A. or O.R.A. except for stats that may be used in your team's seeding. Your registered level of play and the way you are listed for play in your league may be totally different. For example, Southern Region does not allow teams to register lower than "B" but you may be called "C" in your league. This can be confusing so make sure you have it straight! When going to sanctioned events you have to deal with the level on the Team Registration Form (T.R.F.)

Team Seeding and Game Sheets:

The Southern Region Games and Tournaments Committee meets monthly to assess placement of teams. To properly seed your team ALL game sheets from ALL sanctioned teams are required MONTHLY throughout the season.

Even if a team is in the proper level, the game sheets assist us in seeding other teams. Give the enclosed **Game Report Form** to your Southern Region Representative **by each month end** along with one game sheet (or a copy) per game. This allows he / she to submit the forms and sheets by the appropriate deadline. **There is a fine for each report that is not in on time.** Please also make sure that each game sheet has the team association name and level where known.

Monthly Summaries:

Use the enclosed Game Report Form for your monthly summaries. Copy the previous one, draw a line at the end of the old games and add the new games at the end. This way you will have a continuing list of all the games for the season, instead of separate sheets each month. It will also make the G&T Committee's job that much easier.

SUBMITTING THESE SHEETS IS MANDATORY regardless whether you are using Hometown or not. Failure to do so, will result in a \$50.00 fine per team per month. If no games are played a report must still be filed with this noted on it, otherwise you will still be fined.

It is strongly recommended for accurate seeding purposes that teams use the active team site on the **Home Town Sports** web site as well. All info (including goals and penalties for both teams) must be put on the site that would have to be included on the hard copies. Also needed are comments about absent players and substitute players and any other notes you wish to add. Please help us to help you!

Tournaments.

The Association Rep receives copies of the tournament invitation letters from Southern Region hosts in September and October. Unless stated otherwise, acceptance into tournaments is not necessarily first come first served. All hosts wish to have the divisions as competitive as possible and sometimes take that into consideration when accepting teams. You can only apply to the division and level of play listed on your T.R.F. If you wish to apply to **a different level** you must first have approval, in writing, from the member of the S.R.R.A. G&T committee who is dealing with that age division. Contact your committee division rep early and find out what is required to get this letter.

Coaching Qualifications:

A copy of the Bench Staff qualifications needed for each position on the bench for this season as well as next season is located in the Coaching Section of the O.R.A. Operating Manual. There are very large fines for signing in on a game sheet and not being qualified or registered for the current year. **In all situations, the Head Coach is held responsible for the accuracy of the qualifications for his/her team.**

Two Team Players:

It is possible for a player to play on two teams for the entire season. This is not a substitution situation. She may play on a "B" or "C" team and also play for an "A" or "AA" team. In that case both coaches, parent/player, and both association presidents must sign a "Playing Agreement". The G&T coordinator must sign this contract before the player can participate in any games for the second team. Unless listed otherwise in the "Player Agreement", home association team play must come first. If the lower team is moved up to "A" or "AA" the player will stay with the home association team as noted on Player Agreement. (See further notes on the Player Agreement Form.)

Any player, who has completed a Player Agreement, must also be registered by both associations on the original T.R.F. or an Information Change Form to add her to a team. Both this and the completed agreement must be done before a player can participate in sanctioned events.

Southern Region passed a motion at the September 2004 meeting that any player signing a player agreement to play on 2 teams, will play a minimum of 10 games on the "B" or "C" to ensure a proper seeding for the Regional "B/C" Championships. Any special circumstances will be filed with the Regional G&T Committee to review.

Team Registration Form and Information Change Form:

If anyone (including bench staff) is added after the Registrar files the original T.R.F. then you must receive and complete an **Information Change Form** from your Association Registrar. Include this form (or forms if you have more than one change) with your T.R.F. when registering for tournaments. **AT NO TIME IS ANYTHING TO BE ADDED OR DELETED FROM THE ORIGINAL T.R.F.** Shirt numbers and shirt colours are the only things that may be changed when submitting a TRF to a tournament.

