



League Rules, Regulations & Policies

Updated Aug 2021

TABLE OF CONTENTS

- SECTION I. DIVISIONS2**
 - A. Divisions: 2
 - B. Level: 2
- SECTION II. REGISTRATION2**
 - A. Player Registration: 2
 - B. Team Registration and Fees: 2
 - C. Affiliated/Substitute Players 3
 - D. Ineligible Players 3
- SECTION III. GAME RESPONSIBILITIES.....4**
 - A. Conduct of Teams: 4
 - B. Coaching Qualifications: 4
 - C. Mandatory League Meeting: 4
 - D. Game Reports: 4
 - E. Forfeit, Default and No-fault League Games: 5
 - F. Minor Officials: 5
 - G. Shot Clocks:..... 5
 - H. Game Start Time: 6
 - I. Scheduled Games: 6
 - J. Tournament Weekends: 6
 - K. Cancelling of Games due to Inclement Weather: 7
 - L. Exhibition Games:..... 7
 - M. Team Colors: 7
- SECTION IV. REFEREES7**
 - A. Notification: 7
 - B. Games: 7
 - C. Spectators:..... 7
 - D. Officials Room: 7
 - E. Complaints:..... 7
- SECTION V. ICE REQUIREMENTS.....7**
 - A. Ice and Permit Requirements: 7
 - B. Modified Game Duration: 7
 - C. Time Restrictions: 8
- SECTION VI. LEAGUE AND PLAYOFF STRUCTURE8**
 - A. Clarification of Rules and Regulations 8
 - B. Seeding for League Play: 8
 - C. League Standings for Playoffs: 8
 - D. Minor Officials for Playoff Games: 9
 - E. Player Eligibility for Playoff Games: 9
 - F. Tied Playoff Games: 9
 - G. Provincials: 9
- SECTION VII. LATE FEES AND FINES10**
- SECTION VIII. DISCIPLINARY POLICY10**
 - A. Purpose and Format 10
 - B. Disciplinary Hearing Criteria 10
 - C. Reporting 11
 - D. Suspension: 11
 - E. Removal of a Team from the Ice Prior to the end of a Game: 11
 - F. Fines for Suspensions: 11
 - G. CORA Automatic Suspensions: 12
 - H. Procedure for the filing of a dispute regarding Disciplinary Policy: 12
- SECTION IX. PROTESTS12**
- SECTION X. TOURNAMENTS.....13**
- SECTION XI. CONFIDENTIAL INFORMATION.....13**
- SECTION XII. PRIVACY14**
- SECTION XIII. CONFLICT OF INTEREST.....15**
- SECTION XIV. CODE OF CONDUCT17**

CALGARY OPEN RINGETTE ASSOCIATION (CORA) RULES , REGULATIONS & POLICIES

Updated Aug 2021

RINGETTE CANADA Rule Book Will Apply EXCEPT Where Specifically Noted

RINGETTE ALBERTA Rules and Regulations Will Apply EXCEPT Where Specifically Addressed

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

SECTION I. DIVISIONS

A. Divisions:

All players participating in the CORA League shall be of the OPEN division and be aged 18 and over, with the exception of University teams. Underage player exceptions require prior approval by the CORA board.

B. Level:

CORA League shall govern leagues divisions at the following levels:

- A - Highly Competitive. Teams participating in Inter-provincial and Provincial "A" Championships.
- B - Competitive. Teams participating at Zone Level and Provincial "B" Championships.
- C - Recreational. Teams participating at Zone Level and Provincial "C" Championships.

SECTION II. REGISTRATION

A. Player Registration:

1. A player must register with one CORA team as a full time player and may be used as a substitute to other teams at a level as per the CORA substitution policies. Section II, C.
2. Individual player registration fees will be set from time to time by the CORA executive and will be collected from each CORA team along with team fees at time of registration.
3. Players are not restricted by community or quadrant boundaries when registering with a CORA team unless the team is a quadrant or community team in which case their restrictions may apply.
4. Players residing outside of Zone 3 may register with any available CORA team.
5. Players must be 18 years of age by September 1st of the current playing season. The only exception to this shall be players registered on a University team. Underage player exceptions require prior approval by the CORA board.
6. Adult male players are subject to approval by the CORA Executive for CORA League play, which will be based on prior experience and skill level.

B. Team Registration and Fees:

It is the responsibility of each team to register all players & staff with CORA by a deadline set by the CORA executive which will be prior to November 1 of each year. Players and staff must be registered through the Ringette Alberta registration process applicable for the current season, **PRIOR** to participating in any game play (league or exhibition).. Registering with Ringette Alberta ensures that each player and staff has insurance coverage. In the event that a player or staff is injured, the insurance coverage form found on Ringette Alberta's website must be submitted to Ringette Alberta.

