

**SOUTH-WESTERN INTERMEDIATE RINGETTE LEAGUE
(SWIRL)**

OPERATING MANUAL

2019-2020

[Amendments in bold italics]

**SOUTH-WESTERN INTERMEDIATE RINGETTE LEAGUE
(SWIRL)**

**OPERATING MANUAL
2019-2020**

Table of Contents

<u>Section</u>	<u>Page</u>
A. Introduction and Purpose	1
B. League Name	1
C. Mission Statement	1
D. League Membership	1
i) Composition	1
ii) Western Region	1
iii) League Executive	2
iv) Membership Requirements	2
v) “Intermediate” Teams	4
vi) Substituons	4
E. Meetings	4
F. Calibre of Play	5
G. Schedule of Games	5
i) Scheduler	5
ii) Competitive Structure	5
iii) League Schedule	5
iv) Rescheduling of Games	5
v) Standings/Playoffs	6
vi) Game Result Submission Requirements	6
H. Rules of Play	6
I. Officials	7
i) On-ice officials	7
ii) Off-ice officials	7
J. Discipline	7
i) Discipline Committee	7
ii) Match Penalty Assessment/Suspensions	8
iii) Suspension Guidelines	8
Table 1. Suspension Guidelines	9
iv) Discipline Process	9
v) Appeal Process	10

**SOUTH-WESTERN INTERMEDIATE RINGETTE LEAGUE
(SWIRL)**

**OPERATING MANUAL
2019-2020**

A. Introduction and Purpose

This Operating Manual is intended to provide League members with an outline of the rules and underlying philosophies for League membership and participation.

B. League Name

The name of the League shall be the South-Western Intermediate Ringette League (SWIRL), referred to hereafter as "the League".

C. Mission Statement

To provide an opportunity for adult female ringette teams, ages 18 and over, to participate in games, within their respective skill calibre, in an atmosphere of fair play and good sportsmanship.

D. League Membership

i) Composition

The League shall be limited to adult female players, aged 18 years or over by December 31 of the year of registration, on "Open" teams, registered with the *Ringette Ontario (RO)* in the Regions identified by same as "Southern" and "Western". Southern Region teams registering with the *RO* through SWIRL are considered to be under the jurisdiction of Western Region.

ii) Western Region

The League, in its entirety, shall register with the Western Region (of *RO*) as a member association on a yearly basis through the payment of the required yearly fee. The League shall appoint, at or immediately following the September League meeting, a League representative to attend each Western Region meeting for that playing season. Should the League representative be unable to attend a Regional meeting, that person is to arrange for the attendance of an alternate.

The League Chair shall also carry the League vote at the Annual General Meeting (AGM) of *RO*. Should the League Chair be unable to attend the AGM, she/he is responsible to arrange for the attendance of a suitable delegate.

iii) League Executive

League Executive positions shall be as follows: Chair, Vice-Chair, Secretary, Registrar, Treasurer, Scheduler, Statistician and Discipline Chair. The League Executive shall be responsible for the day-to-day operation of the League, including matters of discipline. The appointment of the League Executive members shall take place at the September League meeting.

The Registrar shall be responsible for registering the League with Western Region and the League's member teams with **RO**, as required. The Registrar shall also forward pertinent information with respect to League or Adult team issues to member team contacts, and shall carry out all other duties as outlined in this Operating Manual. The Treasurer shall be responsible for maintaining the League's financial records.

iv) Membership Requirements

Each team participating in the League must be registered with **RO** prior to that team's first League game. Team roster changes following the start of League play shall require the appropriate Information Change Form adjustment(s) to be made with **RO**. As per **RO** policy, the cut-off date for TRF adjustments is January 8th of each season.

Each team participating in League play or registering with RO through SWIRL (i.e., "SWIRL member teams") shall be required to remit to the League Registrar their respective League "administrative fee". The amount of this fee [used to cover the League's Western Region and RO registration fees, and miscellaneous League expenses (e.g., postage)] shall be set at the September League meeting. This fee shall be due to the League Registrar no later than October 15th.

