



## CLUB TEAM FORMATION POLICY

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### 1. PURPOSE & SCOPE

The purpose of this policy is to ensure a consistent, transparent, and athlete-centered approach to team formation across all Ringette Ontario member clubs. This policy applies to all levels (U14–U19, AA–C) and governs the processes leading up to, during, and following tryouts and team selection. This policy does not apply to 18+ or U12 and below divisions.

### 2. OBJECTIVES

- Retention & Growth: Support player retention and grow participation in the sport.
- Meaningful Competition: Create an environment where athletes are challenged, engaged, and motivated to reach their full potential.
- Consistency & Fairness: Standardize the team formation process across Ontario.
- Transparency & Accountability: Ensure processes are free from bias and conflict of interest.

### 3. DEFINITIONS

Term	Definition
Ringette Ontario (RO)	Ringette Ontario – The Provincial Sport Organization for the sport of Ringette.
Club (Association)	A local, formal organization or Club that manages and fields teams for community-based or competitive play. To be identified as a Club, you must be registered and meet all sanctioning requirements of Ringette Ontario.
Releasing Club	The Club in whose boundaries the player resides, or the Club to whom the player has been released for three (3) consecutive seasons. In either case, this is the Club from whom the player wishes to be released.
Receiving Club	The Club to whom a player wishes to be released to.
Two Team Agreement	B/C level player that plays on a Club team and plays on an A team through terms agreed upon in a written “Playing Agreement”. Two team agreements must be completed per the current Ringette Ontario Two Team Player Procedures.
Home Club	The Club to which the player is eligible to play by residency or has been released to for three (3) consecutive years.
Current Club	The Club to which a player has been released the prior season for level of play will then be considered the player’s “Current Club”.



Neighbouring Club	A Club that is geographically adjacent or in close proximity to, a player's home Club.
Residency	Refers to where the player habitually resides. A player's residence shall be defined as the structure in which the player is a permanent resident. Any determination of the address of the structure shall always be from the main entrance of such residence.
Sort-out	An on-ice activity to evaluate all players wanting to be considered for splitting teams at the same age level.
Integrated Support Team (IST)	Integrated Support Teams are qualified individuals that support the team in areas such as nutrition, conditioning, mental performance, etc. To be qualified, the individuals must have been formally educated or working towards certification within the field.
Athlete/Player	Refers to the youth participating in the sport of Ringette.
Club Board	Board of Directors as defined by ONCA and elected to govern a Ringette Club.
Impartial Evaluator	An individual, typically a knowledgeable volunteer, coach, or 18+ athlete with no personal affiliation (such as a child, family member, or close friend) to the athletes being assessed.
Right of Refusal	The home Club has an option to make a player an offer and is to be treated as the priority before other Clubs can offer a roster spot.
Affiliated Player (AP)	An Affiliated Player is a registered player on a Club team who is also eligible to play for an NRL team to fill in for absent or injured players. AP ONLY applies to NRL teams.
Recruitment/Solicitation	Direct contact of players without their Club's knowledge and approval.

## 4. POLICY STATEMENTS FOR AA LEVEL (U14-U19)

### 4.1 Intent & Application Deadlines

- 4.1.1 All players wishing to try out at the AA level must submit an Intent to Tryout Form by the Ringette Ontario deadline.
- 4.1.2 Athletes will not be permitted to participate in tryouts without a completed Intent to Tryout Form. Deadlines for submitting intents will be made public in January of each season.
- 4.1.3 Athletes failing to meet intent deadlines may be ineligible to attend tryouts. Special permission from the Ringette Ontario Program Manager is required.



4.1.4 Clubs will submit a Willing to Host Form for each level of play and category of team they are willing to host (i.e. U14AA female, etc.). The Willing to Host Form must be submitted to Ringette Ontario by the posted deadline.

4.1.5 With the approval of Ringette Ontario, a Club can host more than one team at the AA level. Separate Willing to Host forms must be submitted for each team that a club would like to host.

4.1.6 Clubs failing to meet deadlines may be ineligible to host teams and/or subject to fines.

## **4.2 Program Standards**

4.2.1 All Clubs must meet minimum program standards for practices, games, and athlete support as defined in this policy.

4.2.2 All coaches must be selected through a fair, transparent process. Final approval must be obtained from the Club Board, and coaches must meet all Ringette Ontario certification requirements by the Ringette Ontario deadlines.