Seeding & Fines Policy

- 1) Each Association Committee plus the Registrar and Coaches should meet to set each team's seeding level before registration. All Head Coaches must sign their T.R.F. to show that they have checked that the players & bench staff are correct. Once registered the coach needs a copy of the registered T.R.F. Photocopies of all T.R.F.s **are due to the ORA by November 15th and to SRRA Membership by November 1st.**

FAILURE TO DO SO WILL RESULT IN A \$50.00 FINE PER ASSOCIATION

2) Game Sheets and Monthly Reports

- a. Each sanctioned team is responsible for supplying their Association Rep with a monthly completed Game Report Form, along with copies of all game sheets by each month end.
- b. These are subsequently to be received by the G&T Coordinator/designate by the Monday following the November, December, January, February, and March S.R.R.A. regular meetings.
- c. Game Report Forms are to be copied and each month added to, along with the game results and copies of the game sheets. EXCEPTION: A team may file all game sheet information on their Hometown Sports website in order to eliminate the need to hand in paperwork. All game sheets must be available if requested by the S.R.R.A. Games & Tournaments Committee.

FAILURE TO DO SO WILL RESULT IN A \$50.00 FINE PER TEAM PER MONTH.

- 3) The G&T Committee may require any team to play other teams within a specified deadline. If not played - without justification accepted by the committee - the team will be moved up one level of play.
 - i) All teams **must** play at least ***three (3) Southern Region teams*** seeded at the same division and level of play, and results **must** be to the S.R.R.A. G&T Committee by the Region's **January** meeting.
 - ii) The G&T Committee may require any teams considered to be at the top of their seeded level to play at least two (2) teams seeded at the next higher level.
- 4) All G&T fines are to be submitted within **30 days** of notification. Note the Appeals section of the S.R.R.A. Policies and Procedures 5.0 & 0.2.
- 5) Any teams not complying with the G&T Committee requirements may be subject to further disciplinary action.

6) Any fees, dues, levies, etc. are due by the following month end, after being notified of assessment.

**FAILURE TO DO SO WILL RESULT IN POSSIBLE DISCIPLINARY ACTION
as per O.R.A. By-Law 1,18C**

7) There will be no “C” level teams registered until, the G&T Committee receives a specific request, with substantiation, and approves the request in writing.

8) The deadline for Southern Region teams to request a change into or out of “A” or “AA” will be December 1st.

9) Submitting documentation after being fined does not eliminate the fine.

10) **The 25 Rule** - Any association with a division containing 25 or more registered players must attempt to field an “A” level team or be prepared to show what else they have done to form a higher calibre team in this age group.

The Regionals & Provincials

Your Rep will make application to attend all Regional Championships, so contact him or her before the deadline if you are interested in attending.

Southern Region rules for substitutions for Regional “B”/”C” Championships require prior approval by the G&T Committee and will be granted only if it is felt that there are extraordinary circumstances that have arisen. Substitutions for “A”/”AA” Regional Championships follow Provincial event rules and are approved by the Region G&T in conjunction with O.R.A. G&T Chair

Any ‘AA’ and “A” team that wishes to attend Provincials must submit Intent to Proceed to Provincials Form. Any team which does not qualify as the Region representative for the Provincial event may compete a Wild Card Application to make it known that if a position becomes available, the team would like to be considered.

Open and Masters age divisions must contact the Adult Development (ADP) Coordinator of the Region for information on events and what level they should be, etc. Open “AA” teams go to the “AA” Provincials that lead to Nationals. When possible, Regional Championships are held for Open and Masters “C” and Recreational” levels of play.

Regional “A” and “AA” Championships and Provincial Fees

Teams will be selected to go to Provincials on the basis of statistics from the tournaments they attend. You will find the complete formula in the ORA Games and Tournaments handbook available on the ORA web site.

Provincial Fees for 2008 were \$1000.00 per A or AA team , Fees for 2009 are expected to be slightly higher. When we when know it will be announced.

Tournaments – What You Need to Know

A listing of the sanctioned events, including dates for Regionals, is available from the Southern Region Games & Tournaments (G&T) Coordinator through your Association Rep. A listing comes out to the Presidents in the Operating Manual by October of each year or can be accessed on the Ontario Ringette Website. All tournaments are listed F (female only), M (Male only), or C (co-ed). Your team must be aware that they cannot take a male to a female event.