1. A fine of twenty-five dollars (\$25.00) will be levied for each roster change and/or non-payment of team's registration fees after the October deadline.
2. Each team shall be required to pay an annual membership fee of fifty dollars (\$50.00) to CORA. No team shall be allowed to vote or participate in the CORA League unless all fees are paid in full.

3. CORA reserves the right to withhold the playing and/or voting privileges of any team or individual that fails to properly register.
4. Each team is to post a bond of two hundred dollars (\$200) prior to participating in CORA League play. This bond is to cover any other fees or fines during the season. Once the bond is consumed, it must be re-established before the team can resume participation in the CORA League. The bond is to remain with CORA until withdrawal of a team from the league and the bond will be returned only after completion of a full season of play by the withdrawing team. If the bond is partially or fully consumed for outstanding fees or fines the team will be required to replenish the bond before further league play is permitted. Bonds must be submitted by the teams directly to CORA and will not be billed to community or quadrant associations for payment along with team and individual fees.
5. Every team is required to provide appropriate ice slots to be made available for league games. It is intended that each team provide a minimum of 12 home ice times and that league play for each team will consist of approximately 20 league games followed by playoffs. Ice times shall not have a start time later than 9:45 pm.
6. Dates and times of available ice must be submitted by email to the CORA Facilities Director at facilities@calgaryopenringette.com by August 31. Failure to do so may result in fine of \$100. If ice is not provided to the CORA Facilities Director by Sept 15 the team will be removed from the 1st half (Sept-Dec) League schedule.
7. Teams registered in zones other than Zone 3 may be accepted by CORA for league play on the discretion of the CORA executive. Such teams will be required to pay the annual membership fee of \$50 per team and individual player fees as determined by the CORA executive from time to time.
8. Teams will be invoiced for CORA League games' referee fees using actual costs incurred to the billing date at regular intervals throughout the typical Sept – March season. Invoice intervals and any deposits for referee fees will be announced at the CORA League's mandatory Startup meeting held in September each season.

C. Affiliated/Substitute Players

1. Affiliation or substitute means that a player can be called up from their regular team to play on another team on an as needed basis. Player affiliation/substitution cannot be used to improve the competitiveness of a team at the expense of ice time of a regular team player. Note that an affiliate or substitute player's main responsibility is to their own team. If there is a scheduling conflict the player must attend their own ice time unless permission is attained from the coach of the player's own 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 team (or same level team) and they do not require to be registered as an affiliated player on the provincial registration form of that team. Substitute players can be goaltenders or skaters.
3. Goaltenders can be called up from their regular team to play on a team of the same or higher level (i.e. C Level goaltenders may substitute on any C Level team as well as any B or A Level teams).
4. An affiliate player is a youth player (U19). Note that any affiliated players from U19 age groups must comply with Ringette Alberta rules including registration of affiliated players with Ringette Alberta.
5. Affiliation/substitution 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 (U19) will be limited to five (5) league games during the season. They will be permitted to play a further five (5) games during playoffs in the same season.
6. When using affiliates/substitutes for CORA League, Exhibition and Playoff Games, players "dressed" and listed on the game sheet shall be:
 - a. A minimum of seven (7) players
 - b. A maximum of five (5) affiliate/substitute players
 - c. As per Ringette Alberta 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
 - d. Documentation for a regular player's absence must be provided if requested by the League Director

D. Ineligible Players

The head coach shall be held responsible for ensuring that all players on the team are properly registered in accordance with CORA's rules and regulations. Any improper use of an affiliate/substitute player constitutes an ineligible player, and the head coach will be suspended accordingly.

A head coach who plays an ineligible player will:

- a. Be immediately suspended until his/her case has been dealt with by the Disciplinary Review Committee.

- b. Default all games involving an ineligible player in favor of the opposing team. The official score for a forfeit shall be posted as 3-0.

SECTION III. GAME RESPONSIBILITIES

A. Conduct of Teams:

Coaches shall be responsible for their conduct and the conduct of their players at all times and must endeavor to prevent 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:

All bench staff (head coaches, assistant coaches, trainers, managers) must meet the certification requirements as set from time to time by Ringette Alberta

Coaches who have not met certification requirements by the commencement of CORA playoffs will be suspended. A suspended coach will not be allowed in the playing area of the facility (i.e., dressing room, bench, timekeeper's bench, etc.).

C. Mandatory League Meeting:

1. All teams must send a representative to the Mandatory League Startup meeting, which will be held each year in early September, and the CORA Annual General Meeting, which will be held each year in April. These meetings will include a review of the regulations, rule changes (if any), coaching requirements and coaching protocol. If the team coach is not present, the team representative is responsible for communicating the review to the coach.
2. Any team failing to send representation will be fined \$100 and will be ineligible for CORA league play until the matter has been suitably dealt with by the League Executive.