4.2.3 A minimum average of two weekly on-ice training sessions (full-ice required for at least one of the two practices per week; two full-ice practices recommended).

4.2.4 A minimum of one weekly off ice training session, focusing on strength & conditioning and/or recovery with an IST provider.

## **4.3 Combined Teams**

4.3.1 Neighbouring Clubs may apply to form combined teams as part of the Willing to Host process. One Host Club must be clearly identified.

4.3.2 At the U14-U19 levels, neighbouring Clubs are encouraged to collaborate when numbers allow or necessitate combining to field a viable and/or competitive team.

4.3.3 The Host Club will be responsible for providing:

- Jerseys and equipment (rings, etc.)
- Ice time for practices and games (can be an agreement with collaborating Club)
- Qualified Coaching Staff (can be an agreement with collaborating Club)
- Main contact for Ringette Ontario

## **4.4 Tryout Requirements**

4.4.1 All Clubs must submit their tryout dates, times, and locations to the Ringette Ontario Program Manager by the deadline listed in the Ringette Ontario Important Dates. Any changes after the deadline must be requested, in writing, to the Ringette Ontario Program Manager.

4.4.2 AA tryouts must be held in the Spring, according to the Ringette Ontario Important Dates.

4.4.3 Each team may only identify one (1) head coach. The head coach must be selected and publicly communicated prior to the roster offers being sent out, unless otherwise approved by the Ringette Ontario Program Manager. If the head coach is not a parent of a player, it is recommended to communicate publicly before tryouts begin.



- 4.4.4 Tryouts must be fair, unbiased, and transparent, with a minimum of three sessions.
- 4.4.5 To be considered for a roster spot, athletes are required to be present, and on-ice for at least one tryout. In cases of previously disclosed injury, illness, or certified absence, players may be placed at the level they previously competed in. Final decisions should be made by the Club board in consultation with the evaluators. Teams are not obligated to hold roster positions but may wish to do so.
- 4.4.6 Accurate attendance must be taken at each tryout and sent to the Ringette Ontario Program Manager within 24 hours of the tryout, or before the start of the next tryout, whichever is sooner.
- 4.4.7 All tryouts, evaluations, offers, and releases must strictly adhere to the Ringette Ontario Important Dates.

## **4.5 Player Movement**

- 4.5.1 A skater may attend AA tryouts with up to two (2) Clubs. A goaltender may attend tryouts with up to three (3) Clubs. If a player's home Club hosts an AA team, the player must attend their home Club tryouts as their primary choice. Players must attend their current Club as their secondary choice.
- 4.5.2 Exceptions to tryout at additional clubs may be granted for third-year U19 players intending to relocate for education purposes and should be indicated on the Intent to Tryout Form.
- 4.5.3 If neither the home nor current Clubs are hosting an AA team, the player may choose to attend tryouts at a maximum of two (2) other AA Clubs.
- 4.5.4 Players cannot be offered a position outside of their home/current Club rights without home Clubs being offered the right of refusal.

## **4.6 Roster Formation**

- 4.6.1 Minimum roster size:
  - AA: 12 skaters + 1 goaltender.
  - 2 goaltenders are recommended.
- 4.6.2 All player movement between Clubs must follow Ringette Ontario's Athlete Release Policy, including proper documentation and timelines.
- 4.6.3 There is no minimum number of home Club players required to form an AA team. The best available players will be selected for AA level teams.
- 4.6.4 Overage players are not permitted on AA teams.
- 4.6.5 Underage players are not permitted on any AA teams, unless required to make the team viable. In such cases, a written request must be sent to and approved by the Ringette Ontario Membership Coordinator prior to any offers being made.
- 4.6.6 Players participating on two teams must have a valid Ringette Ontario Two Team Playing Agreement approved by the Ringette Ontario Membership Coordinator by the Important Dates deadline.