If you wish to enter into another level or division your Rep must first have written approval from the Southern Region G&T (or ADP) committee. The **T.R.F.** shows in what division and level of play you are registered and also what players and bench staff have been registered. The Registrar can only make any additions/changes by filing an **Information Change Form** to the O.R.A. office. A copy of this must be attached to the T.R.F. when submitting it to tournaments. There can be no alterations/additions made on the T.R.F. as originally filed (except sweater numbers, and colours.)

Plan with your team which events you want to attend. For “B”/”C” teams, the Regional Championships are the highlight of the season for the players and should be the team’s ultimate goal for the season. The Regional Championships could have more levels than just “B” or “C”. If the G&T Committee feel that there needs to be more than two levels in an age division, the G&T Committee may add an intermediate or major/minor level. The intent is to have the teams playing the best competition possible at the Regional Championship.

“A” and “AA” teams may also have Regional Championships (Prelims) if necessary. These become the qualifiers to decide who will represent the Region at the Provincial Championships. Deadlines for any of these events and fees, etc. are in the Important Dates sheet enclosed.

The O.R.A. Operating Manual that each association president gets has an event listing. Each team should get a copy of this from their Rep or download it from the O.R.A. website. The Sanctioned Event Rules are enclosed in this manual as well as other pertinent information concerning Provincial Championships, Coaching regulations, etc.

Before you have been accepted to a tournament, you must make the necessary arrangements for making sure that you have sufficient players and bench staff for the event. Most tournaments do not give

refunds once a team has been accepted. Also be aware of whether the tournament is starting during the day on Friday or evenings during the week. **Substitutions** from another team registered with O.R.A. in your association can be used only if all of the rules regarding substitutions are followed. This must be carefully assessed and make sure that you follow any rules that your association may have. (i.e. players must attend their team activities first, etc.) as well as the O.R.A. substitution rules. Once again you can be assessed serious fines unless you have made sure that you have followed the rules carefully. Whenever you are not sure, call your Rep who will follow up with a call to the coordinator. Circumstances vary greatly from one scenario to another so be very specific when checking out your options. A letter may be written by the G&T coordinator to allow a player to play if all persons involved feel that the circumstances warrant approval.

You have now arrived at a tournament. When you register you will need to fill out a T.R.F. Adjustment Form for any substitutions being used, including bench staff. This form will be made available from the host; however, you will find it easier if you complete one before you get there. Information must be accurate, so be careful in completing this form. Rather than put incorrect information, fill out what you can and notify the tournament chairman later if necessary. All of these forms are sent to the G&T coordinator and will be subject to fine(s) if incorrect.

Make sure that any substitute bench staff are not only qualified, but also current registered members of O.R.A. **If they are not registered on a T.R.F. or an Information Change Form then they are not insured to be on the bench and are illegal.**

THERE IS NO SUCH POSITION AS WOMAN ON THE BENCH! The necessary female must hold one of the usual positions and have proper qualifications and be a current registered O.R.A. member **Each bench staff must sign in on the game sheet individually. No one is to complete all the names in the appropriate boxes under any circumstances.**

O.R.A. Sanctioned Event Rules must be followed if held in Ontario, unless stated otherwise beforehand. Make sure that you know whether the games will be played out if a tie in round robin play, as well as the length of the periods for Junior & above (15 or 20-minute periods). Any other rules, especially tie-breaking, should be the consistent O.R.A. rules as outlined. Use of Shot Clock rules is not mandatory so you must check to see who will be having them and whether they are consistent with the O.R.A. rules.

Whether you are competitive or not, once you are registered with a tournament, you must attend all games. **Failure to do so will be dealt with by the host and, if necessary, the host's region.**

Any complaints must be put in writing to the host committee, with a copy going to your Association Rep, as well as the G&T Coordinator of your region.

If you follow these guidelines, you will find more enjoyment for yourself and the players/bench staff/parents can spend more time enjoying themselves in the host town.