D. Game Reports:

1. Game scores and game reports (game sheets) must be submitted to the League Coordinator electronically via Team Web by the winning team within 24 hours. In the event of a tied game, the home team is to assume these responsibilities.
 - a. The reporting team must ensure the following information is clearly printed on the game report at the end of the game. Failure to do so may result in the loss of the points in the event of a win, or the loss of the single point to each team in the event of a tie.
 - Type of game (i.e. League, Exhibition, Playoff)
 - Level (i.e. A, B, C)
 - Date
 - Location of game (arena name)
 - Team name and roster including any affiliates/substitutes with jersey numbers used for that game
 - Head coach or player acting in the capacity of coach
 - Minor officials
 - b. Failure to provide a properly completed game report may result in the loss of points for that game.
2. The original (white copy) of game reports for exhibition, and league games, must be electronically submitted to the League Coordinator via Team Web within 24 hours of the game. Any game sheet still outstanding 1 week after the game is played may result in a fifty-dollar (\$50) fine and a forfeit of the game by the delinquent team. Original copies of the white copy of the game report should be preserved by the winning team until the end of the season.
3. Game scores for all playoff games must be submitted to the League Coordinator electronically via Team Web within 4 hours of completion of the game. Electronic copies of the game reports for all playoff games except for the final game must be received by the League Coordinator prior to the start of a subsequent game. The game report must be received by the League Coordinator within one (1) day of the completion of the final game of any series (i.e. quarter final, semi-final, or final).
4. Final standings will reflect the tabulation of game results from the official game reports. Points awarded to a team that does not submit a game report in accordance with the above stands to lose those points at the discretion of the League Executive. In the event of a conflict or protest of the final standings, the official game report will govern the final standings.
5. Names must be neatly printed in the team lineup. Player names and jersey numbers must be on all 3 copies (white, yellow, pink) of the game report. Goaltender(s) must be marked with (G) or (AG) after their name on the game report. If affiliate players are used, they must have an additional designation of (AP) after their name on the game report. If substitute players are used, they must have an additional designation of (SP) after their name on the game report.
 - a. Players serving a suspension must sign the front of the game report and include the number of games served (i.e. 1 of 3).

6. Statistics and standings shall reflect a maximum seven (7) goal differential.

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

1. Forfeit:

Teams that **forfeit** will lose one point off their standings and are required to pay a fine of \$400.00 to CORA. This fine is intended to cover the full cost of the ice, referees and administrative costs. The fine may be reduced by \$250 if suitable ice is provided for a rescheduled game. The opposing team will be awarded two points for a win of the game in question. The score shall be recorded as 6-0 in favor of the opposing team. The non-forfeiting team may apply to the League Director for reimbursement of ice costs to be taken from the fine.

It is considered a forfeit when a team fails to ice a team for a scheduled game (which has not been cancelled in accordance with these regulations). For example (but not limited to):

- a. A team fails to show up at the scheduled time to play a game (no show). Some exceptions may apply, at the discretion of the league director (i.e. weather conditions, communication problems)
- b. A team who cancels a game in the 1st half of the season with no intention of rescheduling.
- c. A team does not allow for the rescheduling of a game when reasonable attempts are made by the other team to reschedule.

2. Default:

Teams that **default** give up the possibility of acquiring points in a game – the opposing team will be awarded two points for a win for the game in question. The score shall be recorded as 3-0

For example (but not limited to):

- a. A team who cancels a game with less than 5 full days written notice in the first half of the season.
- b. A team who cancels any league game in the second half of the season.
- c. A team who has less than the required 7 legal players to start a game, but did actually show up at the arena at the scheduled time.
- d. A team who concedes a game.
- e. Agreeing to combine teams in order to balance the teams.
- f. Using a player/goaltender who is not a registered member of that team or an eligible affiliate/substitute player.
- g. Failure to finish the game due to an injury sustained by a team's only available goaltender.

3. No-Fault Game:

Recognizing that some scheduled games may not be completed due to circumstances beyond either team's control, teams will be issued one point each (tie) if rescheduling that game is deemed impossible. The score recorded for that game shall be 6-6. CORA expects both teams to cooperate and work together in rescheduling the game so the game can be decided on the ice by the teams if at all possible. The CORA Executive will be the final say in all instances of default/forfeit/no-fault games.

For Example (but not limited to):

- a. Lack of availability of the facilities' ice
(Double booking, power/equipment failure, communication problems)
- b. Referee no-shows
- c. Inclement weather – this will include communication with the CORA executive prior to a decision being made.

F. Minor Officials:

1. The home team is responsible for ensuring that minor officials are available for CORA league play and playoffs, including game timekeeper, game scorekeeper, and penalty box attendants.
2. Where possible, the visiting team may provide a minor official to assist the home team.

G. Shot Clocks:

For CORA league play and playoffs Shot Clock use applies to all divisions:

1. It is the responsibility of the home team to ensure the availability and set-up of the shot clocks. If the home team cannot supply a shot clock, they must give 24 hours notice to the visiting coach (to allow them time to try to get one to bring). If a home team does not supply a shot clock for 2 games, discussions will occur with the league director (or representative) regarding consequences.