*All SWIRL member teams must submit to the League Registrar, no later than October 15th, a copy of their RO Team Registration Form (TRF). **Failure to do so prior to the scheduled start of League play will result in a fine in the amount of 20% of that team's RO dues/fees (i.e., player/team staff dues, insurance and registration fees) owing/paid for the current season.***

*Teams registering with RO through SWIRL must also remit a cheque, made payable to SWIRL, in the amount of all RO registration fees and dues. The Registrar shall in turn forward to the RO office, for receipt no later than November 1st, a copy of all TRFs received from League members from which payment for RO registration fees and dues has been received. **Failure** to provide the League Registrar with a copy of their RO TRF by October 15th shall result in the levying of a fine, payable in full to SWIRL, in the amount of 20% of that team's RO dues/fees (i.e., player/team staff dues, insurance and registration fees) owing for the current season. In addition, the League shall be responsible to forward to the RO office only those TRFs received up to and including October 22nd by the League Registrar. After that date, teams shall be responsible for sending their TRFs directly to the RO office, and shall be solely responsible for payment of all pertinent RO and Region fees.*

*All SWIRL member teams making adjustments to their original TRF (i.e., adding or deleting players or team staff from the TRF submitted to the League Registrar on or before October 15th) must inform the League Registrar **in writing** of said changes.*

A representative of each team wishing to participate in League play in a given season MUST be in attendance at the September League meeting. Any team failing to either provide a representative or notify the Registrar of their intended absence (as per Section E, Meetings) shall be excluded from the League schedule for that season.

Attendance at League meetings will be limited to representatives of League member teams in good standing, representatives of teams applying for entry into the League, and guests as invited by a member of the League Executive. Anyone wishing to attend a meeting of the League as a guest must apply in writing to the Chair a minimum of one week in advance of the meeting. All written applications must include the reason(s) for attending the meeting.

Requests received by the Chair shall be forwarded to and voted on by all other members of the Executive. Based on the outcome of said vote, the Chair shall either grant or deny the request to attend the meeting, and communicate said decision to the person requesting same.

In addition, League members owing monies to the League or its members from the previous season are required to make restitution in full for those outstanding accounts prior to being included in the League schedule. League members are considered solely responsible for payment in full of fines levied against them by the League, **RO** or Western Region.

Each team wishing to participate in League play must provide, at the time of the September meeting, a post-dated cheque (dated January 15 of the following year, made payable to SWIRL) in the amount of \$50.00. This cheque shall serve as a “performance bond”, and shall be returned to the team representative at the time of the January League meeting (Section E). With the exception of transportation breakdown, representative vehicle accident or delay/cancellation of transport due to weather conditions, any team failing to provide a representative to the January League meeting, or failing to meeting the notification requirements outlined in Section E, shall forfeit said “performance bond”.

Should a team representative be prevented from attending the January meeting as a result of any of the reasons previously stated, notice of same must be provided to the League Registrar within 12 hours of the scheduled start time of the meeting. In addition, should transportation breakdown be given as the reason for non-attendance, proof of same must be provided to the Registrar in writing. Failure to comply with these conditions shall result in forfeiture of that team’s “performance bond”.

League members are expected to comply with the League rules and philosophies as outlined in this document, with decisions arrived at by the League Executive, and with decisions of League members during League meetings and/or votes called during the season. Non-compliance may result in the removal of League membership privileges.

v) "Intermediate" Teams

In September of 2000, **RO** replaced the “Deb” and “Intermediate” age divisions with an “Open” division, ages 19 years and over, all for calibres of play (AA, A, B, C and Rec). In order to maintain the integrity of the League acronym, League members have agreed to maintain the term “Intermediate” in the League name. The age of players permitted to participate in the League, however, will be in keeping with the definition of “Open” (i.e., 18+) in that only players reaching the age of 18 years on or before December 31 of the season of registration shall be permitted to participate in League play. No underage players will be permitted to participate in League play.

vi) Substitutions

League teams are permitted to use substitutes for those listed on their TRFs. The League rules for use of substitutes are as follows:

- No more than four (4) substitute skaters are permitted per game per team.
- A team’s roster is not permitted to increase in size as a result of a substitute and is not permitted to exceed 12 skaters with substitutions
- Substitutes must appear on the TRF of an 18+ BB or lower team currently registered with SWIRL
- Substitutes must be at least 18 years of age on or before December 31 of the season of registration
- Substitutes must be indicated on the Official Game Report as such (i.e., “sub”), and by inclusion of that player’s “regular” team and calibre (e.g., Woodstock “C”); and,
- Teams using substitutes must advise their opponent of same prior to the beginning of the game.

E. Meetings

The League shall host two (2) meetings per year: one pre-season held in the afternoon on or about the third Sunday in September; and, one mid-season held on the evening of the second Tuesday in January.

