



| Policy Revision | Section(s) Revised | Change description | Effective Date |
|-----------------|--------------------|---|----------------|
| 1 | | Revision to align with RAB policy | Sept 2023 |
| 2 | Updates in red | Addition of email(s); age groups; wording | Aug 2025 |



Appendix 5: League Request Procedure

Procedure for CRL Advance/Retreat and Overage Player Requests

Preamble:

All league requests must comply with current Ringette Alberta policies.

Section 1. Definitions

- Team Declaration Deadline U16, U19: date by which Associations must declare their teams to the league so that league game scheduling can proceed.
- Team Declaration Deadline U12, U14: date by which Associations must declare their teams to the league so that league game scheduling can proceed.
- Advance, Retreat, and Special Requests (Overage) Deadline **U10**, U12, U14, U16, U19: date by which Associations and/or teams must submit requests to the CRL.
- Cutoff for games to be considered for Advance, Retreat and Special Requests (Overage) **U10**, U12, U14, U16, U19: last day for which game data will be considered for Advance, Retreat and Special Requests (Overage).
- Advance, Retreat, and Special Requests (Overage) meeting: CRL Membership meeting to vote on Advance, Retreat, and Special Requests under the CRL Terms of Reference (Appendix 1).

Section 2. Timelines

- All dates will be published on the CRL and Ringette Calgary website under the heading of “Critical Dates”. Where there are inconsistencies between this document and the Critical Dates on the website, the website data shall be taken as correct.
- Season Start Tiering Policy Exemption Request must be submitted by the Association 1 day prior to the Team Declaration Deadline for the age group in question.
- Advance, Retreat, and Special Requests (Overage) must be submitted by the team or by the Association 7 days prior to the Advance, Retreat, and Special Requests (Overage) meeting.
- Cutoff for games to be considered for Advance, Retreat or Special Requests (Overage) is 3 days prior to the Advance, Retreat, and Special Requests (Overage) meeting.

Section 3. Season Start Tiering Policy Exemption Request

- Associations must submit the Season Start Tiering Policy Exemption Request by email to: chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the Timelines identified in Section 2.
- Associations must provide written justification for the Season Start Tiering Policy Exemption Request.
- CRL Chair will present additional information and convene an email vote (with approximately 1 day turnaround time) amongst the CRL Membership as per the **League Committee** Terms of Reference.
- For teams that do not meet the Ringette Alberta tiering requirements for which requests are not submitted as per Section 3a. will generally be denied. Extenuating circumstances may be considered at the sole discretion of the CRL Board.



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Section 4: Overage Player Requests

- Home Associations shall fill out the required information in the Overage Player Form (Section A of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the timelines identified in Section 2.
- CRL will gather data from RAMP for the Team Profile Form and may ask for additional information from the Home Association. Ringette Alberta guidelines for overage players will be consulted.
- CRL Chair will present additional information and convene a vote at the CRL Advance, Retreat, and Special Requests Meeting as per the **League Committee** Terms of Reference.

Section 5: Self Advance

- Home Associations shall fill out the required information on the Team Self Advance Form (Section B of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the timelines identified in Section 2.
- CRL will gather data from RAMP and may ask for additional information from the Home Association.
- CRL Chair will present additional information and convene a vote at the CRL Advance, Retreat and Special Requests Meeting as per the **League Committee** Terms of Reference.

Section 6: Self Retreat

- Home Associations shall fill out the required information in the Team Self Retreat Form (Section D of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the timelines identified in Section 2.
- Exhibition game results will be a key parameter in determining whether a retreat request will be approved. Exhibition games should be completed against teams in the retreat division by the timelines identified in Section 2. Teams requesting Self Retreat must roster a competitive line-up for the exhibition games and must inform the CRL Chair of the exhibition game date and time in advance of the games.
- CRL will gather data from RAMP and may ask for additional information from the Home Association.
- CRL Chair will present additional information to provide the Association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat and Special Requests Meeting as per the **League Committee** Terms of Reference.

Section 7: Advance Request (by Others)

- Requesting team (or teams) shall fill out all the required information in the Team Advance By Others Form (Section C of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the Timelines identified in Section 2.
- Requesting team (or teams) must e-transfer a non-refundable fee of \$200 to payments@ringettecalgary.ca by the Advance, Retreat, and Special Requests deadline as identified in Section 2.
- Team will be notified of the Advance request by the CRL per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance/retreat.
- CRL will gather data from RAMP and may ask for additional information from the requesting team or from the Home Association.



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- e. CRL Chair will present additional information and provide the Association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Request (Overage) Meeting as per the **League Committee** Terms of Reference.

Section 8. Retreat Request (by Others)

- a. Requesting team (or teams) shall fill out all the required information in the Team Advance By Others Form (Section D of the Chinook League Overage Player, Advance, Retreat Request Form) and submit the form to chair.chinookringetteleague@gmail.com and admin@ringettecalgary.ca by the Timelines identified in Section 2.
- b. Team will be notified of the Advance request by the CRL per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance/retreat.
- c. CRL will gather data from RAMP and may ask for additional information from the requesting team or from the Home Association.
- d. CRL Chair will present additional information and provide the Association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Request (Overage) Meeting as per the **League Committee** Terms of Reference.

Section 9. Advance or Retreat Review (by League)

- a. Any team that is granted a Season Start Tiering Policy Exemption will be reviewed by the League and may be recommended for Advance or Retreat.
- b. Any team can be recommended for Advance or Retreat at the sole discretion of the CRL Board. The CRL Board will consider factors such as goal differential, goals for vs goals against percentage, separation from other team, exhibition and tournament game results, and any other relevant data before making a recommendation.
- c. Team will be notified of the Retreat request by the CRL as per the Timelines identified in Section 2, and will be given the opportunity to provide data to support their position about advance/retreat.
- d. CRL will gather data from RAMP and may ask for additional information from the requesting team or from the Home Association.
- e. CRL Chair will present additional information and provide the Association representative with some time to provide evidence. CRL Chair will convene a vote at the CRL Advance, Retreat, and Special Request (Overage) Meeting as per the **League Committee** Terms of Reference.

Section 10. League Decisions

- a. Possible league decisions, as determined by CRL Membership vote as per the League Terms of Reference may include “Approve”, “Deny”, “Modify with Directive”, and “Modify with Options”.
- b. “Approve” and “Deny” are straightforward outcomes. Teams must play the remainder of the league in the assigned division or tier.
- c. “Modify with Directive” is a decision by the CRL Membership to modify the approval or denial of the request. This may include conditions such that the team may be ineligible for provincial tournament qualification or any other modification that the CRL Membership sees fit.
- d. “Modify with Option” is a decision by the CRL Membership to give the subject team an option to choose between. The choice may be moving to a division or tier, or staying in a preferred division or tier but with a condition that the team will be ineligible of provincial tournament qualification, or any other modification



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option that the CRL Membership sees fit. The subject team will have 24 hours from the notification of a decision to “Modify with Option” to choose the option.

- e. League Decisions by vote of the CRL Membership are final, and not subject to appeal.