2. The Home team is responsible to ensure that there is a shot clock operator. In the event that there is no clock or operator the game will be played without the use of the shot clock rules.
3. 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 one shot clock.

H. Game Start Time:

Any team in attendance but not ready to begin play within five (5) minutes of scheduled game time will lose the game by default. This is to be indicated on the game sheet, and signed by the referees. **NOTE:** The referee will immediately notify both teams of the situation and advise that the offending team has five (5) minutes to ice its players and to begin play. Failure to comply with this five (5) minute start rule will result in a default in favor of the non-offending team but, if possible, the game should still be played as an exhibition game.

I. Scheduled Games:

1. All teams must make reasonable effort to play their games as scheduled by the League Scheduler. Except for properly rescheduled games (see below), teams not completing their games will default or forfeit these games in favor of the other team when determining final standings.
2. **In the second half of a season games WILL NOT BE RESCHEDULED.** Only under exceptional circumstances such as facility or weather conditions will the rescheduling of a league game be considered (participation in tournaments, inability to ice a team or fundraisers do not qualify).
3. For any cancellation with **less than five (5) days notice**, the canceling team is required to **pay for the referees and pay a fine of \$50.00.**

For the 1st half of the season (until Dec 31):

- a. A minimum of five (5) full days written notice prior to the original scheduled game date is required to cancel scheduled league games.
- b. Scheduled league games must be cancelled by contacting CORA League Scheduler
- c. It is the canceling coach's responsibility to notify the opposing coach
- d. It is the cancelling team's responsibility to ensure that the ice slot is dealt with appropriately to ensure that ice does not sit empty.
- e. It is the canceling team's responsibility to provide the ice for a rescheduled game.
- f. Rescheduled games are subject to 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 will cooperate and work together in rescheduling the game so 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.

4. Prior to any posted games being rescheduled, the change **MUST** be approved by the League Director or the CORA Executive.

For the 2nd half of the season (after Jan 1):

- a. **In the 2nd half of a season games WILL NOT BE RESCHEDULED by the League Scheduler.**
- b. Any game cancellation in the 2nd half of the season will be considered a default unless the cancelling team provides an alternate ice time that is acceptable to the opposing team and the referee assignor.

J. Tournament Weekends:

- a. Up to one (1) potential tournament weekends, in addition to the Calgary CORA Classic Tournament are available to your team to "block off" from scheduled league games. When making your tournament selection, please pay attention to when your playoffs would be. Tournaments selected during the playoffs may not be automatically granted.
- b. **WRITTEN NOTIFICATION** of your team's potential tournament "blocked off" weekends, must be submitted to the CORA League Director no later than December 1 **SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.**
- c. A team may apply for as many tournaments as they want to. However, if a team participates in a tournament that was not previously identified as one of their one (1) "blocked off" weekends and it results in a cancellation of a scheduled league game(s) the canceling team will be issued a forfeit for that game and the league game will not be rescheduled.

K. Cancelling of Games due to Inclement Weather:

1. If there is a situation where weather may cause issues for either team to get to a game, it will be up to the two coaches and the CORA Executive to determine whether the game is a go or not. Once the decision has been made to cancel, the **home** team's coach will contact the Referee Assignor to ensure contact is made with the officials.
2. CORA will attempt to reschedule any games cancelled due to severe weather, but teams are encouraged to do their best to play the games as scheduled.

L. Exhibition Games:

All teams wishing to play exhibition games must advise the Referee Assignor in advance. A Game Report marked "exhibition game" must be submitted in the usual manner.

M. Team Colors:

It is the responsibility of the home team to check with the opposing team prior to the game to ascertain their team colors. In the event of conflict, the **visiting team** must change colors.

SECTION IV. REFEREES**A. Notification:**

Where referees are required for exhibition games, the referee assignor must be advised at least seventy-two (72) hours prior to game time (3 full nights notice). Payment to referees for exhibition games must be made directly to the officials PRIOR to the game starting.

B. Games:

All CORA League games will be conducted with officials who are qualified to officiate the level of play for the game being played, and are registered as officials with Ringette Alberta or equivalent Provincial ringette governing body.

C. Spectators:

Where spectators use profane language to abuse players, coaches, officials or other spectators, the referee may have the spectator ejected from the arena playing area. Failure to comply could result in the team associated with the spectator forfeiting the game.

D. Officials Room:

No one other than the referees working the game will be allowed in the Officials' room at any time.

E. Complaints:

All complaints regarding Referee's must be submitted to the CORA President in writing

SECTION V. ICE REQUIREMENTS**A. Ice and Permit Requirements:**

- a. All regular league and playoff games must be scheduled on an ice slot of at least one and one-quarter hours' duration for the Open division and commence no later than 9:45 pm.
- b. The ice surface should be cleaned before each regular league and playoff game.

