



League Rules, Regulations & Policies

Updated June, 2023

TABLE OF CONTENTS

- SECTION I. LEAGUE3**
 - A. Mandate.....3
 - B. Divisions3
 - C. CORA Executive Email Addresses.....3
- SECTION II. REGISTRATION3**
 - A. Player Registration.....3
 - B. Adult Male Goalie and Player Registration4
 - C. Team Registration and Fees4
 - D. Substitute and Affiliate Players.....5
 - E. Ineligible Players.....6
- SECTION III. GAME RESPONSIBILITIES.....6**
 - A. Conduct of Teams6
 - B. Coaching Qualifications6
 - C. Mandatory Season Startup Meeting.....6
 - D. League Game Sheet Reporting.....6
 - E. Forfeit, Default and No-fault CORA League Games.....7
 - F. Minor Officials.....8
 - G. Shot Clocks8
 - H. Game Start Time8
 - I. Scheduled Games8
 - J. Tournament Weekends.....9
 - K. Cancelling of Games due to Inclement Weather9
 - L. Exhibition Games.....9
 - M. Team Colours.....9
- SECTION IV. REFEREES9**
 - A. Notification.....9
 - B. Spectators9
 - C. Referees Room.....9
 - D. Complaints.....10
- SECTION V. ICE REQUIREMENTS.....10**
 - A. Ice and Permit Requirements.....10
 - B. Modified Game Duration10
 - C. Time Restrictions for all CORA League Games10
- SECTION VI. LEAGUE OPERATIONS AND PROVINCIALS QUALIFICATION.....10**
 - A. Clarification of Rules and Regulations.....10
 - B. Seeding for League Play.....11
 - C. League Standings.....11
 - D. Provincials Qualification.....11
- SECTION VII. REFEREE FEE STRUCTURE.....11**
- SECTION VIII. LATE FEES AND FINES12**
- SECTION IX. DISCIPLINARY POLICY12**
 - A. Purpose and Format12
 - B. Disciplinary Hearing Criteria.....12
 - C. Reporting.....13
 - D. Suspension.....13
 - E. Removal of a Team from the Ice Prior to the End of a Game13
 - F. Fines for Suspensions14
 - G. CORA Automatic Suspensions14
 - H. Procedure for Filing a Dispute Regarding Disciplinary Assessment.....14
- SECTION X. PROTESTS14**
 - A. Procedure for Submission of Game Protests.....14
 - B. The Grievance Committee15
- SECTION XI. TOURNAMENTS.....15**
 - A. Travel Authorization (for teams traveling to tournaments)15
 - B. Planning & Sanctioning of Tournaments15
- SECTION XII. INFORMATION CONFIDENTIALITY15**
 - A. Definitions.....15
 - B. Overview.....15
 - C. Application of this Policy15
 - D. Principles.....16
 - E. Requirements16
 - F. Intellectual Property16
 - G. Enforcement16

- SECTION XIII. PRIVACY.....16**
 - A. Definitions.....16
 - B. Overview.....16
 - C. Purpose.....17
 - D. Application.....17
 - E. Statutory Obligations.....17
 - F. Additional Obligations.....17
 - G. Ruling on Policy.....17

- SECTION XIV. CONFLICT OF INTEREST.....17**
 - A. Overview.....17
 - B. Application of this Policy.....17
 - C. Principles.....17
 - D. Requirements.....17
 - E. Disclosure of Conflict of Interest.....18
 - F. Reporting a Conflict of Interest.....18
 - G. Resolving Complaints of a Real or Perceived Conflict of Interest.....18
 - H. Resolving Conflicts in Decision-Making.....18
 - I. CORA Decision Makers.....18
 - J. Compliance and Consequences.....19

- SECTION XV. CODE OF CONDUCT.....19**

CALGARY OPEN RINGETTE ASSOCIATION (“CORA”) LEAGUE RULES, REGULATIONS & POLICIES (the “Rules”)

Updated June 2023

RINGETTE CANADA Rule Book Shall Apply EXCEPT Where Specifically Noted

RINGETTE ALBERTA Rules and Regulations Shall Apply EXCEPT Where Specifically Addressed

Open Ringette is available in Calgary and surrounding communities to further and encourage the sport for the enjoyment of participants. **The player's welfare must be held paramount.** All adult women's teams playing in the CORA League are subject to these Rules.

SECTION I. LEAGUE

A. Mandate

1. CORA was formed in the fall of 2009 to oversee the day-to-day league operations of the Open (+18 years) women's ringette league in Calgary (Zone 3) during a typical ringette season (September – March). The intent is to have adults registered to play in the CORA League make decisions which govern it through an elected CORA Board and Executive.
2. While CORA endeavors to promote and assist development of competitive adult ringette in southern Alberta (defined by Ringette Alberta (“RAB”) Zone 2 & Zone 1), limitations and logistics of two key resources - acceptable adult ice slot times and senior level ringette referees – will dictate the number of Open teams outside of Zone 3 that can be accommodated in the CORA League in any given season.

B. Divisions

1. CORA League shall govern competitive adult women's ringette teams categorized in the following divisions:
 - Open A** - Highly competitive. Can qualify to attend Provincial Open A Championships at which they can earn eligibility to attend Western Canadian Ringette Championships as the Alberta Provincial representative team.
 - Open B** - Competitive. Can qualify to attend Provincial Open B Championships.
 - Open C** - Competitive. Can qualify to attend Provincial Open C Championships.

