



Drayton Valley Ringette Association (DVRA)

Manager Information Handbook

This has been produced as an information booklet and guideline for managers and cannot be taken as policy or procedures of DVRA. Official policy and procedures of the DVRA can be found on the website at www.dvringette.com and are based on the rules/regulations and operational requirements of the Black Gold League (BGL) and Ringette Alberta (RAB). For a complete listing of rules and operations information visit the Black Gold League website at www.blackgoldleague.com.

The Manager Information Handbook is a live document, subject to amendments, additions and deletions as necessary. Please visit the DVRA website at www.dvringette.com for most current version.



DRAYTON VALLEY RINGETTE ASSOCIATION

MESSAGE TO MANAGERS

Welcome and thank you for volunteering to manage on behalf of the Drayton Valley Ringette Association. DVRA is committed to the growth and development of its players and association. The following document outlines what DVRA expects from managers throughout the Ringette season in order to optimize the experience for all the players and families. These expectations are in accordance with the policies and guidelines of DVRA, the Black Gold Ringette League, and Ringette Alberta. The Drayton Valley Ringette Association is dedicated to the support and development of our team staff and their players. This handbook is meant to act as a guide.

MANAGER TEAM STAFF CERTIFICATION REQUIREMENTS

Every team needs to have a Manager. DVRA registered team managers will follow the Ringette Alberta Coaching/Team Staff Policy. The most current version of this policy will be found at www.ringettealberta.com.

Excerpt from RAB Policy:

10.4.46 Managers Certification Program:

Each team may list a maximum of one manager on their team registration. This manager must have their Ringette Managers Certification from Ringette Canada. This certification course can be found at the following web page: www.coachingringette.ca/index.php?page=327 Certification costs are reimbursed by DVRA for registered managers of the current season. Managers that will not be on the player's bench are not required to be listed on the Official Team Roster, however it is recommended. Managers that are listed on the Official Team Roster must meet the requirements as per 10.4.1 and Section 2.4.5 of 2.0 Registration Policy as noted below.

10.4.1 Timelines

The deadline for Team Staff (Head Coach, Assistant Coach, Trainer, Manager) certification requirements, excluding evaluations, to be completed is December 15th of the current playing season.

2.4.5 Team Staff

All team staff members that will be on the player's bench must be registered on the appropriate team as team staff members. The fee to register team staff is listed in Appendix A - Rates and Fees and team staff shall be registered in accordance with the Team Staff Certification Policy (see 10.0 Coaching/Team Staff Policy)



MANAGER ROLE AND RESPONSIBILITIES

Team Manager duties include, but are not limited to the following:

Team Communication

- Act as a liaison between the parents, coaches and DVRA Association; (Please refer to the DVRA Parent Information Handbook);
- Provide information to the parents. (ie – pass on arena maps for games)
- Making sure all parents on your team have completed the Respect In Sport – this can be found on the DVRA website (www.dvringette.com) under the registration tab. This needs to be completed by September 30 of the current season.
- Create contact lists and cards for families.
- Create a schedule for time box, shot clock and score keeping staff.
- Organize Christmas and Year End parties and gifts for coaching staff

Team Sponsor

- Find and acknowledge team sponsors.

Parent Handbook

- Advise families to review the “Parent Information Handbook” which can be found on the website at www.dvringette.com.
- Managers will ensure parents are following guidelines and information set out in the Parent Information Handbook; are following the DVRA communication policies, and answer any questions the parents may have with regards to policies and procedures.

Code of Conduct

- DVRA’s “Code of Conduct” policy can be found on the website at www.dvringette.com. Families are expected to abide by this policy.
- DVRA registered coaches and team staff will follow both the DVRA and Ringette Alberta Code of Conduct Policies. The most current version of these policies will be found at www.dvringette.com and www.ringettealberta.com.
- DVRA registered coaches and team staff will follow the Zone 5 Ringette/BGL Operation Policy 1.1 Line of Communication Flowchart
- Please refer to the associated documents:
 - Ringette Alberta – 14.0.0 Code of Conduct
 - DVRA – Code of Conduct Policy
 - Zone 5 Ringette/BGL Operation Policy 1.1 Line of Communication Flowchart

Equipment

- Assist with distributions and collection of DVRA equipment and jersey to the team; This season (2015-2016) DVRA has implemented a \$50.00 Jersey deposit that is to be made payable to the association, post-dated for March 31 upon player receiving their jersey.
- Manager will have access to DVRA equipment storage at Drayton Valley Omniplex.