“BUYER BEWARE” - When entering a tournament, you must be aware of the caliber of teams that the host has. Usually the other teams will be of similar caliber. If they are too strong or weak, you may want to take this into consideration before having a disappointing tournament.

IT IS VERY IMPORTANT THAT YOU NOW OBTAIN PAGES 1-29 OF THE GAMES & TOURNAMENTS SECTION OF THE O.R.A. OPERATING MANUAL (Adult Development Section if an Open or Masters Team). YOU CANNOT GO TO TOURNAMENTS, ETC. WITHOUT THIS VITAL INFORMATION.

If you need further information on Coaching Qualifications check the Coaching Section of the O.R.A. Operating Manual.

Access to the O.R.A. Operating Manual is available on the O.R.A. Website or contact your Rep to see who has one in your association.

Bench Staff Combinations for A and AA Teams

DIFFERENT COMBINATIONS OF BENCH STAFF for “A” & “AA” Teams

B & C levels may have any number of trainers up to 4 plus a Qualified Head Coach (1 of Which must be female) – maximum of 5 bench staff at any time

* “AA” teams (except Open) must have a qualified female Head Coach or Assistant Coach

* These are the combinations of bench staff that you can have on the bench in a sanctioned game

* You may register more than 1 manager or trainer but only 1 of each can be on the bench at a time

* There must always be a female on the bench (exception Open & Masters)

1 Bench Staff Member

Team 1

Head Coach

2 Bench Staff Members

Team 1

Head Coach

Assist. Coach

Team 2

Head Coach

Manager

Team 3

Head Coach

Trainer

3 Bench Staff Members

Team 1

Head Coach

Assist. Coach

Assist. Coach

Team 2

Head Coach

Assist. Coach

Trainer

Team 3

Head Coach

Assist. Coach

Manager

Team 4

Head Coach

Manager

Trainer

4 Bench Staff Members

Team 1

Head Coach

Assist. Coach

Assist. Coach

Assist. Coach

Team 2

Head Coach

Assist. Coach

Assist. Coach

Manager

Team 3

Head Coach

Assist. Coach

Assist. Coach

Trainer

Team 4

Head Coach

Asst. Coach

Manager

Trainer

5 Bench Staff Members

Team 1

Head Coach

Assist. Coach

Assist. Coach

Assist. Coach

Assist. Coach

Team 2

Head Coach

Assist. Coach

Assist. Coach

Assist. Coach

Manager

Team 3

Head Coach

Assist. Coach

Assist. Coach

Assist. Coach

Trainer

Team 4

Head Coach

Asst. Coach

Asst. Coach

Manager

Trainer

Bench Staff Code of Conduct Agreement for Sanctioned Events

Members are expected to treat each other with mutual respect for the betterment of Ringette™ on and off the ice.

1. The use of illegal drugs is strictly prohibited.
2. Alcohol consumption by minors is strictly prohibited. Alcohol consumption by those of legal age must be handled with discretion and in a manner not demeaning to the Ontario Ringette Association, following all laws according to the Liquor License Act of Ontario. Alcohol must not be consumed at least 8 hours prior to game time.
3. Any occurrence of consuming or having alcohol and any person using illegal substances is a severe breach of the Code of Conduct.
4. For Provincial events the minimum consequence for such behaviour will be the suspension for the remainder of the event and an automatic referral to the Provincial Appeals and Complaints Committee where further sanctions could be imposed. The \$1,000.00 fee to lodge a complaint shall be waived.
5. Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arena.
6. Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper or scorekeeper.
7. Bench Staff must abide by the rules set down by the Ontario Ringette Association.
8. Bench Staff should ensure that all players are the best possible representatives at all times.
9. Bench Staff should respect the roles played by the Volunteers, Host, Officials and other Bench Staff in all sanctioned events and deal with them in a courteous and friendly manner on and off the ice.

For Provincials, a Bench Staff member who breaks the Code of Conduct must appear before the Provincial Protest and Grievance Committee for a discipline hearing. This body may impose further sanctions. They may also recommend that the Bench Staff member or members be sent to the Provincial Appeals/Complaints Committee for further sanctions. The \$1,000.00 fee to lodge a complaint shall be waived. For other Sanctioned events, Regional Protest and Grievance procedures apply.