C. CORA Executive Email Addresses

President – president@calgaryopenringette.com
 Past President – pastpresident@calgaryopenringette.com
 Vice President – vp@calgaryopenringette.com
 Treasurer – treasurer@calgaryopenringette.com
 Secretary – secretary@calgaryopenringette.com
 League Coordinator – games@calgaryopenringette.com
 League Director – league@calgaryopenringette.com
 League Scheduler – facilities@calgaryopenringette.com
 Registrar – registrar@calgaryopenringette.com
 Facilities Director – facilities@calgaryopenringette.com

SECTION II. REGISTRATION

A. Player Registration

1. All registered players (goalies & skaters) participating in the CORA League must be aged 18 years and over, with the exception of 'special exception' registrants in accordance with Section II, Subsection A, Part 3) and affiliate players (Section II, Subsection C, Part 2).
2. Underage players who will turn 18 on or before December 31 of the current season may be registered to a CORA League team prior to the registration deadline (Section II, Subsection B, Part 1) but are not eligible to play in CORA League games until on or after their 18th birthday. Underage players who turn 18 after December 31 in the current season are

ineligible to register with a CORA League team and are expected to register and play on a team in their Zone's U19 program.

3. Underage players selected through tryouts to play on a post-secondary team may apply to the CORA League Director for 'special exception' registration status to play in CORA League prior to their 18th birthday. CORA reserves the right to withhold 'special exception' registration status for underage players when multiple Open teams are formed and affiliated with any given post-secondary institution.
4. A player must register with one CORA League Open team before being eligible to be a substitute player to any other Open team(s) in accordance with Section II, Subsection C, Part 1.
5. Individual players and bench staff registration fees for CORA shall be set season-to-season by the CORA Executive and are payable in addition to RAB player and bench staff registration fees. CORA League teams are responsible for submitting their CORA player and bench staff registration fees along with other applicable CORA League team fees on or before the deadline announced at the season start-up meeting.
6. Players are not restricted by community or quadrant boundaries when registering with a CORA League team.
7. Players residing outside of Zone 3 may register with any CORA League team where roster space is available.

B. Adult Male Goalie and Player Registration

1. Adult male goalies are subject to approval by the CORA Executive for CORA League play. A review of the male goalie's prior experience, skill and tier level playing on prior ringette and/or hockey teams shall be the base for the CORA Executive's decision. Adult male goalies require approval from the CORA Executive prior to registration. Teams registering adult male goalies may be subject to advancement to a higher division in CORA League play due to their male goalie's experience and skill level.
2. Adult male skaters are not permitted to register and participate in CORA League play.

C. Team Registration and Fees

1. It is the responsibility of each team to complete their RAB team registration online via the RAMP application and have all their players and bench staff registered accordingly their team's RAMP profile prior to players or bench staff participating in any CORA League play.
2. RAB registration activates CORA League teams' players and bench staff coverage under RAB group insurance policy for the current season.
3. All players and bench staff shall be registered with the RAB by December 15 each season.
4. In addition, each CORA League team shall be required to pay an annually membership fee to CORA in the amount of \$50.00.
5. No team shall be permitted to vote or participate in the CORA League, unless:
 - (a) All outstanding fees are paid in full from prior seasons; and
 - (b) All fees for the current season are paid on or before their due date.
6. CORA reserves the right to withhold the playing and/or voting privileges of any team or individual that fails to properly register.
7. Each team shall pay and maintain a performance bond of \$500.00 while participating in CORA League play. This performance bond shall cover any fines assessed to a team, their player(s) and/or their bench staff during the season. Once the bond is depleted, whether partially or completely, it shall be re-established to the full starting amount within 14 days of being depleted in order for a team to maintain participation privileges in the CORA League. The bond shall remain with CORA until withdrawal of a team from the CORA League. The bond shall be returned only after completion of a full season of play by the withdrawing team. Bonds shall be submitted by teams directly to CORA and shall not be billed to community or quadrant associations for payment.
8. Teams based in zones other than Zone 3 may be accepted by the CORA Executive for participation in the CORA League on a season-to-season basis. Such teams shall be required to adhere to the team registration, fees and ice requirements as set out above.

9. Teams shall receive their season's true-up invoice/statement no later than June 30 of each season for any outstanding CORA League referee and pooled ice costs incurred over and above any pre-payment of fees requested during the season.
10. Each team participating in the CORA League shall be required to provide appropriate home game ice slots to be made available for scheduled CORA League games, whether privately or through the CORA ice pool.
11. Teams intending to draw home game ice slots from the CORA ice pool shall indicate same on their annual CORA League application.
12. Dates and times of home ice slots for the first half of the season (September – December) shall be emailed to the CORA Facilities Director by September 10 of the current season. Failure to do so may result in the exclusion of the infracting team for the first half of the CORA League schedule.
13. Dates and times of home ice slots for the second half of the season (January – March) shall be emailed to the CORA Facilities Director by October 31 of the current season. Failure to do so may result in the exclusion of the infracting team for the second half of the CORA League schedule.

D. Substitute and Affiliate Players

1. "Substitute Player" means a player properly registered through RAB to their primary CORA League team that is available to play for another CORA League team on an ad hoc basis subject to Section II, Subsection E, Parts 6 and 7 below. Substitute Players cannot be used to improve the competitiveness of a team at the expense of ice time of a registered roster team player. A Substitute Player's main responsibility is to their own team. If there is a scheduling conflict, the Substitute Player shall attend their own ice time, unless permission is otherwise obtained from the head coach or team representative of the Substitute Player's registered team.
2. For the purposes of CORA League play, any player who is registered with CORA may be a Substitute Player with a higher level or same level team and they do not require to be registered as an affiliated player with RAB for that specific team. Substitute Players can be goaltenders or skaters.
3. "Affiliate Player" is a youth player (U19 or lower) registered to a single CORA team, in addition to their own minor league team, in accordance with RAB's Player Affiliation Policy. The CORA team in which the Affiliate Player is registered to shall be called upon to play in accordance with Section II, Subsection C, Part 7 below. Affiliate Players cannot be used to improve the competitiveness of a team at the expense of ice time of a registered roster team player. An Affiliate Player's main responsibility is to their own team. If there is a scheduling conflict, the Affiliate Player shall attend their own ice time, unless permission is otherwise obtained from the head coach or team representative of the Affiliate Player's registered team.
4. Substitute and/or Affiliate Players allows a team to replace absent, sick, injured or suspended players on a game-by-game basis. There is no additional registration fee. Affiliate Players shall be limited to five CORA League games during the season.
5. Goalies are eligible to play for their registered team, in addition to the following:
 - (a) a maximum of five games with a single team
 - (b) a single game for each subsequent team
6. Skaters are eligible to play for their registered team, in addition to the following:
 - (a) a maximum of five games with a single team
7. When using Substitute and/or Affiliate Players for CORA League play or Exhibition play, players "dressed" and listed on the game sheet shall be:
 - (a) a minimum of seven registered team roster players
 - (b) a maximum of five Substitute and/or Affiliate Players
 - (c) as per RAB policy, the maximum number of players listed on a game report can be:
(NOTE: "players" includes goaltenders, skaters and affiliates/substitutes)

