RINGETTE
BRITISH COLUMBIA

RINGETTE BC

Team Adjustment Guidelines

Updated November 2026

Ringette BC

Team Adjustment Guidelines

These guidelines apply to requests for short-term Team Adjustments to adjust a team's official roster for Tournaments, Provincials and Sanctioned Events.

All requests for temporary team adjustments must be submitted to Ringette BC utilizing the **Team Adjustment Form** (***athletes***) or the **Team Staff Adjustment Form** (***bench staff***). These forms are utilized to request temporary changes to a team's roster for tournaments and events. This includes Ringette BC sanctioned tournaments, provincial Championships and out of province tournaments.

Team Adjustment Form - Athletes

Team Adjustment Forms are completed to add or replace players on your roster for a specific event. Team Adjustment Forms are reviewed by Ringette BC staff to ensure compliance with Ringette BC's **Player Pick up Policy**. Please refer to Ringette BC's Player Pick Up Policy to determine pick-up restrictions and eligibility.

The deadline to submit Team Adjustment forms is **14 days prior to the start of an event**. This allows time for review and decision-making, adjustment at the event level, and ensures equity across regions where access to pick-up players varies.

The chart below identifies the timeline for submission, and when exemptions for pick-ups submitted may be approved after the 14 day deadline.

Up to 14 days prior to the event	13 days to 7 days	Less than 7 days
- Any pickup that aligns with the Ringette BC Player Pick up Policy	- Injury with doctors note - Illness with doctors note - Team no longer viable* - No goaltender - Emergency circumstance (reviewed on a case by case basis)	- No goaltender - Team no longer viable*

**A team that is no longer viable is defined as having less than 7 players confirmed for the entirety of the event. Teams with less than 7 players may only pick up to 7 players if the request is received less than 14 days prior to the event.*

Requests for Team Adjustments will not be reviewed after 12PM on the day prior to the start of the event (first day of competition). Any request received after 14 days prior to the start of an event will be subject to a **$50 late fee**.

Team Staff Adjustment Form – Bench Staff

Team Staff Adjustment Forms are completed to add or replace bench staff on your roster for a specific event. Team Staff Adjustment Forms are reviewed by Ringette BC staff to ensure compliance with Ringette BC's **Team Leadership Qualifications Policy.** Please refer to Ringette BC's Team Leadership Qualifications Policy to determine certification requirement and qualifications for bench staff.

The deadline to submit Team Staff Adjustment forms is **7 days prior to the start of an event**. This allows time for review and decision-making and adjustment at the event level.

The chart below identifies the timeline for submission, and when exemptions for pick-ups submitted may be approved after the 7 day deadline.

Up to 7 days prior to the event	Less than 7 days
- Any addition or replacement that aligns with Ringette BC policy	- No head coach available - Less than 2 coaches available

Requests for Team Staff Adjustments will not be reviewed after 12PM on the day prior to the start of the event (first day of competition). Any request received after 7 days prior to the start of an event will be subject to a **$50 late fee**.