B. Modified Game Duration:

1. All CORA League game playing times will be extended to maximize ice use, all games will be played stop time, and shall be structured as follows:
 - i) **PERIOD LENGTH** — Two (2) twenty-three (23) minute stop time periods.
 - ii) **PERIOD BREAK** — One (1) two (2) minute break between periods.
 - iii) **TIME OUTS** — Time out as per Ringette Canada Rules.

2. All CORA League playoff games will conform to Ringette Canada Rules standard time formats.
 Period Length — Two (2) twenty (20) minute stop time periods.

C. Time Restrictions:

For all CORA League and Playoff games:

1. In the event that there is insufficient ice time to complete a game of regulation length, the following procedure will apply:
 - When the time reaches five (5) minutes left on the permit, at the first stoppage of play, the clock will be re-set to two (2) minutes and the remainder of the game will be completed with stop time.
 - The clock will not be re-set for more than the time remaining on the permit.
 - Penalties will be fully served.
2. In any situation where circumstances do not allow a game to be played in its entirety, (for example, but not limited to: player injury, power outages, mechanical problems, lateness of officials, 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 will be considered a No-fault game (section III, E. (3)).

SECTION VI. LEAGUE AND PLAYOFF STRUCTURE

A. Clarification of Rules and Regulations

1. Matters requiring clarification of league operating policy and procedure shall be referred to the League Director for initiation of appropriate action.
2. The League Director will provide interpretation of the CORA League Rules, Regulations and Policies as issued, and provide interpretation for areas not specifically identified in them. Rulings will be documented and will be updated in the Rules and Regulations, if required, prior to commencement of the next playing season.
3. The League Director may, if required, make CORA League decisions between board meetings with input from a quorum of 3 board members including: The League Director, the President or Vice President, and the Secretary or Treasurer.
4. To avoid real or perceived conflicts of interest all board members should excuse themselves when rulings are required that directly affect the team with which they are associated.

B. Seeding for League Play:

1. The goal is to have teams participate in the appropriate division where they are competitive.
2. New teams must complete the CORA League Application.
3. New teams shall work with the league director to determine which division they should participate in for their first season. New teams are placed in the C Division unless requesting higher placement based on roster and seeding round.
4. Advancement or retreat of teams in a division can be initiated at the request of fifty percent (50%) plus one (+1) of the teams registered in that division at the start of the season.
 - a. The deadline for teams to request a 2nd half advance or retreat of a team is November 30.
 - b. The deadline for teams to request and advance or retreat of a team for the start of the subsequent season is April 1.
 - c. Advancement or retreat requests will be submitted to and decided upon by the CORA Executive.
 - i. CORA Executive representing the division that the team is from will not be involved in the decision.

C. League Standings for Playoffs:

1. Team standings will be decided on the basis of point total during league play. Two points shall be awarded for each win and one point for each tie. In the case of teams being tied, the tie will be broken by:
 - a. The most wins.
 - 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. The maximum goal differential per game is seven (7).

$$\frac{(GF + GA)}{GA}$$

- d. The team with the highest number after applying the formula in c) for all league games.
 - e. If any teams are still tied, team standings will be determined by the League Director taking into account recent games played by the tied teams.
 - f. For games to count for standings an equal number of games will be played between the teams competing in the playoffs.
2. The home team for the first game of the playoffs will be the higher placed team in the league standings, and, for subsequent games, will be as shown on the playoff schedule.

D. Minor Officials for Playoff Games:

- The same policies apply for Minor Officials and Shot Clock Operators as for regular league play.
- The same policies apply for Shot Clocks as for regular league play.

E. Player Eligibility for Playoff Games:

Any player used in playoffs must have played a minimum of five (5) games with that team during the current season's league play. **This includes registered, affiliate and substitute players (skaters and goaltenders).** Exceptions on a game-by-game basis will be reviewed by the League Director.

F. Tied Playoff Games:

The intent is for teams to decide the victor on the ice utilizing whatever time is available to break a tie.

If a playoff game is tied after regulation time the following will take place:
(note, there will be no time outs allowed in OT)

- a. If there is time on the permit, 5 minutes of overtime will be played. Format would be 4 on 4 and the winner will be decided by sudden victory. Ring possession determined by coin toss. Home team will call the coin toss. Winner of the coin toss will receive the ring and the opponent shall choose which net they wish to defend.
- b. If it is still tied after the first 5 minute overtime, additional sudden victory periods of 5 minutes in length will be played. Format would continue to be 4 on 4. Ring possession will alternate (the loser of the coin toss in the first overtime period will receive the ring for the 2nd overtime period).
- c. If no additional ice time is available, the team who finished highest in league standings shall be declared the winner. No shootout will be held at the end of scoreless overtimes.

