

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
3.4.5	Added deadline by which associations must respond to a release request	2	2014	2014
All	Wording Changes	3	08/16/2016	08/16/2016
All	Wording Changes	4	08/25/2017	08/25/2017
All	Spelling, Punctuation	5	N/A	11/03/2017

## 3.0 RESIDENCY POLICY

### 3.1 Purpose

To establish fair and equitable standards for athletes applying for and receiving releases for movement from association to association.

To ensure communication with all parties affected by a release including Ringette Alberta, and Associations.

### 3.2 Applicability

All Ringette Alberta Group Members (association)

All players under the age of 18 as of December 31st of the current playing season.

### 3.3 Principles

- 3.3.1 The administration of the release process will be conducted in a timely manner by all signing authorities
- 3.3.2 If a player does not have a “suitable” (see 3.6 Definitions) team on which to play, the player, or parent /guardian of the player, may seek a release to play in an alternate association with a “suitable” team
- 3.3.3 If a player’s Association does not have a “suitable” team for that player, or if the player can qualify for a higher-level team in the same division in another association, then a release shall be granted
- 3.3.4 Players may not be denied the opportunity to evaluate for a higher-level team
- 3.3.5 Associations are not required to accept players from another association
- 3.3.6 Only the signing authorities have the right to appeal the release in the event of a dispute

### 3.4 Requirements

- 3.3.7 It is expected that associations within proximity to one another work cooperatively and do pre-season planning to accommodate the development of players and establishment of viable teams
- 3.3.8 Once a release has been granted, the Receiving Association becomes the player's new Home Association

#### 3.4.1 Timelines

- 3.4.1.1 Releases may only be requested between September 1 and January 31 of the current playing season.
- 3.4.1.2 Termination of releases between February 1 and April 30 are not permitted. Rosters are frozen during this time.

#### 3.4.2 Fees or Favours

Fees or favours-in-kind may not be requested, offered, charged, or accepted to approve, deny, or terminate a release.

- 3.4.3 Notwithstanding the allowances outlined in 3.4.4 below, no individual may participate as a player in any Ringette Alberta sanctioned game including league and tournament games with any association other than her Home Association unless released.

- 3.4.4 Releases are complete when all signatures have been obtained. Copies are to be distributed to all signatories, and the Ringette Alberta office.

Signatures, indicating agreement with the release, are required from:

- 3.4.4.1 If the player is moving from Home Association to another association, the Presidents or Registrar of each association must sign the release.
- 3.4.4.2 If the player is moving from a Home Association that offers any combination of A, B, and/or C teams only at the player's division, to an AA team, a release is not required.

#### 3.4.5 Processing a Release

- 3.4.5.1 The parent/guardian must present the Player Release Form (Appendix B) to the player's Home Association
- 3.4.5.2 Within 72 hours of receiving the Player Release Form (the release request), the association to which that player is submitting the release

request must either approve or deny the release request by completing the Player Release Form.

- 3.4.5.3 The player is automatically released if the association receiving the request does not comply with this timeline. Should the request be denied, notwithstanding 3.4.5.5, the parent/guardian of the player, may re- apply for a release within the same season providing the parameters of the release have changed
- 3.4.5.4 An association may only deny a release request if it can prove granting the request will cause significant undue hardship to the association such that a team would no longer be considered viable (see 3.6 Definitions) to participate
- 3.4.5.5 If the player wishes to appeal the association's decision to deny the release request, the association bears the responsibility of justifying to the appeal panel why denying the release is appropriate.
- 3.4.5.6 It is the responsibility of the parent/guardian of the player to ensure all necessary signatures on the Player Release Form are collected. Releases are not considered complete until all required signatures are obtained AND the Player Release Form is submitted to the Ringette Alberta office.
- 3.4.5.7 Players may attend team practices and other team functions and events while the release is being processed but may not take part as a player or team staff member in any Ringette Alberta sanctioned game including league or tournament or exhibition games until 3.4.5.3 has been met.

#### 3.4.6 Terminating a Release

- 3.4.6.1 Only if all signing authorities agree, a release processed after September 1 of the current playing season may be terminated at any time up to January 31 of the current playing season
- 3.4.6.2 Terminating a release requires written notification to all parties involved and will only be official once receipt of written notice is confirmed by the Ringette Alberta office according to 3.4.8 Release Requirements - Proof of Communication below.

- 3.4.6.3 If the release is terminated at any time during the playing season in accordance with this policy, the player returns to the original (releasing) association. The player may be subsequently re-released in accordance with 3.4.3 and 3.4.4.

### 3.4.7 Releases and Player Evaluations

- 3.4.7.1 Releases are not required to attend an evaluation.
- 3.4.7.2 Associations conducting evaluations may not request, in any manner, a release from the player's Association prior to the evaluation.
- 3.4.7.3 Before commencing any evaluation of a player who will require a release, the player, or parent /guardian of the player, must provide written notice in accordance with 3.4.8 Release Requirements - Proof of Communication below, to both the player's current association and the association conducting the evaluation. The notice must be sent to both association presidents and secretaries and include:
- The full name, mailing address, and street address of the player being evaluated.
  - The division and level for which she is being evaluated.
  - If known, the date the final decision on the player will be made.
  - NOTE: A player who has taken part in evaluations for a higher-level team in another association and has failed to make that team must return to the home association. The player may subsequently apply for another release to a different team or association in accordance with 3.4.5 Release Requirements – Processing a Release, above.