Each team is expected to provide, at their own expense, a minimum of one delegate to each meeting. Any team unable to do so is to notify the League Registrar a minimum of one week in advance of the meeting date. Any team failing to provide a representative to the January League meeting, or failing to meet the notification requirements outlined herein, shall forfeit their (\$50.00) “performance bond”. Each team representative attending the January meeting must be a registered member of the team she/he is representing (as per that team’s TRF).

Team representatives to the September meeting are to come prepared to provide the following information to the League Scheduler: team name, division, name of arena, arena location and phone number, actual dates and times of home games, the name and phone number of a team contact in case of conflicting/incomplete information and, primary colour(s) of uniform sweater set(s).

F. Calibre of Play

The League shall provide competition for a total of two (2) levels of play [B and C/Rec]. One or both of these divisions of play may be split into +/- depending on the skills of the teams entered in each in a given season. Each team shall be responsible to declare their respective level of play at the September meeting of the League.

G. Schedule of Games

i) Scheduler

The appointment of the League Scheduler shall take place at or immediately following the September League meeting.

ii) Competitive Structure

The League currently operates under a four-tier structure (B+, B, B-, C).

Decisions regarding the tiering of teams for scheduling of games shall be made on a year-to-year basis based on discussions at the September League meeting.

iii) League Schedule

League games shall commence on or about the first week of November and end on or about late March. Games shall not be scheduled between Christmas and New Year's or on the date of the January League meeting.

Typically, each team has been scheduled to play a minimum of two games (one each at home and away) against every other team in their tier. Additional games have been scheduled within and between tiers as arranged by teams wishing to do so. Currently under review is a proposal for "divisional" play (based on geographic location of League teams) within each of the tiers.

The League Scheduler shall forward to each team contact, during the first week of October, a copy of the draft schedule for review. Each team contact is responsible to forward any concerns regarding conflicts, errors and so on to the League Scheduler within one week of receiving the draft schedule for review.

iv) Rescheduling of Games

For other than unforeseen circumstances that affect a team's ability to meet a scheduled game commitment (e.g., weather, team vehicle breakdown/accident), teams unable to fulfill a scheduled game commitment are to notify the opposing team contact person of same a minimum of three (3) days in advance of the scheduled game date. Should said notice be in the form of e-mail, voice mail or fax, there can be no assumption made on the part of the notifying team that said message has been received or accepted. It is, therefore, the notifying team's responsibility to obtain formal acknowledgement of said notice.

Rescheduling of that game shall be the responsibility of the teams involved. The date of the rescheduled game shall be agreed upon by the teams involved within two weeks of the originally scheduled date of that game. The home team is responsible to submit all game changes (i.e., reschedules, cancellations) to the League via SWIRL's on-line "game changes" page.

In cases in which the minimum three (3) day notice is not provided, and at the discretion of the offended team, any team not fulfilling a game commitment may be held financially responsible for half the cost of the ice rental and the full game fees paid/owing to the on- and off-ice officials. Teams wishing to pursue reimbursement for ice costs and/or officials' fees due to insufficient cancellation notification must advise the League Vice-Chair (with a copy to the offending team) within 24 hours of the cancelled game. The Vice-Chair will, in turn, ensure that a decision on reimbursement is communicated to the offending team no later than March 31 of that playing season.

v) Standings/Playoffs

The League currently operates under a four-tier structure (B+, B, B-, C), with each team within a tier scheduled to play a minimum of two games against every other team in their tier. At the present time there is no formal system for playoffs following the completion of formally scheduled League games.

vi) Game Result Submission Requirements

League teams are required to provide game results to the SWIRL statistician, as follows:

- Official Game Reports (i.e., game sheets) are to be submitted via e-mail as either a picture or scanned PDF file.
- Electronic submission of game results are to be done via the "game submission" form on the SWIRL web site.
- For SWIRL League games, the home team must forward the white copy of the Official Game Report and submit the required game data electronically.
- For exhibition and tournament games, all SWIRL teams must forward a copy of the Official Game Report and submit the required game data electronically.
- Official Game Reports and electronic results shall be submitted within 72 hours of the completion of the reported game.

H. Rules of Play

The League shall operate under the rules of play as outlined in the current edition of Ringette Canada's *Official Rules and Case Book*. The inclusion of "probationary rules" in League play, as applicable, shall be determined at the September League meeting and reviewed, as necessary, at the January meeting.