WE HAVE READ THE ABOVE BENCH STAFF CODE OF CONDUCT AND AGREE TO ABIDE BY THESE CONDITIONS.

_____	_____	_____
Association	Team	Level
<i>Signatures of Bench Staff:</i>		
Print	Signature	Print
Print	Signature	Signature
Print	Signature	Date: _____

Email Address: _____

Email Address: _____

Email Address: _____

Email Address: _____

Email Address: _____

To be submitted to Regional Co-ordinator by November 15h

Cathy Nie
Membership Services Coordinator
43 Henry Street
Cambridge, Ontario
N1R 3W3
H - (519) 623-8223
Fax – (519) 740-4936 (there must
be a cover page attached)

Overage Player Form (Underage for Adults)

This form applies to players who do not fit within the age bracket of the division in which they desire to play. In the case of minor divisions this is overage players, and in the case of the adults it is underage. The region must approve these players before they can participate. The Southern Region Rep must gather the information from the Association Registrar and present this request and be prepared to answer pertinent questions from the Region. The form must be in the hands of the Membership Services Coordinator before the Southern Region meeting date. You must follow the guidelines set down and give as much information as possible. It is up to the applicant to provide the information and make their case for the request. The procedure to streamline the approval process for overage player requests is as follows:

1. The requesting association will submit **all** requests for overage player movement at all levels of play complete with a detailed explanation and two authorized signatures with each player request at least 7 days before the next scheduled monthly meeting of the SRRA.
2. The request is to be submitted in writing or by legible fax to the SRRA membership services coordinator.
3. The membership services coordinator will decide either to approve/reject the request without full committee review or will bring the request forward for full committee review. The committee consists of those members in good standing in attendance at the monthly SRRA meeting. S/he can consult other executive members, members from the requesting association and representatives from other associations directly affected by the decision.
4. At the meeting, the membership services coordinator will submit a list of overage players approved or rejected for movement to a lower age group. Any member of the committee may question the decision. The coordinator of membership services will provide an explanation for his/her decision. It will be the responsibility of the association requesting the change to provide evidence in response to the decision. Any member may request the committee as a whole, votes the decision on.
5. In the case where a conflict exists, i.e. from the coordinators home association, the coordinator will declare his/her conflict. The requests will be brought forward to the full committee for review and approval/rejection, or it will be deferred to the chair of SRRA for a decision.
6. With the exception of point 5, the membership services coordinator will render a decision on all requests for movement of a single player to a lower age group. Requests for movement of 2 players may be approved or rejected, or may be brought forward for discussion at the next monthly meeting.
7. Requests for the movement of 3 players to the same age group in the same association will be brought forward to the general committee for review and decision. Requests for 4 or more players will be rejected.
8. If it is the decision of the membership services coordinator (after consultation with at least 3 members of the executive of SRRA), that an association has acted in bad faith by deliberately withholding relevant information, the decision approving player movement can be reversed. The team to which the player/s had been assigned will forfeit all games played at sanctioned SRRA events. The affected association will have the right to appeal to a tribunal consisting of three members in good standing with SRRA. The decision of that tribunal will be final and binding on all parties.

SRRA Out-of-Age Division Player Request

Association _____ Team No. _____

Team Division & Level of Play: R N P T J B O M
B C Recreation Non-Sanctioned

Player Name _____ Date of Birth _____

Team make-up without the requested player(s). Included number of first year players as well as numbers
Of first year in age division, second year, etc.

Reason for request: (Include other possible solutions and what barriers make them unworkable.)

Attach any other pertinent information.