G. Provincials:

The following format will be used to decide which teams will earn the privilege of representing CORA at Provincial Championship play:

1. The winner of the CORA playoffs or the declared CORA Official Representative shall have the privilege of representing CORA at Provincial Championships and shall have their Provincial Championship entry fee reimbursed by CORA.
2. In the event there is only one team in a division, the team will be declared the CORA representative by the League Director.
3. Should the winner of the finals not want or be unable to represent CORA, the team finishing next highest in the playoffs will be given the opportunity.
4. In the event playoffs have not concluded by 6 days prior to the Provincials, the CORA team finishing highest in the League Standings and still in the playoffs shall have the right to represent CORA. CORA will pay any fines payable to Ringette Alberta as a result of late declaration of the CORA representative.
5. Additional teams from CORA invited to attend the Provincial Championships will be determined based on their order of finish in the playoffs, or in the event that playoffs have not concluded, by applying the order of finish during the regular season to the teams remaining in the playoffs.
6. In determining the order of finish in the playoffs, reverse order of elimination from the playoffs shall be used as the determining factor, not any other criteria, such as playoff record, date of elimination game, or credit for tie games. If two or more teams are eliminated from the playoffs in a game at the same level then order of finish during the regular season shall be used to determine order of finish in the playoffs.

SECTION VII. LATE FEES AND FINES

1. A fine of twenty-five dollars (\$25), will be levied per month for all late fees, this includes all non-playing months.
2. A fine of twenty-five dollars (\$25) will be levied for EACH roster change or late Team Registration payment made after the October deadline.
3. A fine of one hundred dollars (\$100) will be levied for each CORA Mandatory meeting where at least one (1) team delegate is not in attendance.
 - a. Startup Meeting in September
 - b. CORA AGM in April
4. A fine of fifty dollars (\$50) will be levied for each compulsory workshop where at least one (1) team delegate is not in attendance
5. A fine of fifty-dollars (\$50) may be levied for any game sheet still outstanding one (1) week after a game is played.

SECTION VIII. DISCIPLINARY POLICY

This policy applies to all exhibition, league and playoff games.

A. Purpose and Format

A Disciplinary Review Hearing allows all parties an opportunity to clarify and assess the circumstances which led to the incident and to discuss proactively alternate reactions and actions. The Disciplinary Review Committee may issue additional suspension/punishment above the Ringette Canada and Ringette Alberta 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 deal with players or team staffs who, through their actions, create an unsafe or otherwise unhealthy environment adversely affecting players, referees, coaches or spectators.

Matters that may require a disciplinary review include, (but are not necessarily limited to), all infractions listed in Section VIII (D) and (E) of these Rules and Regulations. Misconduct and Match penalties shall be referred to League Director by the Referee In Chief (RIC) within 24 hours of the incident.

The League Director and the Past President, who may act directly or appoint a Disciplinarian, shall review the matter and decide if penalties or suspensions additional to those imposed by Ringette Alberta and Ringette Canada or those contained in these Rules and Regulations may be warranted. If, in their opinion, further penalties need to be discussed, 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.

The Disciplinary Review Committee will consist of a minimum of four of the following seven voting members:

1. The Past President, or if appointed, the Disciplinarian (chairperson, votes only in a tie.)
2. The CORA League Director,
3. The CORA President,
4. The CORA Vice President,
5. Officials Committee liaison to CORA or Representative thereof,
6. Any two additional elected DIRECTORS sitting on the CORA board,
7. Also in attendance (non-voting) at the Disciplinary Hearing shall be at least one of the officials who signed the official game report.

The Disciplinary Review 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

The convening of a CORA Disciplinary Hearing which may result in further disciplinary action is required:

1. In ALL CASES where a Match Penalty is assessed.
2. In ALL CASES where any bench personnel are assessed a Misconduct.
3. When a player or coach accumulates five (5) of the following penalties in any combination in a single playing season:
 - a. Unsportsmanlike Conduct

- b. Major Penalty
- c. Misconduct Penalty
- d. Match Penalty

Note, even if an individual has already attended a hearing for a Misconduct or Match Penalty, another hearing shall be held when the accumulated number reaches 5.

4. When a player has accumulated two (2) 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.
5. For the head coach when a team has accumulated three (3) of the following penalties in any combination in a single playing season:
 - a. Misconduct Penalty
 - b. Match Penalty

Records will be maintained permanently in a case file. The Disciplinary Review Committee reserves the right to deal with individuals, players or coaching staff who through their actions create an unsafe environment affecting players, referees, coaches or spectators.

C. Reporting

All Misconduct and Match penalties shall be referred to the League Director who will notify Ringette Alberta of the infraction. Ringette Alberta will automatically issue game suspension(s) if required.