When using no affiliates/substitutes.....	18 players
When using affiliate(s) /substitute(s) as skater(s) only.....	12 players
When using affiliate/substitute(s) skater(s) plus an affiliate/substitute goalie.....	13 players
When only using an affiliate/substitute goalie.....	18 players

8. Documentation for a registered team roster player's absence shall be provided if requested by the League Director.

E. Ineligible Players

1. The head coach or team representative (in the absence of a registered head coach) shall be held responsible for ensuring that all registered players and bench staff on their team are properly registered in accordance with CORA's Rules. Any improper use of a Substitute and/or Affiliate Player shall instantly deem that player ineligible. As a result, the head coach or team representative (in the absence of a registered head coach) shall be suspended accordingly.
2. A head coach or team representative (in the absence of a registered head coach) who plays an ineligible player shall:
 - (a) be immediately suspended until their case has been dealt with by the Disciplinary Review Committee; and
 - (b) default all games involving an ineligible player in favour of the opposing team. The official score for a default shall be posted as 3-0

SECTION III. GAME RESPONSIBILITIES

A. Conduct of Teams

1. The head coach or team representative (in the absence of a registered head coach) shall be responsible for their conduct and the conduct of their players and bench staff at all times, including the prevention of disorderly conduct before, during, and after the game, on or off the ice, any place within or around the arena (including the parking area).

B. Coaching Qualifications

1. All bench staff, including head coach(es), assistant coach(es), trainer(s) and manager(s) listed on a team's RAB Team Registration Form ("TRF") shall meet the certification requirements for their team's division as set forth by RAB for the current season.
2. Bench staff who have not met certification requirements by December 15 of the current season in accordance with RAB's Team Staff Policy shall be ineligible to act in their role with the CORA League team for the remainder of the CORA League season. An ineligible bench staff shall not be permitted in the playing area of the facility (team dressing room, team bench, minor officials' box).

C. Mandatory Season Startup Meeting

1. All teams shall send a representative to the mandatory season startup meeting, which shall be held each year in early September. The season startup meeting shall include a review of the posted league rules and regulations, rule changes (if any), coaching requirements, coaching protocol, league operation changes, season fees and due dates. The representative is responsible for communicating the season startup meeting information to their team.
2. Any team failing to send representation shall be fined \$200.00 and may be ineligible to participate in CORA League play that season or a portion thereof, pending demonstration to the CORA League Director that communication of the season startup meeting information has been provided to their team.

D. League Game Sheet Reporting

1. CORA League game scores and game sheets shall be submitted electronically to the CORA League Coordinator through the CORA website or other approved channel by the winning team within 24 hours of the completion of the game. In the event of a tied game, the home team shall assume the reporting responsibilities.
2. Any game results not reported within one week of the completion of the scheduled game shall result in a \$100.00 fine and a default of the game by the reporting team.

3. The reporting team shall ensure the following information is clearly visible and legible on any image of a printed game sheet or completed online if an electronic game sheet for the game is submitted:
 - Type of game (League, Exhibition)
 - Level (A, B, C)
 - Date
 - Location of game (arena name)
 - Team name and roster, including any Substitute and/or Affiliate Players, with accurate jersey number used for that game
 - Injured registered roster players in attendance on the bench shall be marked as "Inj"
 - Bench staff
 - Minor officials

Failure to complete and submit the above game sheet information accurately may result in the loss of standings points earned in the game for the team(s) who provided incorrect information on a submitted game sheet.
4. Final standings shall reflect the tabulation of game results from the official game sheet submitted. In the event of a conflict or protest of the final standings, the official game sheet shall govern the final standings.
5. Players participating in a scheduled games must have their correct jersey number worn in the game recorded on the game sheet. In addition, all game sheet information submitted must accurately reflect the following:
 - Goalies shall be marked as (G) or (AG)
 - Substitute Players shall be marked as (SP)
 - Affiliate Players shall be marked as (AP)
 - Injured players in attendance shall be marked as (Inj)
6. Statistics and CORA League standings shall reflect a maximum seven goal differential.

E. Forfeit, Default and No-fault CORA League Games

1. Forfeit:

A forfeit occurs when a team fails to ice a viable team of seven registered team roster players for a scheduled CORA League game which has not been cancelled in accordance with these Rules, including but not limited to:

- (a) a team fails to show up to the scheduled game (no show). Some exceptions may apply at the discretion of the CORA League Director, in accordance with a no-fault game in Section III, Subsection E, Part 3
- (b) a team who cancels a scheduled game with less than seven full calendar days written notice to the CORA League Scheduler
- (c) a team that does not allow for the rescheduling of a game when reasonable attempts are made by the opposing team more than seven full calendar days before a scheduled game

As a result, the forfeiting team shall lose two points off their CORA League standings and shall be required to pay a fine of \$500.00 to CORA. The intention of this fine is to cover the full incurred cost of the ice, referees' fees and administrative costs.

The non-forfeiting team shall be awarded two points for a win of the forfeited game, with the score recorded as 6-0 in their favour.

The non-forfeiting team may also request reimbursement of ice costs by emailing the CORA Facilities Director, if they supplied the game ice.