Game Sheets

- Only Official Game Reports available from Ringette Alberta are acceptable; Official Game Reports are to be supplied by the Home Team.
- Fill the game sheet in correctly: date, time, location, game number, division & level, team (using codes, not names eg DVY-U14B-2) and make sure they are recorded under Home and Visitors appropriately. The game number and team codes can be found on your Blackgold schedule. There is a sample game sheet on the BlackGold website.

Division and Level	Enter level i.e. U10 or U16. Circle A or B as appropriate for U12 and above
Game Number	VERY IMPORTANT e.g. U10[W]-005 (must include the [W] or [B] etc) Can find this on the schedule that Ice Allocator sends out League - Black Gold
Home or Visitor Team	DVRA TEAM NUMBER eg. DVY-U10-2, not the "Chix With Stix"
Team Staff	Include all applicable names Player's Name and # If using labels, apply them to all 4 copies of the game sheet
Player's Name and #	If using labels, apply them to all 4 copies of the game sheet
Goals	Enter jersey number of player who scored and assisted (referee will tell you who)
Game Summary	Enter scores by period; the final score in the total

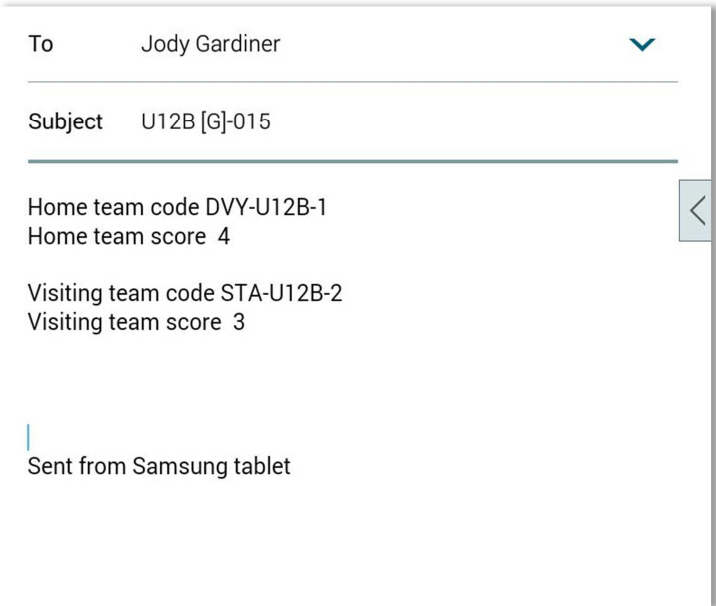
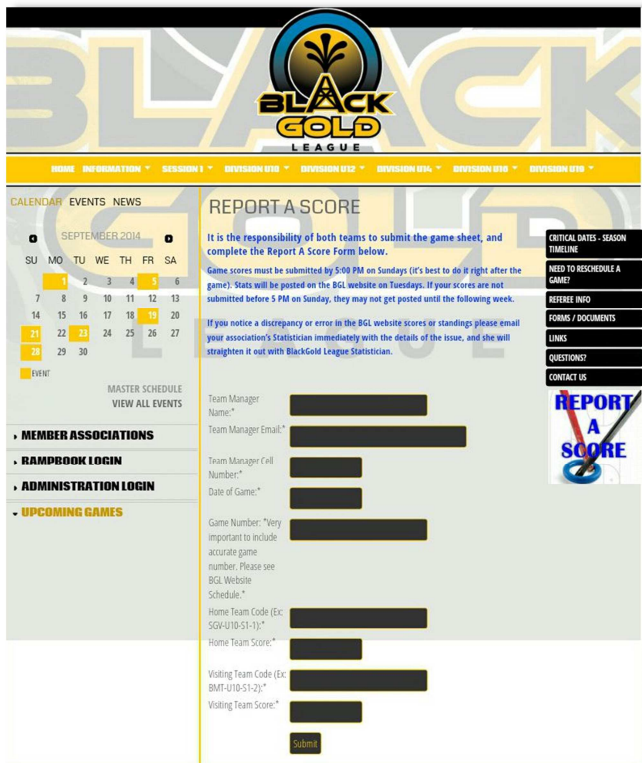
- Extra game sheets for DVRA teams can found in the cage;
- Each game sheet has 4 parts.
- If using game sheet stickers, be sure to put stickers on all 4 pages. If hand-writing the information, press hard enough to show on all 4 sheets.
- Each team should get 2 copies of the game sheet; the white and canary copy of the official game report is to be given to the visiting team. Goldenrod and Pink copies are to go to the home team.
- Ensure game sheets are collected and distributed appropriately after games.