The required suspension will be verified by the CORA League Director and Ringette Alberta to ensure the penalty is served. The head coach is 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 (eg. 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. The suspended individual must be clearly indicated on the game sheet and include the number count of the game being served. (eg, 1 of 3).
 - a. Suspended **players** are ineligible when suspended however they may go in the dressing room prior to the game and after the game. They may NOT be on the bench or in the area of the players' bench during the game. (In some arenas this includes the timekeepers/penalty box).
 - b. Suspended **coaches and/or team staff** are ineligible when suspended and must NOT be present in the dressing room or playing area during any type of game (exhibition, regular league, playoff, tournament) within one half hour prior to or following a game. To prevent communication with individual players, staff, or the team as a whole, suspended coaches may watch the game from the spectator's area, providing that area is not within the area of the players box. Suspended coaches may not work as a minor official

2. Individuals under suspension are deemed to be ineligible team members until their suspension has been fully served. In the case where an individual participates in more than one capacity they are suspended in ALL CAPACITIES until the suspension has been fully served.

For example (but not limited to)

- 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. Games which count towards the serving of a suspension are: any regular League Game, Exhibition Game, Tournament Game, Play-Off Game or Provincial Championship game **scheduled prior to the incident occurring and involve the team** that the individual was on when the infraction occurred (or the player's primary team if she was an affiliate/substitute player when the infraction occurred).

(i.e., 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 officials.

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

No coach shall forfeit a game by pulling their team off the ice before the end of the game. Any coach who does so shall be suspended from coaching until the disciplinary committee has dealt with this matter. The official score for the forfeit shall be recorded as 6-0.

F. Fines for Suspensions:

1. **Misconduct Penalty** – A fine of one hundred dollars (\$100) will be levied for each Misconduct Penalty issued to a team staff member and a fine of fifty dollars (\$50) will be levied for each Misconduct Penalty issued to a player. Fines double with each additional offense.
2. **Match Penalty** - A fine of one hundred dollars (\$100) will be levied for each Match penalty. Fines double with each additional offense.
3. A fine of one hundred dollars (\$100) will be levied if any individual player or coach has accumulated five (5) of **the following** penalties in any combination in any single playing season:
 - a. Unsportsmanlike Conduct
 - b. Major Penalty
 - c. Misconduct Penalty
 - d. Match Penalty
4. The head coach shall be fined two hundred (\$200) when a team has accumulated five (5) of **the following** penalties in any combination in a single playing season:
 - a. Misconduct Penalty
 - b. Match Penalty

G. CORA Automatic Suspensions:

Automatic suspensions shall be served at the next scheduled game for the team (scheduled means referees were booked prior to any of the following occurring):

1. The head coach of a team shall serve an automatic one game suspension in the following cases:
 - a. When a team has accumulated ten (10) unsportsmanlike conduct or major penalties in any combination in a single playing season:
 - b. When a team has accumulated three (3) misconduct and/or match penalties in any combination in a single playing season.
2. The head coach or acting head coach of a team shall serve an automatic one game suspension when a team has accumulated more than thirty (30) penalty minutes in any one league, exhibition or playoff game.

H. Procedure for the filing of a dispute regarding Disciplinary Policy:

1. Disputes, and all the evidence in support thereof, must be submitted in writing to the President of CORA, signed by the disputee, and presented within forty-eight (48) hours from the rendering of the decision which is being disputed. The dispute must be accompanied by an electronic transfer, certified cheque or cash in the amount of two hundred dollars (\$200.00).
2. If the dispute is upheld, the two hundred dollars (\$200.00) will be refunded.
3. Members of the **Disciplinary Committee** will convene within one week to deal with the dispute.
4. Suspended players or coaches are ineligible to participate in league, tournament, exhibition or playoff games until the dispute has been dealt with by the Disciplinary Committee.

SECTION IX. PROTESTS

A. Procedure for Submission of Game Protests:

1. **Game Protests** will be dealt with by the **Grievance Committee**.
 - a. For regular season or exhibition play, **Game Protests**, and all the evidence in support thereof, must be submitted to the President of the CORA Association (or designate) in writing, signed by the coach and/or manager of the protesting team within forty-eight (48) hours from the conclusion of the game for which the protest is being made. The protest must be accompanied by a certified cheque, electronic transfer or cash in the amount of two hundred and fifty dollars (\$250.00).
 - b. For **play-off games**, email notification of a team's intent to protest a game is required within two (2) hours of the completion of the game. Notification by email must be to one of the following: the President of CORA; the League Director of CORA; the Past President of CORA; the Vice President of CORA.
 - c. **Game Protests for playoffs** and all the evidence in support thereof, must be submitted to the President of CORA Association (or designate) in writing, signed by the coach and/or manager of the

protesting team within eighteen (18) hours from the conclusion of the game for which the protest is being made. The protest must be accompanied by a certified cheque, electronic transfer or cash in the amount of two hundred and fifty dollars (\$250.00).

2. A copy of the protest must also be delivered to the other team within the same time limit as above.
3. If the protest is upheld, the two hundred and fifty dollars (\$250.00) will be refunded.
4. A referee's decision cannot be protested. Only rule violations will be considered.