2. Default:

A default occurs when a team gives up the ability of acquiring points in a game, including but not limited to:

- (a) using an ineligible player
- (b) a team who has less than the required seven registered team roster players to start a game, but did show up at the arena at the scheduled time
- (c) a team who shows up for the scheduled game and concedes a game
- (d) agreeing to combine teams in order to balance the teams

As a result, the non-defaulting team shall be awarded two points for a win for the defaulted game. The score shall be recorded as 3-0 in favour of the non-defaulting team.

3. **No-Fault Game:**

A no-fault game occurs when circumstances beyond either team's control prevents the game from being played, including but not limited to:

- (a) facility issues, including double- booking, power/equipment failure, communication problems
- (b) referee no-shows
- (c) inclement weather – communication with and written approval from the CORA League Director is required prior to a decision being made

If rescheduling the no-fault game is deemed not possible before the end of the season, the game score shall be recorded as a 6-6 tie for league standings. CORA expects both teams to cooperate and work together in rescheduling the game so that all games can be decided on the ice by the teams when possible. No-fault games shall be decided by in all instances by the CORA Executive.

F. **Minor Officials**

1. The home team is responsible for providing adequate minor officials for CORA League play, including shot clock operator, timekeeper, scorekeeper and penalty box attendants.
2. Where possible, the visiting team may provide a minor official to assist the home team.

G. **Shot Clocks**

1. Shot clocks are to be used for CORA League across all divisions.
2. The home team is responsible for ensuring shot clock availability at the scheduled game's arena and bring and set up shot clocks if none are installed at the arena. If the home team cannot supply a shot clock set, they shall be required to give 48 hours' notice to the visiting coach or team representative to allow them time to try to get one to bring. CORA has portable shot clock sets available for CORA League teams to use. If a home team does not supply a shot clock set for a game without notice, a review shall occur with the CORA League Director (or representative) regarding consequences for a future repeat occurrence.
3. The home team shall be responsible to ensure that there is a shot clock operator. In the event that there is no shot clock or shot clock operator, the game shall be played without.
4. In the event that one of the shot clocks is not functioning, then at the discretion of the referee, the game may be played either without shot clocks or with the single operational shot clock.

H. **Game Start Time**

1. Any team in attendance but not ready to begin play within five minutes of the scheduled game time shall lose the game by default. This is to be indicated on the game sheet and signed by the referees. **NOTE:** The referee shall immediately notify both teams of the situation and advise that the offending team has five minutes to ice its players and to begin play. Failure to comply with this five-minute start rule shall result in a default in favor of the opposing team however, the game should still be played as an Exhibition game or used as a practice, if possible, to avoid wasting the available ice slot.

I. **Scheduled Games**

1. All teams shall make reasonable effort to play their games as scheduled by the CORA League Scheduler. Except for properly rescheduled games (see below), teams not completing their games shall default or forfeit in favour of the opposing team when determining final CORA League standings.
2. Rescheduling or cancellations:
 - (a) A minimum of seven full days written notice prior to the original scheduled game date is required to request to cancel or reschedule posted CORA League games
 - (b) posted CORA League games shall be rescheduled or cancelled by emailing the CORA League Scheduler
 - (c) it is the cancelling team's responsibility to notify the opposing team
 - (d) it is the cancelling team's responsibility to ensure that the ice slot is dealt with appropriately so that the ice does not sit empty. In the event the ice cannot be used, the cancelling team shall be responsible for the ice cost
 - (e) it is the cancelling team's responsibility to provide the ice for a rescheduled game
 - (f) rescheduled games are subject to ice and referee availability

NOTE: Though the ultimate responsibility for rescheduling a cancelled game belongs to the team responsible for the cancellation, it is expected that both teams shall cooperate and work together in rescheduling the game so that the game can be decided on the ice by the teams. Awarding/deducting points because of a forfeit situation should be the absolute last resort.

3. Game cancellation with less than seven full calendar days' notice shall result in the cancelling team required to pay a fine in the amount of \$500.00.
4. Prior to any game being rescheduled, the change shall first be approved by the CORA League Director (or representative) and CORA League Scheduler.

J. Tournament Weekends

1. CORA League teams may request one blackout weekend for tournament participation or a team function for no league games scheduled per season. **NOTE:** CORA League teams are not required to request a blackout for the annual Calgary CORA Classic Tournament.
2. A written request for a blackout weekend shall be submitted in writing to the CORA League Scheduler on or before December 1 of the current season. Requests after this dated shall be denied.
3. There is no limit to the number of tournaments a team may apply for, however each team is only provided a single blackout weekend. If a team is unable to participate in a CORA League game as a result of participating in a tournament where a blackout weekend was not previously granted, it shall result in a cancellation of a scheduled league game(s) and the team shall be issued a forfeit for that game and the CORA League game shall not be rescheduled.

K. Cancelling of Games due to Inclement Weather

1. Requests for game cancellations due to inclement weather shall be submitted promptly to the CORA League Director, however game cancellation decisions shall be at the sole discretion of the CORA Executive. If a decision to cancel has been made, it is the home team's responsibility to contact the Referee Assignor advise them of the cancellation.
2. CORA shall attempt to reschedule any games cancelled due to severe weather; however, teams are encouraged to do their best to play all games as scheduled.

L. Exhibition Games

1. All Exhibition game requests shall go through the Request Refs form located on the Ringette Calgary website (League>Referees>Request Refs). A game sheet marked "Exhibition game" shall be submitted in the usual manner. Substitute and/or Affiliate rules apply.

M. Team Colours

1. The home team is responsible to check with the opposing team prior to the game to ascertain their team colours. In the event of conflict, the visiting team must change colours.

SECTION IV. REFEREES

A. Notification

1. Where referees are required for Exhibition games, the Referee Assignor shall be advised **at least** 72 hours prior to game time (3 full nights notice). Payment to referees for Exhibition games shall be made directly to the referees PRIOR to the start of the game.