- 4.6.7 Teams may add up to three (3) athletes after the teams are announced, provided the athlete(s) attended at least one (1) tryout for the team, and the team was announced with at least one (1) goaltender and enough skaters to meet the minimum roster size. If additional players are being added at the AA level, this must be done prior to the A tryouts start date, except if the athlete being added is a third year U19, post-secondary bound athlete and is waiting on relocation decisions. (See Team Formation Procedures Manual)
- 4.6.8 All rosters must be finalized and submitted to Ringette Ontario by the TRF (Team Registration Form) deadline.
- 4.6.9 Roster spots offered and releases must be communicated to each athlete in writing, via email. Athletes are required to respond within 48 hours to accept a spot offered. If an athlete does not respond within 48 hours, the roster spot will be considered declined.
- 4.6.10 If a player declines a roster spot, the player will return to their home Club and start the player movement process again, at the next available lower level of play.
- 4.6.11 If an athlete accepts a U19AA roster spot, the player cannot accept a full-time roster spot for a University or NRL team. Acting as an affiliate player (AP) for NRL teams is permitted.
- 4.6.12 Teams must be declared and submitted to the Ringette Ontario Program Manager by Ringette Ontario's Team Declaration deadline. Rosters can only be publicly announced once approval from the Ringette Ontario Program Manager is received, as per the Team Formation Procedures Manual.
- 4.6.13 All releases and offers must be completed forty-eight (48) hours prior to the Team Declaration deadline, as per the Ringette Ontario Important Dates.
- 4.6.14 If a team is in jeopardy of folding, the Ringette Ontario Program Manager must be informed prior to the viability decision being made by the Club's Board.

## **5. POLICY STATEMENTS FOR A LEVEL (U14-U19)**

### **5.1 Intent & Application Deadlines**

- 5.1.1 All players wishing to try out at the A level must submit an Intent to Tryout Form by the Ringette Ontario deadline.
- 5.1.2 Athletes will not be permitted to participate in tryouts without a completed Intent to Tryout Form. Deadlines for submitting intents will be made public in January of each season.
- 5.1.3 Athletes failing to meet intent deadlines may be ineligible to attend tryouts. Special permission from the Ringette Ontario Program Manager is required.
- 5.1.4 Clubs will submit a Willing to Host Form for each level of play and category of team they are willing to host (i.e. U19A female, etc.). The Willing to Host Form must be submitted to Ringette Ontario by the posted deadline.



5.1.5 With the approval of Ringette Ontario, a Club can host more than one team at the A level. Separate Willing to Host forms must be submitted for each team that a club would like to host.

5.1.6 Clubs failing to meet deadlines may be ineligible to host teams and/or subject to fines.

## 5.2 Program Standards

- 5.2.1 All Clubs must meet minimum program standards for practices, games, and athlete support as defined in this policy.
- 5.2.2 All coaches must be selected through a fair, transparent process. Final approval must be obtained from the Club Board, and coaches must meet all Ringette Ontario certification requirements by the Ringette Ontario deadlines.
- 5.2.3 A minimum average of two weekly on-ice training sessions.
- 5.2.4 A minimum of one weekly off ice training session, focusing on strength & conditioning and/or recovery with an IST provider.

## 5.3 Combined Teams

- 5.3.1 Neighbouring Clubs may apply to form combined teams as part of the Willing to Host process. One Host club must be clearly identified.
- 5.3.2 At the U14-U19 levels, neighbouring clubs are encouraged to collaborate when numbers allow or necessitate combining to field a viable and/or competitive team.
- 5.3.3 The Host Club will be responsible to provide:
  - Jerseys and equipment (rings, etc.)
  - Ice time for practices and games (can be an agreement with collaborating club)
  - Qualified Coaching Staff (can be an agreement with collaborating club)
  - Main contact for Ringette Ontario

## 5.4 Tryout Requirements

- 5.4.1 All Clubs must submit their tryout dates, times, and locations to the Ringette Ontario Program Manager by the deadline listed in the Ringette Ontario Important Dates. Any changes after the deadline must be requested, in writing, to the Ringette Ontario Program Manager.
- 5.4.2 A level tryouts must be held in the Spring, according to the Ringette Ontario Important Dates.
- 5.4.3 Each team may only identify one (1) head coach. The head coach must be selected and publicly communicated prior to the roster offers being sent out, unless otherwise approved by the Ringette Ontario Program Manager. If the head coach is not a parent of a player, it is recommended to communicate publicly before tryouts begin.
- 5.4.4 Tryouts must be fair, unbiased, and transparent, with a minimum of three sessions.