Every player participating in a SWIRL game must initial her name on the Official Game Sheet (in the space directly to the left of the "name" column).

The opposing team shall be responsible to forward, both to the League Registrar and to the contact person of the offending team's next opponent (as indicated on the Master schedule) and within 24 hours of completion of that game, the full name and uniform number (as applicable) of any individual assessed a "suspension" penalty (i.e., Misconduct/Match) during League play. The League Registrar shall, in turn, provide to the Discipline Chair all information she/he may have which is pertinent to the penalty(ies) incurred.

I. Officials

i) On-ice officials

On-ice officials must be registered with **RO** and be properly certified. Official Game Reports must be signed legibly by the officials, who are also to include their **RO** registration number.

The League's preference is for TWO officials per game, at least one of whom must be 21 years of age. In the case of an "emergency", a game may be played with a single certified adult official (i.e., at least 21 years of age).

The host team is responsible to supply certified officials. Should a host not be able to supply at least one certified adult official for a game, that game should not be played but should be rescheduled.

Should notice of the officiating situation not be provided to the visiting team prior to their departure for the game venue, the rescheduled game is to be played on the ice of the visiting team with resulting expenses (i.e., ice, on & off-ice officials) being the responsibility of the team originally scheduled to host that game.

ii) Off-ice officials

The host team is responsible to provide at least one off-ice official to serve as the Scorekeeper and (/or) the Timekeeper. The person(s) serving in this (these) role(s) should be familiar with the proper use of the Ringette Canada/**RO** Official Game Report, and with the particular arena game/penalty time board.

J. Discipline

i) Discipline Committee

The Discipline Committee shall consist of a Chair and **a minimum of three (3) members-at-large**, all of whom shall be appointed during the September League meeting.

In keeping with the philosophy underlying the Mission Statement of SWIRL, and the expectation that all League members shall treat each other with respect, **the** Discipline Committee shall be responsible to hear and rule on all matters pertaining to discipline issues arising during League play. For the purposes of discipline, all regularly scheduled and exhibition games played between League members shall be considered "League play".

ii) Match Penalty Assessment/Suspensions

As per **RO** Sanction Rules, any individual assessed a Match Penalty shall be ejected from that game and serve a (minimum) suspension of one game more than that stated in **Section 20.10.b (Misconduct and Match Penalties) of Ringette Canada's Official Rules and Case Book**. (Minimum game) suspensions for multiple Match Penalty assessments to the same individual during the same season shall be as outlined in the G & T section of the current **RO** Operating Manual. Any individual assessed a Misconduct Penalty shall be ejected from that game. Assessment of a Misconduct Penalty at any time during a game (including overtime), or following the completion of a game, will result in a one game suspension of the individual involved.

A player who is ejected from a game for excessive penalties (i.e., 10 minutes or more) shall serve a one game suspension.

All game suspensions arising during League play must be served during “regularly scheduled” games. Such games include League games (both scheduled and exhibition), **RO** sanctioned play, and Interprovincial play. With respect to exhibition games, only those scheduled prior to the game in which the suspension penalty was assessed shall be considered “regularly scheduled”.

Suspended individuals involved with more than one League team are not permitted to participate in any way in League play until the completion of the suspension with the team of which she/he was a member at the time the penalty was assessed. Game suspensions arising from League play which are not served in full prior to that team's participation in an **RO** sanctioned event shall apply to that sanctioned event (and vice versa). In addition, suspensions not served in full shall be deemed to carry across seasons. Individuals participating in regularly scheduled games while under suspension shall be suspended indefinitely by the League, and subject to penalties as stipulated in the G & T section of the current **RO** Operating Manual.

iii) Suspension Guidelines

The Suspension Guidelines as outlined in Table 1 shall also apply to all League play under the jurisdiction of SWIRL. The suspensions specified (in number of games) are over and above those outlined in **Section 20.10.b (Misconduct and Match Penalties)** of the **Ringette Canada's Official Rules and Case Book**.

Based on the circumstances surrounding the Match Penalty assessment, the Discipline Committee may choose to impose a game suspension, without appeal, up to a maximum number of games stated in Table 1 for the specific infraction(s). Additional (appealable) suspensions may be imposed should circumstances warrant same. Should an individual commit more than one of these infractions in the same game, the suspension penalties imposed shall be additive.