B. Spectators

1. Where spectators use profane language to abuse players, coaches, referees or other spectators, the referee may have the spectator ejected from the arena playing area. Failure to comply shall result in a forfeit for the team associated with the spectator.

C. Referees Room

1. No participants, other than referees, shall be allowed in the Referees Room at any time.

D. Complaints

1. All complaints regarding referees or other CORA League teams' play shall be submitted by email to the CORA League Director.

SECTION V. ICE REQUIREMENTS

A. Ice and Permit Requirements

1. All CORA League games shall be scheduled on ice slots of at least 1.00 hour but no more than 1.25 hours of available playing time (excluding ice flood time) and shall commence:
 - (a) no later than 9:30 pm within the Calgary city limits
 - (b) No later than 8:30 pm outside of Calgary city limits
 - (c) no earlier than 6:30 pm on weekdays (Monday – Friday) within the Calgary city limits
 - (d) no earlier than 7:30 pm on weekdays (Monday – Friday) outside of Calgary city limits
 - (e) any exception to the prior stated start times shall be approved by the CORA League Director and CORA League Scheduler prior to booking the ice for a CORA League game
2. The ice surface shall be cleaned before each CORA League game.

B. Modified Game Duration

1. All CORA League and Exhibition games shall be played stop-time and shall be structured as follows:
 - (a) PERIOD LENGTHS
 - (i) For 1.00 hour ice slot – two 20-minute periods
 - (ii) For 1.25 hour ice slot – two 23-minute periods
 - (b) PERIOD BREAK — Two-minute break between periods
 - (c) TIME OUTS — One 30-second time out

C. Time Restrictions for all CORA League Games

1. In the event of insufficient ice time to complete a game in regulation time, the following procedure shall apply:
 - (a) when there is five minutes left on the permit, the clock shall be re-set to two minutes at the first stoppage of play and the remainder of the game shall be completed with stop-time
 - (b) the clock shall not be reset for more than the time remaining on the permit
 - (c) remaining penalty time to be served shall not be adjusted for the game clock being dropped
2. In any situation where circumstances do not allow a game to be played in its entirety (i.e., player injury, power outages, mechanical problems, lateness of referees, late start time, etc.), **a game shall be considered complete provided that 30 minutes of stop-time has been completed.** Where possible, an incomplete game shall be rescheduled and replayed in its entirety with a starting score of 0-0. If rescheduling is not possible, the game shall be considered a no-fault game.

SECTION VI. LEAGUE OPERATIONS AND PROVINCIALS QUALIFICATION

A. Clarification of Rules and Regulations

1. Matters requiring clarification on league operating policy and procedure shall be referred to the CORA League Director for initiation of appropriate action.
2. The CORA League Director shall provide interpretation of these Rules as posted on the CORA website (www.calgaryopenringette.com) and provide interpretation for areas not specifically identified in these Rules. Rulings shall be documented and shall be updated in the Rules, if required, prior to commencement of the next playing season.
3. The CORA League Director shall, if required, make decisions in between board meetings with input from a quorum of three Executive members which includes the CORA League Director or designate, the CORA President or CORA Vice President, and the CORA Secretary or CORA Treasurer.
4. To avoid real or perceived conflicts of interest, all board members shall recuse themselves when decisions are required that directly affect the team with which they are associated or within their team's division.

B. Seeding for League Play

1. The goal is to have teams participate in the appropriate CORA League division based on their competitiveness amongst the teams within said division or sub-groupings within a division.
2. New teams to the CORA League shall complete the CORA League New Team Application Form located on the CORA website by the intake deadline stipulated.
3. New teams shall work with the CORA League Director to determine which division they should participate in for their first season. New teams shall be placed in the Open C Division unless requesting higher placement based on roster and/or completing a pre-season seeding round assessment.
4. Advancement or relegation of teams in a division shall be initiated at the request of 50% plus one of the teams registered in that division at the start of the season:
 - (a) the deadline for teams to request a second half advance or relegation of a team is November 30 of the current season
 - (b) the deadline for teams to request an advance or relegation of a team for the start of the subsequent season is May 1 prior to the new season.
 - (c) advancement or relegation requests shall be submitted by email to the League Director and decided upon by the CORA Executive. CORA Executive representing the division that the requesting team is from shall not be involved in the decision.

C. League Standings

1. Team standings shall be decided based on points earned during CORA League regular season play. Two points shall be awarded for each win and one point for each tie. In the case of teams being tied in standing points, the tie shall be broken by:
 - (a) the most wins if an equal number of games played among the teams in the division or sub-grouping in a division or winning percentage for games played if an unbalanced schedule is played during the season.
 - (b) the team with the most wins for games played between the tied teams
 - (c) the team with the resulting highest number after applying the formula: goals for, plus goals against, divided by goals against for the games played against each other with a maximum goal differential per game of seven

$$\frac{(GF + GA)}{GA}$$
 - (d) the team with the highest number after applying the formula in the preceding Clause (c) for all league games
 - (e) if any teams are still tied, team standings shall be determined by the CORA League Director taking into account recent games played by the tied teams

D. Provincials Qualification

1. The following format shall be used to decide which teams shall earn the privilege of representing CORA at Provincial Championship play and have their Provincial entry fee reimbursed by CORA:
 - (a) the winner of the CORA League or the declared CORA Official Representative
 - (b) in the event there is only one team in a division, that team shall be declared the CORA Official Representative by the League Director
 - (c) should the winner of the CORA League be unavailable to represent CORA, the team finishing next highest in the CORA League shall be awarded the opportunity
 - (d) additional teams from CORA invited to attend the Provincial Championships shall be determined based on their order of finish in the CORA League

SECTION VII. REFEREE FEE STRUCTURE

1. Payment for referee fees for scheduled CORA League games shall be made by the CORA Treasurer to the Calgary Referee's Association monthly during the season, on behalf of CORA League teams.
2. CORA League teams shall be requested to make advance referee fee payments during the season and shall receive a true-up statement after the season ends for any additional referee fee payment or credit owed. The amount and timing of the two referee payments shall be communicated by the CORA Treasurer prior to season start for all teams participating in that season's CORA League play.