5.4.5 To be considered for a roster spot, athletes are required to be present, and on-ice for at least one tryout. In cases of previously disclosed injury, illness, or certified absence, players may be placed at the level they previously competed in. Final decisions should be made by the Club board in consultation with the evaluators. Teams are not obligated to hold roster positions but may wish to do so.

5.4.6 Accurate attendance must be taken at each tryout and sent to the Ringette Ontario Program Manager within 24 hours of the tryout, or before the start of the next tryout, whichever is sooner.

5.4.7 All tryouts, evaluations, offers, and releases must strictly adhere to the Ringette Ontario Important Dates.

## 5.5 Player Movement

5.5.1 Players may attend tryouts at up to three (3) clubs for A level. If a player's home club hosts an A team, the player must attend their home Club tryouts as their primary choice. The player must attend their current Club as their secondary choice. The player may choose any other A club as their third tryout club. If neither the home nor current Clubs are hosting an A team, the player may choose to attend tryouts at a maximum of three (3) other A Clubs.

5.5.2 For A level team selection, the Club must adhere to the Team Composition Chart below based on the number of home and/or current players:

Roster Size	U14A	U16A	U19A
	Home/Current Players	Home/Current Players	Home/Current Players
12	8	7	6
13	9	8	6
14	9	8	7
15	10	9	7
16	10	9	8
17	11	10	8
18	11	10	9

\*\*If the team is combined, home and current players from both clubs will be considered to meet the team composition requirements.

5.5.3 Players cannot be offered positions outside their home/current Club rights without home Clubs being offered the right of refusal.

5.5.4 Exceptions to tryout at additional clubs may be granted for third-year U19 players intending to relocate for education purposes and should be indicated on the Intent to Tryout Form.

## 5.6 Roster Formation

5.6.1 Minimum roster size:



- A: 12 skaters + 1 goaltender.
- 2 goaltenders are recommended.

5.6.2 All player movement between Clubs must follow Ringette Ontario's Athlete Release Policy, including proper documentation and timelines.

5.6.3 Overage players are not permitted on A level teams.

5.6.4 Underage players are not permitted on any A teams, unless required to make the team viable. In such cases, a written request must be sent to and approved by the Ringette Ontario Membership Coordinator prior to any offers being made.

5.6.5 Players participating on two teams must have a valid Ringette Ontario Two Team Playing Agreement approved by the Ringette Ontario Membership Coordinator by the Important Dates deadline.

5.6.6 Teams may add up to three (3) players after the teams are announced, provided the athlete(s) attended at least one tryout for the team, and the team was announced with at least one (1) goalie and enough skaters to meet the minimum roster size.

5.6.7 All rosters must be finalized and submitted to Ringette Ontario by the TRF (Team Registration Form) deadline.

5.6.8 Roster spots offered and releases must be communicated to each athlete in writing, via email. Athletes are required to respond within 48 hours to accept a spot offered. If an athlete does not respond within 48 hours, the roster spot will be considered declined.

5.6.9 If a player declines a roster spot, the player will return to their home club (or closest neighbouring club if home club does not offer level of play) to play the next available lower level of play. The club considered to be the closest neighbouring club will be up to the discretion of the player/family.

5.6.10 If an athlete accepts a U19A roster spot, the player cannot accept a full-time roster spot for a University or NRL team. Acting as an affiliate player (AP) for NRL teams is permitted.

5.6.11 Teams must be declared and submitted to the Ringette Ontario Program Manager by Ringette Ontario's Team Declaration deadline. Rosters can only be publicly announced once approval from the Ringette Ontario Program Manager is received, as per the Team Formation Procedures Manual.

5.6.12 All releases and offers must be completed forty-eight (48) hours prior to the Team Declaration deadline, as per the Ringette Ontario Important Dates.

5.6.13 If a team is in jeopardy of folding, the Ringette Ontario Program Manager must be informed prior to the viability decision being made by the Club's Board.



## 6. POLICY STATEMENTS FOR B/C LEVELS (U14-U19)

### 6.1 Declaration of teams

6.1.1 Clubs will declare the level of play and category of each team they are intending to host (i.e. U19B mixed, U14C female, etc.)

