

WESTERN REGION RINGETTE G&T HANDBOOK FOR COACHES

This guide has been compiled as an easily accessible resource for all Western Region coaches at every level of play. Essential information and forms to achieve a successful Ringette season are included in this section.

The Rules of Play and Constitutions for all the Leagues, which operate in Western Region, are available from the leagues in which you are participating and it is hoped that they will be available on the Western Region web site (www.wrra.ca). Coaches should make themselves familiar with the rules governing their participation in these leagues. This is especially important for those that are playing in interlocking or cross-conference games.

The Games and Tournaments section of the ORA manual (www.ontario-ringette.com/administration/op_manual/documents/oragt.pdf) has been added as a link to this document. This section contains all the rules for sanctioned events from eligibility, substitutions, and attendance to tie breaking and match penalty assessment. Cited here are the most frequently used pages in the G&T section.

Sanctioned Events: ORA Operating Manual G&T section 3. a. iii.

Substitutions: ORA Operating Manual G&T section 3.c. vii. **Player Substitutes for Invitational Tournaments-** All ORA sanctioned events follow these substitution rules. Within Western Region individual leagues may impose limits on the number of League games a player may be used as a Substitute. See also TRF Adjustment Form (Appendix G&T F-04).

TRF Changes: Teams are able to make changes to the Bench Staff and Players on their original TRFs after they have been submitted to the ORA office through the use of the Information Change Form. These changes can be made until January 8th of the current playing season. This form is not for Substitutions but for permanent changes and additions to teams (Appendix MF-10)

Tie Breaking: ORA Operating Manual G&T section 5. f. **Ranking of Tied Teams**

NOTE: changes have been implemented to the Tie-Breaking Formula

Match and Misconduct Penalties: ORA Operating Manual G&T section 5. c.

Match/Misconduct Penalties

NOTE: Coaches and/or players that have been suspended **WILL NOT** be permitted to play in **ANY** scheduled league or tournament game until the suspension has been served and all pre-scheduled games count towards satisfying the suspension.

Wild Cards: ORA Operating Manual G&T section 4. f. **Wild Cards and Vacant Entries** and **g. Selection of Wild Card Entries.**

Injuries: Risk Management and Injury Form (Appendices M-F-13, M-F-14). This form should be completed whether immediate medical treatment is required or the potential for medical treatment exists.

The latest updates for Bench Staff requirements from the Coaching Development (

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ringette.com/administration/op_manual/documents/oracch.pdf) are also made available to you. **PLEASE MAKE SURE YOU ARE FAMILIAR WITH ITS CONTENTS.**

All teams within Western Region who compete in sanctioned play are registered with ORA using a form called a TRF. Each team should carry a copy of this form with them at all times as proof of registration and proof of players registered for the team. All teams are registered with an age grouping and level of play. Within Western Region your age grouping is determined by the age of your oldest player unless the Western Region Executive has granted an exemption. (Note: Your conference/league may rule on an age level exemption only for play within the conference/league). Level of Play (AA, A, B, C) is determined initially at registration. During the Ringette season, the performance of the team will be continually observed and your level of play rating will be adjusted accordingly. Within Western Region, team seeding is a responsibility of the Games and Tournaments Coordinator. In this process, the team has first rights to pick its level of play. The conference is then responsible for agreeing with or adjusting the level based upon their evaluation. Representatives (2) of each conference meet twice during the year as the Western Ontario Ringette League (WORL) to evaluate all seeding within Western Region and may adjust a team's seeding based upon all information available to them. This allows teams to rank themselves within the Region and throughout the province. For a more thorough explanation see the attached SEEDING 101 document.

There is a Game Report Form reporting procedure to gather statistics on all teams to assist in the seeding process. This season each team will be required to use an online submission procedure (www.wrra.ca). All games, within and outside of Western Region, league, exhibition, and tournament play, must be reported within 48 hours. This information will be shared with the other regions to assist in seeding teams within the province and it also will be shared back to Western Region teams and associations. Please help us make this work.

Tournament listings are available on the ORA website (www.ontario-ringette.com/tournaments). The site is updated regularly throughout the season as changes to the original listing may occur. This list offers opportunities for all teams to experience tournament play at their competitive level throughout the province.

Plan with your team which events you want to attend. For B/C teams the Western Region Regional Tournament should be looked upon as the pinnacle for the team and the players. This tournament is designed to provide openings for every team in the region to compete at an equal level of play leading to the opportunity to win a medal at their seeding. Normally the Regionals are divided into B & C Championship and Invitational divisions. From time to time more levels are added to ensure availability of levels of play for all teams. These levels may include major/minor divisions; "A" level play **OR** split invitational levels as determined by WORL and the Western Region Executive.