SECTION VIII. LATE FEES AND FINES

1. A fine of \$100.00 shall be levied for all outstanding fees not paid by the stated/posted due date.
2. An administration fee of \$50.00 shall be levied for each requested roster change (involving one or more players or staff) after the October 15 deadline.
3. A fine of \$200.00 shall be levied per team for each CORA mandatory meeting (i.e., season startup meeting, AGM) where at least one team representative is not in attendance.
4. A fine of \$100.00 shall be levied for each compulsory workshop (i.e., shot clock clinic, electronic score sheet clinic) where at least one team representative is not in attendance.
5. A fine of \$100.00 shall be levied for any game sheet still outstanding one week after the scheduled completion of the game.

SECTION IX. DISCIPLINARY POLICY

This policy applies to all CORA League and Exhibition games.

A. Purpose and Format

1. A Disciplinary Review Hearing allows all parties an opportunity to clarify and assess the circumstances which led to an incident and to discuss proactively alternate reactions and actions. The Disciplinary Review Committee may issue additional suspension or disciplinary action above the Ringette Canada and RAB policy but cannot reduce a decision from either of these bodies. In specific cases where a penalty has not been assessed, the Disciplinary Review Committee reserves the right to address players or bench staff wherein caused an unsafe or otherwise unhealthy environment adversely affecting players, referees, coaches or spectators.
2. Misconduct and Match penalties shall be referred to the CORA League Director by the Referee In Chief ("RIC") within 24 hours of the incident.
3. The CORA League Director and the CORA Past President (or designate), who may act directly or appoint a Disciplinarian, shall review the matter and decide if further suspension or disciplinary action shall be warranted, over and above the actions taken by RAB and Ringette Canada or the automatic consequences contained in the Rules. If further penalties or disciplinary action is warranted, a Disciplinary Review Hearing shall be convened at the earliest practical date. Once a Disciplinary Review Hearing is determined to be required the offending coach or player is automatically suspended until the hearing is held.
4. The Disciplinary Review Committee shall consist of a minimum of four of the following seven voting members:
 - (a) CORA Past President, or if appointed, the Disciplinarian (chairperson, votes only in a tie)
 - (b) CORA League Director
 - (c) CORA President
 - (d) CORA Vice President
 - (e) Referees Committee Liaison or appointed representative
 - (f) any two additional elected CORA Directors at Large
 - (g) at least one of the referees who signed the official game report (non-voting)
5. The Disciplinary Review Hearing shall give an opportunity to the player or coach facing disciplinary action to speak to the committee before any decision is rendered. Decisions of the Disciplinary Review Committee are final and are to be recorded in the CORA records for future reference.

B. Disciplinary Hearing Criteria

1. A Disciplinary Review Hearing shall be set in motion by any of the following:
 - (a) in ALL CASES where a Match Penalty is assessed
 - (b) in ALL CASES where any bench staff is assessed a Misconduct Penalty
 - (c) when a player or coach accumulates five of the following penalties in any combination in a single playing season:
 - (i) Unsportsmanlike Conduct Penalty
 - (ii) Major Penalty

- (iii) Misconduct Penalty
 - (iv) Match Penalty
 - (d) when a player has accumulated two Misconduct Penalties in a single playing season OR if a player receives a Misconduct Penalty and has previously received a Match Penalty in a single playing season
 - (e) For the head coach, when a team has accumulated three of the following penalties in any combination in a single playing season:
 - (i) Misconduct Penalty
 - (ii) Match Penalty
2. If a player has already attended a hearing for a Misconduct or Match Penalty, another hearing shall be held when the accumulated number reaches 5.
 3. Records shall be maintained permanently in a case file.

C. Reporting

1. All Misconduct and Match penalties shall be referred to the CORA League Director who shall notify RAB of the infraction. RAB shall automatically award game suspension(s) as required.
2. The awarded suspension shall be verified by the CORA League Director and RAB to ensure the penalty is served. The head coach or team representative shall be responsible to ensure a suspended player or bench member serves their full suspension and are in attendance for those games by submitting game sheets with the suspended player's full name, signature and number of games served (i.e., 1 of 3) on the front of the white game sheet.

D. Suspension

1. An individual under suspension is deemed to be ineligible in all games until their suspension has been fully served.
 - (a) Suspended **players** are ineligible to play, however they may be present in the dressing room prior to and after the game. They shall NOT be permitted on the bench or in the immediate vicinity of the bench during the game. In some arenas, the immediate vicinity would include the timekeepers/penalty box if the timekeepers/penalty box is attached or adjacent to the players' bench.
 - (b) Suspended **coaches and/or team staff and/or team representative** are ineligible in all game capacity and shall NOT be permitted to be present in the dressing room or playing area during any type of game (Exhibition, CORA League and/or Tournament) within half an hour prior to and following a game. To prevent communication with individual players, staff, or the team, suspended individuals may watch the game from the spectator's area, providing that area is not within the immediate surrounding area of the players' bench. Suspended individuals may not work as a minor official.
2. **Individuals under suspension are deemed to be ineligible** until their suspension has been fully served. In the case where an individual participates in more than one capacity with their own team or with any other team sanctioned under RAB, they are suspended in **ALL CAPACITIES** until the suspension has been fully served. For example:
 - (a) a suspended player is also ineligible to participate as a coach
 - (b) a suspended coach is also ineligible to participate as a player
3. Only games which are scheduled prior to the suspension shall count towards the serving of a suspension, which include CORA League, Exhibition, Tournament and Provincial Championship games. These games shall involve the team with which the individual was on when the infraction occurred (or the individual's primary team if they were Substitute Player when the infraction occurred). For example, a player who receives a suspension on Team Red is also suspended from their coaching duties on Team Blue, BUT the only games which count toward serving the suspension are those involving Team Red.
4. Games are considered scheduled if the Referee Assignor has been contacted to assign referees.