Submitting Game Scores

- Both teams shall report game scores to their respective Association Statisticians (for DVRA, this is Ron Pishke & Jody Gardiner). As well, both teams shall report the game scores to the BGL Statistician using the Report A Score form found on the BGL website.
- After every game, home and away, go to the Black Gold League website (www.blackgoldleague.com) , find the '**Report a Score**' box & click on that, fill out the report a score form. If you bookmark this page from your phone, that will make this fast & easy to report a score after a game. (See Example below)
- Game scores must be submitted by 9:00 AM the following day (it's best to do it right after the game).



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- Both teams are to submit an electronic copy of the game sheet by 9am the following day. The game sheet may be scanned or a picture may be taken and submitted to statistician@blackgoldleague.com.
- Paper copies of the Official Game Report are to be retained by the team for the duration of the season. Upon request, paper copies of the Official Game Report are to be supplied to the BGL Vice President or BGL Statistician.
- Failure for Associations to produce/submit a legible version of the Official Game Report when requested by the BGL Vice President, may result in the game being declared a forfeiture against the Home Team of the respective game and the assessment of fines.
- Overage (OA) and Male (M) players must be identified on the Official Game Report.

Rescheduled Games

Rescheduling games (due to weather or tournament commitments), home ice can be tight, especially in session 1. This season, BGL is asking that all reschedule communication be done solely between the ice allocators to simplify things. We'll have to test out what procedure works best so please have patience. We will try the following:

- Take a look at the league schedule for both your team and the team you need to reschedule with. See if there are any days that neither team has a scheduled game, the more common days between the 2 teams, the better please.
- Email me at jodygard@live.com with the game code of the game you would like to reschedule. I will look at the open dates for your team and your blackout requests, come up with a good reschedule date, and arrange with the other teams Ice Allocator.



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- Once I confirm a date and refs, I will forward the confirmation from BGL. Then you can let your team know of the reschedule.
- Games should be rescheduled during the session they were originally booked in.

During extreme weather conditions, other teams may cancel their trips to Drayton Valley on short notice. PLEASE contact the ref coordinator Tina Seely at 780-542-6216 or 780-621-7503 so that she may cancel the assigned refs and then call your team to let them know of the cancellation. Please send me an email as well so I'm aware of the cancellation.

Please don't hesitate to call me with any questions.

Jody Gardiner, DVRA Ice Allocator, 780-202-5912(m)

SHOT CLOCK OPERATION

Shot on Goal:

A shot on goal is taken when the team in possession of the ring legally propels the ring toward the other team's goal and:

- The ring enters the net;
- The ring contacts a goal post or the cross bar;
- The ring contacts the goalkeeper or AGK within the goal crease;
- The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

Playing Rule:

- The shot clock shall be set to 30 seconds at the beginning of each period;
- The shot clock shall count down only when the game clock counts down;
- The shot clock shall be started when play is started and stopped when play is stopped;
- The shot clock shall be reset to 30 seconds when:
 - The team in possession of the ring takes a shot on goal;
 - Control of the ring changes from one team to the other team;
 - A delayed penalty is signaled. If additional delayed penalties are signaled before play is stopped, the shot clock shall not be reset again;
 - A penalty causes the non-penalized team to commit a violation, and play is stopped as a result;
 - A player on the team not in control of the ring commits a violation, and play is stopped as a result;
 - A player on the team not in possession of the ring is injured, and play is stopped as a result.
- When the shot clock reaches zero seconds, an audible signal will sound when:
 - Play is stopped, as the team last in control of the ring has committed a violation; then the shot clock is reset to 30 seconds and the ring is awarded to the non-offending team, in the nearest circle within the zone in which the ring was last contacted or controlled.
- If the shot clock's audible signal sounds in error:
 - Play is stopped; the shot clock is reset to 30 seconds; and the ring is awarded to the team last in control of the ring, in the nearest circle within the zone in which play was stopped.



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- If the shot clock is reset in error, play continues.
- The shot clock display units shall be turned off when there is less time remaining in the period than there is on the shot clock. If the display units cannot be turned off, then the shot clock shall be reset to 30 seconds and stopped.

Shot Clock Operator:

The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow play, while being protected from interference or distraction by spectators or team staff. The on-ice officials must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall sign the Official Game Report.