Misconduct and Match Penalty assessments to individuals considered by the League to be “repeat offenders” (i.e., individuals whose names appear in the League Discipline Log as a result of having been suspended during the past five (5) years) will be subject to an automatic review by the League's Discipline Committee.

Table 1. Suspension Guidelines

Player/Team Official assessed a Match Penalty for:

<i>Action</i>	<i>Suspension (# games)</i>
Hair pulling	3
Facemasking	3
Head Butting	3
Spearing	4
Butt-ending	4
Stick swinging	4
Kicking	4
Deliberate attempt to injure	4
<u>Fighting:</u>	
instigating	4
participating (including those in addition to the original two participants)	2
<u>Abuse of an official:</u>	
excessive verbal	2
physical:	
- minimal (e.g., touch/brush)	3
- moderate (e.g., push)	5
- excessive (e.g., punch/attempt to punch/push causing fall)	7

iv) Discipline Process

Both teams shall be responsible to notify the Discipline Committee Chair, referred to herein as “the Chair”, within 24 hours *(or prior to the offending team’s next scheduled game, whichever is sooner)* of the completion of any game in which a Misconduct or Match Penalty has been assessed, a player has been ejected from that game for excessive penalties, or a team has accumulated 30 minutes or more in penalties. In situations in which game suspensions are applicable, the Chair shall, in turn, notify the contact person of the offending team’s next opponent (as indicated on the Master schedule), and the G & T and ADP Coordinators of the Region(s) in which the suspended individual(s) is/are registered.

A copy of the Official Game Report (including the written report of the on-ice officials and any other information pertinent to the situation) shall be forwarded to the Chair by the team representative of the non-offending team **within 24 hours** *(or prior to the offending team's next scheduled game, whichever is sooner)* of the completion of the game. In situations in which both teams have been assessed Misconduct and/or Match Penalties in the same game, both teams have had players ejected from that game for excessive penalties, or both teams have accumulated 30 minutes or more in penalties, the home team shall be responsible for forwarding all required information to the Chair ***as per the timeline stated above.***

The Chair shall review the information provided and contact all other members of the Committee to discuss the situation. Any members of the Committee deemed by the Chair to be in conflict is/are excused. ***The Chair may select suitable individuals to replace excused members should that be necessary in order to maintain a minimum Committee size of three members-at-large.***

To assist the Committee in their deliberations, and in addition to the written information submitted, the Chair (or designate) may choose to interview any or all of the following: the on-ice officials; the player(s)/team staff involved; and, any others whose input the Chair (or designate) feels would be of value.

Every attempt shall be made to complete all discipline-related deliberations prior to the next scheduled game of the team(s) involved or **within 72 hours**, whichever occurs first. Should the Committee determine that a particular Match Penalty assessment warrants part or all of the game suspensions as outlined in Table 1, the Chair (or designate) shall notify the individual involved, that team's League representative, the League representatives of the team(s) against which that team is scheduled to play (for the duration of the suspension), the League Registrar, and the G & T and ADP Coordinators of the Region(s) in which the suspended individual(s) is/are registered.

Responsibility for supervision of the serving of game suspensions shall be that of the team of which the suspended individual is a member. A copy of each applicable Official Game Report must be forwarded to the Discipline Chair immediately upon the completion of each game of the suspension. The name of the suspended individual must appear on the Official Game Report as a "scratch" with the term "susp" (for "suspended") appearing after it.

Suspended individuals remain under suspension until **all** supporting Official Game Reports are received by the Discipline Chair.

v) Appeal Process

An appeal of a suspension resulting from a Match Penalty assessment shall only be entertained in situations in which said suspension, as levied by the Discipline Committee, exceeds the maximum number of games as outlined in Table 1.

In order to appeal a decision of the Discipline Committee, the individual involved must send a “notice of appeal” to the League Registrar within seven (7) days of being informed of the duration of the suspension. This notice, which shall provide a complete explanation of the grounds on which the appeal is based, must be accompanied by a cheque (made payable to “SWIRL”) in the amount of \$30.00. Should the appeal be successful, this amount shall be refunded to the appellant. Upon receipt of this notice, the Registrar shall immediately forward same to the Chair who shall, in consultation with the other members of the Committee and within seven (7) days of receipt of the notice, respond by granting or denying the appeal. If granted, the suspended individual shall, at that individual’s expense, have an opportunity to meet with the Appeals Committee. This Committee shall consist of the Discipline Chair and three (3) members-at-large, as selected by the Chair, from League teams not in the “tier” of those involved in the appeal.