E. Removal of a Team from the Ice Prior to the End of a Game

1. No coach or team representative shall forfeit a game by pulling their team off the ice before the end of the game. This shall result in a suspension of the coach or team representative until the Disciplinary Hearing Committee has addressed the matter. The official score for the forfeit shall be recorded as 6-0.

F. Fines for Suspensions

1. **Misconduct Penalty** – A fine of \$75.00 shall be levied for each Misconduct Penalty issued to a team staff member and a fine of \$75.00 shall be levied for each Misconduct Penalty issued to a player. Fines double with each additional Misconduct Penalty issued within a season.
2. **Match Penalty** - A fine of \$150.00 shall be levied for a Match Penalty. Fines double for the second Match Penalty issued in a season and suspension of playing privileges for the remainder of the season.
3. A fine of \$200.00 shall be levied if any individual player or coach has accumulated five of the following penalties in any combination in any single playing season:
 - (a) Unsportsmanlike Conduct Penalty
 - (b) Major Penalty
 - (c) Misconduct Penalty
 - (d) Match Penalty
4. The head coach or team representative shall be fined \$250.00 when a team has accumulated five of the following penalties in any combination in a single playing season:
 - (a) Misconduct Penalty
 - (b) Match Penalty

G. CORA Automatic Suspensions

1. Automatic suspensions shall be served at the next scheduled game for the team. Games are considered scheduled if the Referee Assignor has been contacted to assign referees.
2. The head coach or team representative (in the absence of a head coach) shall serve an automatic two-game suspension and be required to attend a Disciplinary Review Hearing in the following cases:
 - (a) when a team has accumulated ten Unsportsmanlike Conduct Penalties or Major Penalties in any combination in a single playing season
 - (b) when a team has accumulated three Misconduct and/or Match Penalties in any combination in a single playing season
3. The head coach or team representative shall serve an automatic one-game suspension and be required to attend a Disciplinary Review Hearing when a team has accumulated more than 30 penalty minutes in any one CORA League, Exhibition or Tournament game.

H. Procedure for Filing a Dispute Regarding Disciplinary Assessment

1. Disputes and all supporting documentation for same shall be submitted by email to the CORA President within 48 hours from the rendering of a disputed decision. The dispute shall be accompanied by an Interac e-transfer, certified cheque or cash to the CORA Treasurer in the amount of \$250.00.
2. If the dispute is upheld, the \$250.00 shall be refunded.
3. Members of the Disciplinary Review Hearing Committee shall convene within one week to address the dispute.
4. Suspended players or coaches are ineligible to participate in CORA League, Tournament, Exhibition or Provincial Championship games until the dispute has been addressed by the Disciplinary Review Hearing Committee.

SECTION X. PROTESTS

A. Procedure for Submission of Game Protests

1. Game Protests shall be addressed by the Grievance Committee.
2. For CORA League or Exhibition games, Game Protests and supporting documentation for same shall be submitted to the CORA President by email from the coach or team representative of the protesting team within 48 hours from the conclusion of the game. The protest shall be accompanied by an electronic e-transfer, certified cheque or cash to the CORA Treasurer in the amount of \$250.00.

3. A copy of the protest shall also be delivered by the grieving team to the opposing team within the same time limit as above.
4. If the protest is upheld, the \$250.00 shall be refunded.
5. A referee's decision cannot be protested. Only rule violations shall be considered.

B. The Grievance Committee

1. The Grievance Committee shall consist of a minimum of five of the following:
 - (a) CORA Past President, or if appointed, the Disciplinarian (chairperson, votes only in a tie)
 - (b) CORA League Director or CORA President or Representative thereof.
 - (c) Referee's Association liaison to CORA or Representative thereof.
 - (d) Any two additional elected CORA Board Members.

SECTION XI. TOURNAMENTS

A. Travel Authorization (for teams traveling to tournaments)

1. Travel authorization is not required for any out-of-zone competition.

B. Planning & Sanctioning of Tournaments

1. All teams wishing to plan a tournament shall advise the CORA Facilities Director in advance to minimize any potential conflict with CORA League play and ice bookings. CORA teams organizing a tournament shall obtain proper sanctioning from RAB. For our records, a copy of the application for sanctioning shall be provided to the CORA Secretary.

SECTION XII. INFORMATION CONFIDENTIALITY

A. Definitions

1. The following terms have these meanings in this Section:
 - (a) **Member** – All categories of membership defined in the CORA Bylaws, as well as any person affiliated with CORA or its members, including executives, officers, committee members, referees, and other individuals who are decision-makers within CORA.
 - (b) **Confidential Information** – Includes, but is not limited to, personal information of CORA Members and Representatives (name, address, e-mail, telephone number, cell phone number, date of birth), CORA intellectual property and proprietary information related to the programs, fundraisers, business or affairs of CORA and any of its divisions, including but not limited to procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.
 - (c) **Implied Consent** – Consent given to administrators of Ringette programs and services by virtue of registration with CORA as an athlete, referee or team staff to provide other Members with applicable personal information only in order to effectively carry out services.

B. Overview

1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to CORA by making all individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

C. Application of this Policy

1. This policy applies to all Members.

D. Principles

1. All Members shall be entitled to the protection and privacy of their personal information.
2. RAB intellectual property and proprietary information shall be protected.
3. Implied Consent is given to RAB and Members to use such personal information as necessary to provide the services and support as needed.
4. Reporting and resolution of breaches of this confidentiality policy shall be first handled by CORA Executives. If a breach is not resolved to the satisfaction of any Member, the complaint shall then be escalated to the RAB Board of Directors.