### 6.2 Program Standards

6.2.1 All Clubs must meet minimum program standards for practices, games, and athlete support as defined in this policy.

6.2.2 All coaches must be selected through a fair, transparent process. Final approval must be obtained from the Club Board, and coaches must meet all Ringette Ontario certification requirements by the Ringette Ontario deadlines.

6.2.3 A minimum average of 1-2 ice times per week.

### 6.3 Combined Teams

6.3.1 Neighbouring Clubs may apply to form combined teams as part of the Willing to Host process. One Host Club must be clearly identified.

6.3.2 At the U14-U19 levels, neighbouring clubs are encouraged to collaborate when numbers allow or necessitate combining to field a viable and/or competitive team.

6.3.3 The Host Club will be responsible to provide:

- Jerseys and equipment (rings, etc.)
- Ice time for practices and games (can be an agreement with collaborating club)
- Qualified Coaching Staff (can be an agreement with collaborating club)
- Main contact for Ringette Ontario

### 6.4 Sort-Out Requirements

6.4.1 U14-U19 B/C sort-outs must occur on or after September 1.

6.4.2 Sort-outs must be fair, unbiased, and transparent, and must be conducted by impartial evaluators.

6.4.3 Each team may only identify one (1) head coach. The head coach must be selected and publicly announced prior to the sort-outs.

### 6.5 Player Movement for B/C level

6.5.1 Players are required to register and play with their home Club.

6.5.2 If the home Club is not hosting a team for that age group, the Ringette Ontario Athlete Release Process must be followed.

6.5.3 If the athlete is a third-year U19 and is relocating for education purposes, the Ringette Ontario Player Relocation process must be followed.

### 6.6 Roster Formation

6.6.1 Minimum roster size:



- B/C: 10 skaters + 1 goaltender.
- 6.6.2 All player movements between associations must follow Ringette Ontario's Athlete Release Policy, including proper documentation and adherence to deadlines.
- 6.6.3 A maximum of two (2) overage players may be considered for U14 and U16 B and C level teams; subject to team viability and approval from the Ringette Ontario Membership Coordinator. Overage players are not permitted on U19 teams.
- 6.6.4 Underage players are not permitted on any teams unless required to make the team viable. In such cases, a written request must be sent to and approved by the Ringette Ontario Membership Coordinator, prior to any offers being made.
- 6.6.5 Players participating on two teams must have a valid Ringette Ontario Two Team Playing Agreement approved by the Ringette Ontario Membership Coordinator, prior to the start of the season.
- 6.6.6 All rosters must be finalized and submitted to Ringette Ontario by the official TRF (Team Registration Form) deadline.
- 6.6.7 If a team is in jeopardy of folding, the Ringette Ontario Program Manager must be informed prior to the viability decision being made by the Club's Board.

## **7. GENERAL POLICY STATEMENTS FOR ALL LEVELS (U14-U19)**

### **7.1 Recruitment & Conflict of Interest**

- 7.1.1 Recruitment and solicitation of players is strictly prohibited.
- 7.1.2 All individuals involved in team formation (evaluators, coaches, board members, etc.) must declare conflicts of interest and remove themselves where applicable.

### **7.2 Violations of Team Formation Rules**

- 7.2.1 Failure to follow program standards outlined in sections 4.2, 5.2, and 6.2 - \$1000 per violation and possible revocation of hosting privileges of current and/or future teams.
- 7.2.2 Failure to follow tryout/sort-out requirements in sections 4.4, 5.4, and 6.4 - \$500 per violation and possible revocation of hosting privileges of current and/or future teams.
- 7.2.3 Failure to follow roster formation rules in sections 4.6, 5.6, and 6.6 - \$500 per violation, and will result in teams being ineligible for competition.
- 7.2.4 Folding of a Provincial (A/AA) Team that was previously declared - \$2,500
- 7.2.5 Non-compliance with any section of this policy may result in fines, loss of hosting privileges, or further sanctions, at the discretion of the Ringette Ontario Operations Director.

## **8. REFERENCES**

- Ringette Ontario Appeal Policy



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- Ringette Ontario Team Formation Procedures Manual (companion document)
- Ringette Ontario Codes of Conduct
- Ringette Ontario Conflict of Interest Policy

## **9. APPROVAL & REVIEW**

This policy will be reviewed annually, or as required, by the Ringette Ontario Team Formation Operational Committee.