B. The Grievance Committee:

The Grievance Committee will consist of a minimum of five of the following:

1. The President of CORA or designate (acts as chairperson, votes only in the event of a tie.)
2. The League Director or Past President or Representative thereof.
3. Referee's Association liaison to CORA or Representative thereof.
4. Any two additional CORA elected Board Members.

SECTION X. TOURNAMENTS

A. Travel Authorization (for teams traveling to tournaments):

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

B. Planning & Sanctioning of Tournaments:

All teams wishing to plan a tournament must advise the CORA Facilities Director in advance to minimize any potential conflict with regular league play and /or playoffs. CORA teams organizing a tournament must obtain proper sanctioning from Ringette Alberta. **For our records, a copy of the application for sanctioning must be sent to the CORA Secretary.**

SECTION XI. CONFIDENTIAL INFORMATION

A. OVERVIEW

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.

B. APPLICATION OF THIS POLICY

This policy applies to all Members.

C. PRINCIPLES

1. All Members shall be entitled to the protection and privacy of their personal information
2. Ringette Alberta intellectual property and proprietary information shall be protected
3. Implied consent is given to CORA and Ringette Alberta 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 will be first handled by executives of CORA. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the Ringette Alberta Board of Directors

D. REQUIREMENTS

CORA Members will 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.

CORA Members will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of CORA.

All files and written materials relating to Confidential Information will remain the property of CORA and upon termination of involvement with CORA or upon request of CORA, the CORA Member will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request

E. INTELLECTUAL PROPERTY

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 will be owned solely by CORA, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Ringette Alberta may grant permission for others to use such written material or other works, subject to such terms and conditions as CORA may prescribe

F. ENFORCEMENT

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

G. DEFINITIONS

The following terms have these meanings in this Section:

1. 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, officials, and other individuals who are decision-makers within CORA
2. Confidential Information: Includes, but it not limited to the following:
 - a. Personal Information of CORA Members and Representatives, including but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth.
 - b. 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.
3. Implied Consent: Is consent given to administrators of CORA programs and services by virtue of registration with CORA as a player, team staff or official to provide other Members with applicable personal information only in order to effectively carry out services.

SECTION XII. PRIVACY

A. OVERVIEW

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 the CORA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the CORA's interpretation of these responsibilities.

B. PURPOSE

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.

C. DEFINITIONS – The following terms have these meanings under 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. *PIPA* - Personal Information Privacy Act.

4. *PIPEDA* – Personal Information Protection and Electronic Documents Act.

5. *Representatives* – Members, committee members, coaches, officials, referees, managers, trainers, volunteers, administrators, within CORA

D. APPLICATION

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

CORA is governed by the *Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act* in matters involving the collection, use and disclosure of personal information.

F. ADDITIONAL OBLIGATIONS

In addition to fulfilling all requirements of PIPEDA and PIPA, CORA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of Teams will **not**:

1. 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;
2. Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
3. 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;
4. Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with CORA; and
5. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

G. RULING ON POLICY

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

SECTION XIII. CONFLICT OF INTEREST

A. OVERVIEW

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

B. APPLICATION OF THIS POLICY

This policy applies to all Members.

C. PRINCIPLES

All Individuals will conduct themselves without conflict of interest.

Conflict of interest reports will be investigated and appropriate actions will be taken where conflict of interest is found.

All Individuals have a duty to report cases of conflict of interest as specified above.

D. REQUIREMENTS

1. Individuals will fulfill the requirements of this policy. Individuals will 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; or
 - 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;
2. Disclosure of Conflict of Interest
- At any time an individual becomes aware that there may exist a real or perceived conflict of interest; they will disclose this conflict to any member of the CORA Executive immediately.
3. Reporting a Conflict of Interest
- 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 their Executive. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Executive.
4. Resolving Complaints of a Real or Perceived Conflict of Interest
- Upon receipt of a complaint, the Executive will 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 Executive will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed
- a. Where the individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Executive will determine the appropriate actions
 - b. If the individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event
5. The 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 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 Executive
6. Resolving Conflicts in Decision-Making
- Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a CORA 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; and
 - e. The decision or transaction is in the best interests of CORA
7. CORA Decision Makers
- Members wishing to obtain a position as a decision maker (President, Official, Committee Member or other volunteer position) within CORA must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Executive for a position as a decision-maker within CORA
- In the event that an individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.
- Any decision of the Executive in accordance with this Policy may be appealed in accordance with CORA's Appeal Policy
8. Compliance and Consequences

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

SECTION XIV. CODE OF CONDUCT

A Team Representative or Manager must read and sign the *CORA League - Code of Conduct* form and email it to the CORA Registrar on behalf of their team, prior to the start of CORA League games each season. Any failure to adhere to the Code of Conduct will result in:

- a. Possible suspension of the Team's CORA League playing privileges; or
- b. Disciplinary action as outlined in the Code of Conduct.