E. Requirements

1. Members shall not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement or employment with CORA, unless expressly authorized to do so.
2. All files and written materials relating to Confidential Information shall remain the property of CORA and upon termination of involvement with CORA or upon request of CORA, the Member shall return all Confidential Information received in written or tangible form, including copies, reproductions or other media containing such Confidential Information, immediately upon such request.

F. Intellectual Property

1. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with involvement with CORA shall be owned solely by CORA, who shall have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. RAB may grant permission for others to use such written material or other works, subject to such terms and conditions as CORA may prescribe.

G. Enforcement

1. A breach of any provision in this policy may give rise to discipline in accordance with the CORA's Protests and Grievance Policies or legal recourse.

SECTION XIII. PRIVACY**A. Definitions**

The following terms have these meanings in this Section:

1. **Commercial Activity** – Any particular transaction, act or conduct that is of a commercial character.
2. **Personal Information** – Any information about an identifiable individual, including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions.
3. **Representatives** – Members, committee members, coaches, referees, referees, managers, trainers, volunteers, administrators, within CORA.

B. Overview

1. Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA") and the *Personal Information Privacy Act* ("PIPA"). This policy describes the way that CORA collects, uses, safeguards, discloses and disposes of personal information, and states CORA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and CORA's interpretation of these responsibilities.

C. Purpose

1. The purpose of this Privacy Policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of CORA to collect, use or disclose personal information.

D. Application

1. This Policy applies to CORA Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to CORA.

E. Statutory Obligations

1. CORA is governed by PIPEDA and PIPA in matters involving the collection, use and disclosure of personal information.

F. Additional Obligations

1. In addition to fulfilling all requirements of PIPEDA and PIPA, CORA and its Representatives shall also fulfill the additional requirements of this Policy. The representatives shall not:
 - (a) disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy
 - (b) knowingly place themselves in a position where they are under obligation to any organization to disclose personal information
 - (c) in the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest
 - (d) derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with CORA
 - (e) accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

G. Ruling on Policy

1. Except as provided in PIPEDA and PIPA, CORA Executives shall have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

SECTION XIV. CONFLICT OF INTEREST**A. Overview**

1. This policy describes how Individuals shall conduct themselves in matters relating to real or perceived conflicts of interests and clarify how CORA shall make decisions in situations where conflicts of interest may exist with regards to Ringette associated activities.

B. Application of this Policy

1. This policy applies to all Members.

C. Principles

1. All Individuals shall conduct themselves without conflict of interest.
2. Conflict of interest reports shall be investigated, and appropriate actions shall be taken where conflict of interest is found.
3. All individuals have a duty to report cases of conflict of interest as specified above.

D. Requirements

1. Individuals shall fulfill the requirements of this policy. Individuals shall not:
 - (a) in the performance of their official duties, accord preferential treatment to any person

- (b) derive personal benefit from information that they have acquired during the course of fulfilling their official duties with CORA, where such information is confidential or is not generally available to the public
- (c) use CORA property, equipment, supplies or services for activities not associated with the performance of official duties with CORA without the permission of CORA
- (d) place themselves in positions where they could, by virtue of being a decision maker within CORA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest
- (e) accept any gift or favor that could be construed as being given in anticipation of or in recognition for, any special consideration granted by virtue of being a decision maker within CORA

E. Disclosure of Conflict of Interest

1. At any time an individual becomes aware that there may exist a real or perceived conflict of interest; they shall disclose this conflict to any member of the CORA Executive immediately.

F. Reporting a Conflict of Interest

1. Any individual or Member who is of the view that another individual may be in a position of conflict of interest shall report this matter to the CORA Executive. Such a complaint must be signed and submitted in writing. Anonymous complaints may be accepted upon the sole discretion of the CORA Executive.

G. Resolving Complaints of a Real or Perceived Conflict of Interest

1. Upon receipt of a complaint, the CORA Executive shall determine whether or not a conflict of interest exists provided the alleged individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting. After hearing the matter, the CORA Executive shall determine whether a real or perceived conflict of interest exists and if so, what appropriate actions shall be imposed.
2. Where the individual accused of being in a real or perceived conflict of interest acknowledges the facts, they may waive the meeting, in which case the CORA Executive shall determine the appropriate actions.
3. If the individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting shall proceed in any event.
4. The CORA Executive may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - (a) removal or temporary suspension of certain responsibilities or decision-making authority
 - (b) removal or temporary suspension from a designated position
 - (c) removal or temporary suspension from certain CORA teams, events and/or activities
 - (d) expulsion from CORA
 - (e) other actions as may be considered appropriate for the real or perceived conflict of interest the CORA Executive may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the CORA Executive

H. Resolving Conflicts in Decision-Making

1. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Member may be considered and decided upon by CORA Executive provided that:
 - (a) the nature and extent of individual's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes
 - (b) the individual does not participate in discussion on the matter giving rise to the conflict of interest
 - (c) the individual abstains from voting on the proposed decision or transaction
 - (d) the individual is not included in the determination of quorum for the proposed decision or transaction
 - (e) the decision or transaction is in the best interests of CORA

I. CORA Decision Makers

1. Members wishing to obtain a position as a decision maker (committee member or other volunteer position) within CORA shall declare their professional interests and any potential conflict of interests prior to being declared eligible by the CORA Executive for a position as a decision-maker within CORA.

2. In the event that an individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy shall apply.
3. Any decision of the CORA Executive in accordance with this Policy may be appealed in accordance with CORA's Appeal Policy.

J. Compliance and Consequences

1. Failure to comply with an action as determined by the CORA Executive shall result in automatic suspension of involvement in CORA until such time as compliance occurs.

SECTION XV. CODE OF CONDUCT

1. All players and team staff shall read and sign the *CORA League - Code of Conduct* form prior to the start of CORA League games each season. Failure of a team's players or staff to adhere to the Code of Conduct shall result in:
 - (a) possible suspension of the team's CORA League playing privileges; or
 - (b) disciplinary and remedial action as outlined in the Code of Conduct.