LEAGUE PLAY

Drayton Valley Ringette Association (DVRA) plays within the Black Gold League (BGL). Your team has been registered with the BGL. DVRA operates following the bylaws of the Zone 5 Ringette Association and the BGL Operations Manual. Both can be found on the BGL web site www.blackgoldleague.com. It is your responsibility to review BGL Operations Manual.

The BGL league covers 5 of the 8 Zones in which Alberta is divided into for sport association purposes. Drayton Valley is in Zone 5. In order for Ringette to obtain provincial funding there must be a team in every zone. The smaller associations require the support of larger organizations to provide competition. **As such all teams (at all levels) are expected to travel to play the games they have been assigned by Black Gold League (typically two games / year).** Examples of other locations: Red Deer, Lacombe, Hinton, Drayton Valley, and Fort McMurray. The Black Gold League game scheduler deals with 1000+ games and considers travel time, tournaments, blackout dates, and other factors.

The season is divided into two sessions with the BGL game schedule posted on web at www.blackgoldleague.com:

- U10 will play six (6) games in the first session and eight (8) games in the second session. Session one play will commence on October 21, 2015
- U12 to U19 will play eight (8) games in the first session and eight (8) games in the second session. Session one play will commence on October 7, 2015
- Teams are re-pooled according to their record of the first session with the intent of making more competitive games and divisions in the second session, which will commence on November 24, 2015.



RETREATS AND ADVANCES

Black Gold League (BGL)

The DVRA President may submit requests for a team to be moved into a different Pool within the same or different Level or Division. Requests for movement within the League must be received by a specified BGL deadline. _____. The team advancement & retreat requests are dealt with at the Re-pooling Meeting. _____ Note: Acceptance or denial of a request made for a Team to move to a different Level (i.e. Retreat or Advance) within BGL does not guarantee that Ringette Alberta will reach the same decision for purposes of Provincial classification.

Ringette Alberta (RAB)

DVRA registered coaches and team staff will follow the Ringette Alberta Team Advance/Retreat Policy. The most current version of this policy will be found at www.ringettealberta.com The retreat requests must be made using the completed Ringette Alberta Request Form (Appendix C) and Team Profile Form and must be forwarded to Ringette Alberta office on or before January 1st of the current playing season. A decision will be made by RA Competitions Committee no later than January 10th of the current playing season.

ICE TIMES

The DVRA Ice Allocator is responsible for scheduling all practices based on the available ice slots that we have allotted. Game slots are submitted in the middle of September to the BGL Scheduler who will determine the game schedules. This information is returned to DVRA approximately one week before the start of the season to allow for scheduling of all remaining slots by the Ice Allocator. The DVRA Ice Allocator will endeavour to ensure that the teams receive equal amounts of desirable and undesirable ice times from all practice slots remaining. Practices are scheduled after school during the week, generally no practices on weekends. Games are scheduled on the weekends.

Failure to play a league-scheduled game without just cause (as defined by Black Gold League) will result in the team being assessed a \$500 fine from the League. All league games must be played and take precedence over practices, tournaments, or team events. *(Please note – that ‘not wanting to travel’ is not acceptable to either DVRA or the BGL).*

TOURNAMENTS

Most teams enter tournaments each year, although it is not mandatory. DVRA encourages a maximum of 3 tournaments per season. Discuss with parents and coaches tournaments available, and submit applications. When selected to play in out of town tournaments arrange accommodations and pass on relevant tournament information to parents and coaches.



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Tournaments may interfere with BGL scheduled games. BGL games **MUST** be played regardless if you are in a tournament or not. Please note that the home team of the season game DOES NOT have to honour the rescheduling of a scheduled game. Your team must play the scheduled game before the end of the session.

You must **notify the DVRA Ice Allocator** of all tournaments that your team has applied to attend, even if you have not been accepted as yet. The DVRA ice allocator will notify the BGL scheduler if possible to not schedule games in tournament periods of second session games. The DVRA Ice Allocator will also help facilitate the rebooking of league games when possible.

Check Black Gold League or Ringette Alberta's website for a listing of all sanctioned tournaments and registration information: www.ringettealberta.com and www.blackgoldleague.com.

RINGETTE ALBERTA PROVINCIALS

DVRA registered coaches and team staff will follow the Ringette Alberta Competitions Policy. The most current version of this policy will be found at www.ringettealberta.com

All teams must submit a Commitment to Attend form to Ringette Alberta in order to be eligible to participate in Provincial Championships. Teams must declare their intent to vie for the Provincial Championships by December 15. Payment is due within 7 days of that team being declared a representative at Provincials.