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For “A” and “AA” teams the goal within the Region should be the Provincial Qualifying Tournament (Prelims). These prelims are held to determine, as necessary, the Regional Representative for the Provincial Championships. Each Region and the Host Association is entitled to have one representative in each division at each Provincial Championship. For the 2007 and 2008 Provincials it has been determined that a maximum of 10 teams per division (dependent on the Host Association having adequate ice availability) participate. The exception to this is the Petite “AA” division, as the Provincial G&T Committee determines these teams. From time to time not all Regions or Hosts have qualified teams to fill the divisions. These spots become open to Wild Card teams. Within Western Region, it has been determined that participation in the Western Region A/AA League (WRA/AAL) is mandatory for those teams that will be playing in the Prelims. Representation by a team at the Provincial Tournament is determined by guidelines set out by the region. It is the responsibility of each team to make sure they comply with the rules governing the WRA/AAL. Please check the Western Region web site (www.wrra.ca) for more information. This season within Western Region all “A” and “AA” teams will be required to fill out an “Intent to Proceed” form if they intend to participate in the Regional Qualifier, Provincials and the Wild Card Selection Process.

NOTE: Provincial Petite teams must attend at least 2 tournaments prior to the January seeding deadline, one of which must be out of region (see G&T section, ORA Operating Manual 4.c.i) For the 2006-2007 playing season the deadline has been extended to include the January 12-14th, 2007 weekend.

Your level of play as mentioned in the seeding paragraphs above determines the tournaments your teams can enter. You can only apply for tournament entrance at your current level of play. If you wish to enter in a different age grouping or level of play you must have written permission from Western Region and you must insure that the tournament host informs all other teams of your attendance and qualifications. When applying for entrance into a tournament, you must submit a copy of your TRF. This TRF **must be** as submitted to ORA. If your team has any special qualifications or differences such as an over age player written permission from Western Region must be attached to your TRF and again the host must inform all teams in your division. Within Western Region any approval for special qualifications or differences such as an over age player must be granted by the region, prior to any play including league and exhibition. Application to Western Region for such approval must include support from your league/conference.

Before you accept entry into a tournament you must make the necessary commitment to have sufficient bench staff and players. Most tournaments do not give refunds once a team has been accepted. Be aware that many tournaments may be scheduled to begin early Friday and some may even begin earlier in the week. The substitution rules are clearly defined in the ORA Operating Manual G&T Section and you must be aware of these rules and how they apply to your circumstances. If there is any doubt, contact Western Region G&T for assistance. You must

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also be aware of any special rule on substitution that your association and/or conference may have in place. It should be noted that no substitutions are allowed in any but the most extreme circumstances at the Regionals, The Prelims and the Provincials.

When you arrive at a tournament you will be required to register your team. At this time you must fill out a TRF adjustment for any Players/Bench staff who will not be there or who are changes from your TRF. Again these must follow the ORA G&T rules. All of these forms are sent to the G&T committee and any violations of the rules can lead to the team and the bench staff losing the right to compete at further tournaments. All substitutions must be qualified.

REMEMBER THERE IS NO SUCH POSITION AS WOMAN ON THE BENCH! The required female presence must hold one of the following Coach, Asst. Coach, Trainer or Manager and must be fully qualified for the position they are filling. They must also be registered with ORA. Information on the proper qualifications can be found in the ORA Operating Manual Coaching Section. A copy of this manual is available on the ORA web site. If there is any doubt, contact the Western Region Coaching Coordinator for assistance.

Once in a tournament, whether you are competitive or not, the team must compete in all scheduled games. Failure to do so will be dealt with at a host and a region level. Before entering the tournament the responsibility is on you to be aware of the calibre of teams that the host has invited. If you have questions in this regard the G&T coordinator for the host region should be able to provide comparative ratings. All complaints about a tournament should be put in writing to the host committee with copies to the G&T Coordinator for Western Region and the G&T coordinator for the region in which the tournament was held. During the tournament, if any member of your team has an injury you must complete a Risk Management and Injury form (Appendices M-F-13, M-F-14). This form should be completed whether immediate medical treatment is required or the potential for medical treatment exists. Not only does this provide documentation of the incident in case of further consequences but it also allows Ringette to gather information which will be valuable in the future for preventing similar injuries from occurring.

It is within the rules of ORA for a player to be signed on an "A" or "AA" TRF while signed to a B/C level TRF either in the same or a different association. A two-team playing agreement also falls under the same closest association rules that govern player releases in a Region. In all cases the coaches of the teams, the player concerned and a parent or guardian must have signed a 2-team playing agreement (Appendix G&TF-02). This document must spell out the rules for division of the player's participation between the two teams. Any subsequent dispute must be brought to the G&T Coordinator for resolution. It should be noted that regardless of the contract or arrangements made at no time may a player play in two provincial championships or in two tournaments on the same weekend or for two teams in the same tournament. In Western Region a two-team player must compete in a minimum of 5 games for each team in order to be eligible to participate in the Prelims and/or in the Regional Tournament.

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Further information is provided in the September 2006 G&T report presented at the Western Region General Meeting.