### 3.4.8 Proof of Communication

- 3.4.8.1 Acceptable forms of proof of communication referenced in this policy are:
- Dated e-mail confirmation displaying the content and correct e-mail address of the intended recipient.
  - Dated fax confirmation sheet displaying the

content and correct fax number of the intended recipient.

- Dated hard copy of the content displaying the name and original signature of the intended recipient.

3.4.8.2 In the case of communication between associations, the correct contact information will be that which is on file with the Ringette Alberta office at the time the communication is sent.

3.4.8.3 It is the association's responsibility to provide current contact information to the Ringette Alberta office at all times. Other parties attempting to communicate with an association, in good faith, using the contact information on file with Ringette Alberta, will not be responsible for communication breakdowns on the part of the recipient.

#### 3.4.9 Boundaries

3.4.9.1 Athletes who DO NOT reside within the boundaries of an association, as defined in 3.4.9.4, but have been previously registered with an association of Ringette Alberta, are considered residents of that association.

3.4.9.2 Athletes who DO NOT reside within the boundaries of an association, as defined in 3.4.9.4, and have NEVER REGISTERED with any association of Ringette Alberta previously, may register in the association of their choice.

3.4.9.3 The boundary of each association will be defined by its municipal boundaries, as defined by Alberta Municipal Affairs, with the following provided for clarity:

##### In Northern Alberta...

The Pembina Ringette Association's boundaries are the municipal boundaries of Barrhead and Westlock.

The boundaries of the association in Fort McMurray are defined by the boundaries of the Urban Service Area of Fort McMurray.

##### In the Capital Region...

The boundaries of associations in Beaumont, Drayton Valley, Edmonton, Fort Saskatchewan,

Hinton, Leduc, St. Albert and Spruce Grove, are defined by each of their municipal boundaries.

The boundaries of the association in Sherwood Park, are defined by the boundaries of the Urban Service Area of Sherwood Park.

The boundaries of the Zone 5 AA Ringette Club include all of the geographical area defined by the Alberta Sport Connection as "zone 5" excluding any areas listed above which offer AA programs at the same division as the Zone 5 AA Ringette Club.

#### In Central Alberta...

The boundaries of associations in Red Deer and Lacombe are defined by each of their municipal boundaries.

The boundaries of the Central Alberta AA Ringette, are defined by the geographical area identified by the Alberta Sport

Connection as "zone 4" excluding any areas listed above which offer AA programs at the same division as the Central Alberta AA Ringette.

#### In the Calgary Region and Southern Alberta...

The boundaries of associations in Airdrie, Brooks, Cochrane, Hussar, Indus, Lethbridge, Medicine Hat, Strathmore and Rockyford, are defined by each of their municipal boundaries.

The boundaries of Ringette Calgary will be defined by the City of Calgary's municipal boundaries.

The boundaries of associations within Ringette Calgary will be defined by Ringette Calgary.

The boundaries of the Zone 2 AA Ringette Association include all of the geographical area defined by the Alberta Sport Connection as "zone 2" excluding any areas listed above which offer AA programs at the same division as the Zone 2 AA Ringette Association.

### 3.4.10 Compliance and Consequences

- 3.4.10.1 A parent /guardian of the player, failing to comply with this policy forfeits the athlete's right to seek a

release for the current playing season.

- 3.4.10.2 A receiving association failing to comply with this policy will be fined for each offense and will have all results of games played with the ineligible player recorded as a loss (see Appendix A - Rates and Fees for the specific fine amount).
- 3.4.10.3 A home association failing to comply with this policy will forfeit its right to deny the release for the player for the current playing season.
- 3.4.10.4 Parties found violating this policy may, at the sole discretion of the Ringette Alberta Board of Directors, have some or all membership or participation rights terminated and / or a fine specified in Appendix A Rates and Fees.

### 3.5 References

Policy 2.4.5.1

Appendix A - Rates and Fees

Appendix B - Ringette Alberta Player Release Form

Appendix C – Appeal Policy

### 3.6 Definitions

These terms have the following meaning in this policy:

- a) *Signing authorities*: those whose signatures are required on the Ringette Alberta Player Release Form.
- b) *Player or Athlete*: Individual registered or intending to register with the intention of participating in the game of Ringette. In the case of minors, her parent(s) or legal guardian(s) will represent the player.
- c) *Releasing Association*: the association from which the player is seeking a release or from which the player has been released. The releasing association is always the Home Association.
- d) *Home Association*:
- The association where the player was last registered with Ringette Alberta.
- e) *Receiving Association*: the association to which the player is being released or to which she intends to be released.
- f) *Evaluation*: any documented assessment, conducted by an association that is a member of Ringette Alberta.
- g) *Terminate (a release)*: The act of ending the 'released'

status.

- h) *Suitable team:* Any team that fits the player's age and skill level.
- i) *Viable team:* At least eleven (11) registered players including skaters and goaltender(s) but excluding affiliated players is deemed viable to participate as it relates to the application of this policy