Please refer to www.ringettealberta.com for more detailed information regarding provincials.

INSURANCE

- **If I need to file an Accident Claim Form, how would I do this?**
 - Download the form from the Ringette Alberta website at www.ringettealberta.com, fill in all sections and return to Ringette Alberta. Ringette Alberta will then forward your claim to their insurance broker. Do not file directly to AllSport.

- **What is a Special Event Application Form?**
 - If you require insurance coverage for a special event, please download the form from the Ringette Alberta website above, fill in all sections and return to Ringette Alberta. They will then forward your claim to their insurance broker. Do not file directly to AllSport. Special events include: Ringette schools, camps, clinics and fundraisers.

- **What coverage is provided to us through Ringette Alberta?**
 - Ringette Alberta provides its members with \$5,000,000 comprehensive sports liability coverage, along with a features rich Sports Injury Package.



- **What's the difference?**
 - No matter how careful you are, accidents happen. You or your association can be sued by anyone who claims injury or damages resulting from your operations and activities. These suits can be filed by participants, parents, members, the general public and others. Your liability policy will pay claims and all associated legal costs to defend any actions taken against you. The Sports Injury coverage provides protection for participants in your programs, in the event they sustain injury that results in the need for dental work, prescription drugs, physiotherapy (\$300 maximum - \$30 per visit), crutches, ambulance service, etc. In addition, there is a schedule of benefits for any participant who is more seriously injured. The primary difference between the types of coverage are that liability coverage implies a negligent act may have been committed, while the sports injury coverage responds when an injury occurs, without regard to any wrongdoing or negligence. A single claim may involve both coverages.

- **What are the activities covered?**
 - Sanctioned or authorized events within your sport discipline, including related training authorized by you. These events must be logged or authorized with the DVRA prior to the event. The event must be facilitated by qualified Coach/Team Staff or qualified sport discipline trainer.

- **Who is covered?**
 - All members of your organization, including executives, managers, coaches, trainers, officials, employees and volunteers while acting within **the scope of their duties** on your behalf.

- **What about newcomers to the sport who are not yet registered with Ringette Alberta?**
 - Newcomers are considered to be day members of Ringette Alberta when they first come out to try the sport. As such, they are temporarily covered until such time as they formally register and become a Ringette Alberta member or decide not to participate in the sport and no longer require coverage.

- **Our association is thinking of conducting or hosting a skills clinic. Are we covered?**
 - The general liability coverage of \$5,000,000 protects the association, but may not extend to cover the instructors, unless they are Ringette Alberta members and have received the proper approval in writing. In order to provide the participants with Sports Injury coverage, the clinic must be sanctioned by Ringette Alberta and all participants must either be, or become, full or day members of Ringette Alberta.

- **I have heard that as a volunteer member of our association's executive or that of Ringette Alberta, I could be personally sued for my actions. Am I covered for this?**
 - Yes. The policy provides Directors and Officers Liability coverage up to \$2,000,000.



- **Suppose we have a fundraiser or social and alcohol is served. Can we be held liable for someone's actions if they drink too much?**
 - Suits such as these are becoming more common all the time. Your liability policy has been amended to cover this exposure, along with any other injury that might occur during the event that is due to your negligence. Permission for those events where alcohol is served must be obtained in advance from Ringette Alberta (a small charge will be levied).
- **How do I file an accident claim?**
 - Claims should be initiated within 90 days of the accident. Simply fill in a claims form, attach any receipts and forward to Ringette Alberta.
- **Must everyone on the ice wear protective equipment such as a helmet?**
 - Yes. The only exceptions are the coaches, trainers and other bench personnel. (Ringette Alberta's Risk Management position is that anyone under 18 years old must wear a helmet)
- **Are there any other risks we should know about?**
 - Yes. Due to changes to the Insurance Act, drivers transporting children and others can be held liable for any injuries sustained by passengers in their own vehicle, as well as those of a third party, when involved in an at fault accident. We consider this to be a major exposure and strongly recommend that you review your automobile policy liability limits for adequacy. Ringette Alberta provides no protection in this area.

THE ANSWERS TO THESE FREQUENTLY ASKED QUESTIONS HAVE BEEN PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY AND IS NOT INTENDED AS A REPLACEMENT FOR ACTUAL POLICY WORDINGS. PLEASE REFER TO www.allsportinsurance.com FOR MORE INFORMATION.