

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	Sept 2019
1		Updates in Red	Sept 2022

## Appendix 1 League Committee Terms of Reference

### Purpose:

This document describes the Terms of Reference for Committee evaluation and decisions regarding League Requests. Dates can be found in Critical Dates (Appendix 7)

### Definitions:

League Requests comprise the following:

1. Overage Player
2. Team Advance or Retreat (by self)
3. Team Advance or Retreat (by others)

League Request Review Meeting                      See Critical Dates

Any submissions after the dates and times specified will not be considered.

### Scope of Authority:

The League Request Committee will consider League Requests in **U12 through U19** divisions.

### Format:

The League Request Committee is to be formed in the following format:

The CRL Chair will Chair the League Request Committee.

All other members of the CRL Sub-Committee or their representative will attend the meeting and the vote breakdown will be as follows, (example with team numbers from the 2022/23 season):

Delegate	Votes*
AIR	10
CBV	25
CGY	6
CNW	21
COC	6
CSO	18
FRA	3
IND	7
LTH	7
MHT	4
STR	8
Z2D	2
<b>Total</b>	<b>117</b>

\* Number of Votes = Number of Teams in CRL

Position	Votes*
CRL Chair	tie
CRL Finance	11.7
CRL Administration	11.7
CRL Technical	11.7
CRL Operations	11.7
CRL RAB Liaison	11.7
<b>Total</b>	<b>58.5</b>

\*Number of Votes = Half the total number of teams split amongst board positions

If a member of the CRL Committee is not present and does not send a delegate, their votes are forfeited.

**Meeting Agenda:**

The League Director will present the Committee with all League Requests submitted prior to Submission Deadline.

The Committee will discuss and align on criteria used to approve or deny the request. General considerations include, but not limited to:

- In the case of Overage Players, including Goaltenders, using Ringette Alberta Policy 7 as a guideline.
- In the case of Advance or Retreat by self or by others, Advancement by self is automatically endorsed. In the case of by others, the team will have minimum 3 days to respond as per dates noted above.
- Relative competitiveness within a given division or tier. A winless season or an undefeated season is not justification for advancement or retreat. Very high average GFGA differentials is a better indicator.

The Committee has authority to approve or deny the request. Written justification must be provided for all decisions, to be kept with league records.

Minimum number of votes on any decision is 3.

Conflict of interest must be declared by any committee member if they have a child playing in the division affected. i.e., A decision to retreat a team from U14A to U14B and the committee member has a child in either tier, that member is exempt from that vote.

**Information to be considered:**

The committee will consider all information provided by the team or teams.

Typical information provided is:

- Team profile information (using RAB template)
- League and non-league records of competition (exhibition, tournament, etc)
- Other pertinent information as decided by the team or teams

The Committee has authority to decide if any information provided by the teams is relevant or not relevant to the decision (i.e., letters of support, medical information, other TBD).

**Possible decisions:**

- Approve
- Deny
- Modify with directive
- Modify with options

Approve and Deny are straight forward responses. If a team applies for a retreat and is denied, they must play the remainder of the season in the assigned division and tier or have the option to withdraw from the league without penalty or compensation.

Modify with directive may be applied, for example, if the committee decides the decision is supported but has condition(s) of support. The directive may be any actions or conditions

deemed appropriate for the team, such as approving a retreat for developmental reasons, but declining eligibility for League post season play.

Modify with options may be applied in cases where an association may have limited options for grouping like skilled players and may end up with a competitive advanced (per RAB policy 7), but in order to keep the “most appropriate” place for them to play, may provide options such as:

- Overage goaltender that doesn’t meet criteria can play out as a skater
- Entire team can move up a division and remain eligible for all post season benefits available in that division
- Other options as deemed feasible or practical by the committee.