Request being made by:	Signature	Date
Association Registrar	_____	_____
Association President	_____	_____
Association S.R.R.A. Rep	_____	_____

SOUTHERN REGION RINGETTE USE ONLY

Approved _____ Denied _____ Add'l Info. Required _____
Date Received _____ Date Presented to S.R.R.A. _____

Comments: _____

Membership Service Co-Ordinator's Signature _____

SRRRA Intent To Proceed to Provincials

ASSOCIATION _____ Team No. _____

Provincial Petite

Tween A Tween AA Junior A Junior AA

Belle A Belle AA Open A Open AA

The team listed above will not be proceeding to the Provincial Championships

The team listed above wishes to attend the Provincial Championships at the level and division noted above. The team fully understands that the team with the highest finish in the Ontario Ringette stats used for Wild Cards and has declared their intent to proceed, will attend the Provincial Championships representing this region. Any others who would like to proceed may apply for a Wild Card position if one is available. If a Provincial Petite team, the team will attend *whichever event is designated by the ORA G&T committee.*

The team wishes to submit its name for A Wild Card position if available.

Petite, Tween, Junior, Belle & Open “AA” Provincials – London – March 5-8, 2009

Petite, Tween, Junior, Belle, & Open “A” Provincials - Gloucester/Cumberland - Mar. 19-22, 2009

All accommodation must be booked through Hudson Travel unless notified otherwise.

** Be aware that Provincials could begin play at 7:00 am on each day noted.

WE HEREBY DECLARE OUR INTENT TO PROCEED TO THE PROVINCIAL CHAMPIONSHIPS AS CHECKED ABOVE. All fees will be paid by the required deadlines. We understand that all accommodation must be booked through the O.R.A. sponsor. Failure to do so will result in a \$500.00 fine.

Association President: _____ Date: _____

Head Coach: _____ Date: _____

Assistant Coach: _____ Date: _____

Trainer: _____ Date: _____

Manager: _____ Date: _____

Other: _____ Date: _____

** All Bench Staff, as well as the Association President, must sign this form before submission. If not submitted by the deadline the team will be considered to be not interested in proceeding to the Provincial Championships.

DEADLINE: JANUARY 8th to the G&T Coordinator

SRRRA Intent To Proceed to Regionals

ASSOCIATION _____ Coaches Last Name: _____

Novice Petite

Tween Junior

Belle

The team listed above will not be proceeding to the Regional Championships

The team listed above wishes to attend the Regional Championships at the level and division noted above. The team fully understands that teams will be placed in a division and category by the G&T to best suit the team's caliber and competitive level of play. Stats are taken from game sheets that are handed in and hometown sports.

Regional Championships Novice to Belle

Cost to be determined but will be under \$600 (To be paid by February 4th, 2009)

WE HEREBY DECLARE OUR INTENT TO PROCEED TO THE REGIONAL CHAMPIONSHIPS AS CHECKED ABOVE. All fees will be paid by the required deadlines.

Association President: _____ Date: _____

Head Coach: _____ Date: _____

Assistant Coach: _____ Date: _____

Trainer: _____ Date: _____

Manager: _____ Date: _____

Other: _____ Date: _____

** All Bench Staff, as well as the Association President, must sign this form before submission. If not submitted by the deadline the team will be considered to be not interested in proceeding to the Regional Championships.

DEADLINE: December 31, 2008 to the SRRRA Meeting or your G&T Convenor. Please include your \$300.00 deposit cheque payable to Southern Region Ringette Association.

TEAM GRID FORM

Association _____
 Age Group & Level you think the team should play in 2008/09 _____
 Coach _____
 Phone _____
 e-mail _____

Player Grid

For each team being entered into the SRRA please fill out the chart below & indicate # of players that played at each age group & skill level last year. If they did not play last year show them as “new” but if they have experience then you can note it under “additional information” This grid will help in seeding the team so please try to fill it out accurately.

Level last year	Bunny	Novice	Petite	Tween	Jr.	Belle
Bunny		XXXX	XXXX	XXXX	XXXX	XXXX
B Minor	XXXX				XXXX	XXXX
B Major	XXXX					
A	XXXX	XXXX				
AA	XXXX	XXXX				

____ new players (to Ringette) + ____ total players on Grid = ____ total players on team

Goaltender Experience (number of years) _____

No. of weak skaters (skating ability below level) _____

Players are only allowed to play on one team in SRRA. Double contracts to A or AA please note.

Name of player (s) playing on contract

1. _____
2. _____

Additional information on this team that would be useful for seeding:
