

U14 ★ U16 ★ U19

# Calgary AA Ringette



## Manager's Manual

Play ★ Compete ★ Achieve

# Welcome!

Thank you for being a Calgary AA Ringette Team Manager!

Your role as communicator and organizer for your team is one of the most important positions to help bring together a successful season. Calgary AA provides support in many ways, including this manual. Whether a new or existing manager, this manual will provide essential information to guide you and your team all season. You'll find that we also have a great community of parent volunteers who will all pitch in to get the job done.

As your main contact for the AA program, please feel free to email me with any concerns or questions. In addition to this manual, you'll find a number of forms and resources on our website (under Info and Forms/Managers) at <https://www.aaringettecalgary.ca/>.

The Calgary AA Ringette Board wishes you the very best this season!

**Melody Rock**  
**Manager Mentor**

Calgary AA supports high-level youth ringette for U14, U16 and U19 age divisions. Our goal is to help our athletes compete at an advanced level, while becoming part of a tight-knit team environment and AA community—for fun and success on and off the ice.

**Play ★ Compete ★ Achieve**



## TEAM MANAGER

### Your role

- Manage communication flow between team/bench staff, parents, the Calgary AA program, Ringette Calgary, Ringette Alberta (RAB), and any other associations.
- Complete and/or organize off-ice tasks to allow the bench staff to focus on successful player development and on-ice instruction.
- Help delegate/organize other team-role duties with parents as needed during the season to balance the workload.

### When do you start?

- Within the first two weeks, or right away, if a manager is already known to a coach.

### How to use this manual

- Outlines role/duties from the first practice to show what duties may be handled.
- Regardless of when installed, a manager will be able to get a sense of what needs to be completed, and go from there.
- This manual details critical information, including forms, templates, contact information and other resources. Specific forms/docs are identified in **blue throughout this manual**, and listed at the end. They are available on our website under [Manager Forms and Resources](#).
- Parent Volunteer Descriptions with appropriate form/resources are also listed under the [Parents](#) tab on our website.

### The information in this manual is organized in the following sections:

- |  |   |
|--|---|
| • Starting Off Your Season             | • Bench Staff Qualifications            |
| • Important Dates (where to find them) | • Police Checks                         |
| • First Practice and Team Photos       | • RIS for Coaches and Parents           |
| • First Team Parent Meeting            | • Fundraising                           |
| • Team Volunteer Positions             | • Flames Foundation 50/50 Participation |
| • Team Info Collection Form            | • Finances                              |
| • TRF (Team Registration Form)         | • Tournament Itinerary                  |
| • TeamSnap, Twitter and Flickr         | • Sportsmanship and Friends First       |
| • Medical Forms                        | • Dryland Training                      |
| • Pocket Cards                         | • AA Website                            |
| • Games/Practices                      | • Game Sheets                           |
| • Team Ice Allocation                  | • Injury Report/RAB Accident Claim Form |
| • Dressing Room Policy                 | • <b>Manager Forms and Resources</b>    |

## STARTING OFF YOUR SEASON

Below is a brief list of tasks to address (please see more detailed descriptions in the appropriate sections).



- First: Don't panic ☺. The information at the beginning may seem overwhelming. Everything will work out, and your Calgary AA VPs, coaches and team parents will help get things done.
- Your main contact for the AA program is on the Welcome Letter. A Manager's Meeting is held shortly after team selection to cover several items in this manual.
- Use this manual to organize and identify key areas to discuss with coaches, parents and Calgary AA VPs.
- Work with coaches to arrange the First Team Parent Meeting asap—ensure that minutes are taken during this meeting and distributed to parents.
- Equipment and Apparel: During the first or second practice, the AA Teamwear Coordinator will arrange fitting sessions at the arena. These sessions will be on first-come-first served basis (not by team) for mandatory items (i.e. jackets, pants, bags, hoodies, etc.). Other teamwear or parent items will be ordered at a later date, handled by the team's Apparel role. See the **Teamwear Order Forms** for a list of the required items and contact info.
- See **Important Dates** page to identify deadlines (i.e. team registration info, tournament applications and hotel/bus tournament needs, ice allocations, etc.). List will be updated throughout season.
- Complete the **Team Info Collection Form**, and then fill out **TRF** to send to the Ringette Calgary contact (listed on the form) by the due date.
- Determine/implement which team apps to use, such as TeamSnap, Twitter, Instagram and Facebook. Sometimes, a setup fee is incurred (such as with TeamSnap), which will be reimbursed by team funds.
- **Twitter:** Calgary AA uses Twitter to send out program and major news updates. Along with our main AA program account, each team is asked to manage an account (details provided by the Communications Coordinator). Your Social Media Rep will be responsible to manage this team account to provide photos/info, which will be monitored throughout the season to share info on our website and Twitter.
- Each team will receive a team Flickr photo account to be used to store/share team photos throughout the season. With notice, the Communications Coordinator will access photos for tournaments, events and the year-end banquet. At the end of the season, each team will be asked to place desired photos into a Banquet file, which will be accessed and displayed during our year-end banquet.

## IMPORTANT DATES

The VP will discuss important deadlines, available on the **Important Dates** page. Some of these dates (i.e. deadline for **TRF**; registration for Provincials, Westerns and Nationals; coaching certifications; etc.) can also be found at the website sources below throughout the season:

Calgary AA Ringette: [www.aaringettecalgary.ca](http://www.aaringettecalgary.ca)

Ringette Calgary: [www.ringettecalgary.ca](http://www.ringettecalgary.ca)

Ringette Alberta (RAB): [www.ringettealberta.com](http://www.ringettealberta.com)

Ringette Canada: [www.ringette.ca](http://www.ringette.ca)



## TEAMWEAR ORDERING AND TEAM PHOTOS

A fitting session will be arranged to coincide with the first or second practice, when most or all teams will be at a particular arena. This first session is for mandatory items only (see [AA Teamwear Catalogue, Mandatory Teamwear Order Form](#)). Other teamwear and parent items can be ordered at a later date ([Optional Teamwear Order Form](#)). Helmets are available from a separate supplier (see under Parent Tab/Apparel). Team photos will be arranged within the first few weeks; coaches and/or managers will be contacted with the place and time.

Apparel needed for photos:

- Red game jerseys, red game pants, skates (with guards), ringette gloves, and stick
- Goalies wear their goalie pads
- No helmets or additional padding needed

## FIRST TEAM PARENT MEETING

Arranged asap, the coaches and manager (if already established) will set the meeting agenda, discuss expectations for the season, and outline budgets and requirements needed to run a successful team. When this meeting is held, minutes should be taken and distributed to parents—they may be useful when dealing with disputes or concerns later in the season.

The first meeting should address several topics:

- Contact information collected from parents/players ([Parent Info Collection Form](#))
- TeamSnap (and/or other social media apps) is often setup/used for contact info, team schedule, availability, roster, live game updates, etc.
- Your team Flickr account (provided by AA) will be used for photos and sharing, and for the year-end banquet
- Various team volunteer positions discussed—parents will be able to indicate their interest for particular positions on the [First Parent Meeting Form](#). Manager can assign roles based on feedback, ensuring that volunteer commitments are as evenly distributed among families as possible
- Committee Team Rep positions—each team is asked to put forward three volunteers (who are not already on the Board) to attend all AA committee meetings and take on committee tasks or roles. Meetings are usually held every one/two months during the season, starting with the AGM in September
- For details on Team and Committee volunteer positions, see our website Parent tab
- [Parent](#) (two signatures) and [Player Pledges](#) (Code of Conduct) all signed, and given to the Coach Admin Coordinator at the next AA Committee Meeting
- Coach expectations for players—for games, practices and for the overall season
- Coach expectations from parents—working together/having fun as parent volunteers
- Sportsmanship and Friends First—supporting and respectful towards teammates, sister teams, other teams



- Preferred tournaments-to-attend discussed—often decided by coaches and the AA Committee before teams are formed
- Potential team budget (see **Sample Budget**)
- Cash calls
- 24-hour rule for discussion of contentious issues, contacting manager only—as the liaison between coaches and parents
- The importance of proper game-jersey care (**New: Jersey Parent role added**), including professional name bar add/remove, team deposit based on care of jerseys, etc.
- Year-end banquet—throughout the season, take opportunities to capture event moments (photo or video). At season's end, desired photos will be placed in the 'banquet' Flickr folder, and will be displayed at the banquet. The team photo/video parent, team captains and teammates, other team parents, etc. can help capture these moments.
- AA website—your source for forms, resources, volunteer role descriptions, AGLC and team insurance requirements, program and fundraising info, committee contacts, deadlines and events, tournament/event photos, season news and updates—etc. Any questions, please contact the Communications Coordinator at [webmaster@aaringettecalgary.ca](mailto:webmaster@aaringettecalgary.ca).

## TEAM VOLUNTEER POSITIONS

Managers help assign volunteer positions based on parent interest and feedback (**First Parent Meeting Form**), ensuring that volunteer commitments are as evenly distributed among families as possible. Role descriptions are also listed on the website under Parents tab.

Some positions are up to the discretion of coach/manager as to whether they will be utilized during the season.

### **New for 2018: Jersey Parent (Mandatory)**

Game jerseys are the property of Calgary AA. In order to ensure proper care and management, Jersey Parents are the 'holders' throughout the season—collecting jersey bags at the start, arranging name bars to be applied/removed, bringing to and from games, laundering, reporting damage, and returning at season-end. Proper care of jerseys will help to retain the team's equipment deposit (contact team treasurer for more info).

- **Jersey Parent Instruction Sheet** will be supplied with the jersey bags, and is also available under the Parent tab.
- Collect designated red and white jersey sets (housed in catalogued jersey bags) from the coach, manager or Equipment Coordinator, and return at season's end.
- Arrange for name bars to be sewn on the jerseys, as per guidelines on instruction sheet, either by ONE designated, sewing-qualified team parent OR by a professional seamstress (paid from team funds). Same process for year-end removal.
- For all games, ensure both sets of jerseys are at the arena one hour prior to games; place home or away jerseys in change room for athletes, and collect at game's end.



- Occasionally wash (cold water) and hang-to-dry to help keep odours at bay. Gentle spot cleaning when required (**please don't put AA jerseys in the dryer, as this will decrease the life-expectancy of the jersey**).
- Throughout season, inspect jerseys and report damage (skate cuts, excessive wear/snags, staining, etc.) to the Equipment Coordinator.
- Ensures all jerseys are accounted for, and organized by number for return.

### **Team Apparel Coordinator**

- Works with the AA Teamwear Coordinator (please don't contact The Ringette Store) to manage teamwear orders; contacts players and parents with team attire options as directed by coach or manager, places/picks up orders, distributes to team, and provides invoices to team Treasurer.
- After the first fitting session for mandatory items, works with the AA Teamwear Coordinator to pickup/distribute these items when ready. For remaining teamwear and parent items—acquires sizing samples and submits order to Teamwear Coordinator by due dates. Please see **AA Teamwear Product Catalogue, AA Mandatory and Optional Teamwear Order Forms**.
- Helmets are available through a separate supplier at the beginning of the season (please see under Parents Tab).

### **First Aid/Trainer**

- If available, a parent who is a registered Medical/Athletic professional is ideal for this position.
- Alternatively, a parent is designated as the first point-of-contact for team injuries/emergencies (i.e. initiates call for help, waits for and guides emergency personnel to athlete, etc.) so that the coaches/manager can focus on assisting the injured athlete.
- Also helps to remind coach/manager to provide the **RAB Accident Claim form** to parents.

### **Food Coordinators (see under [Parents](#) tab for more detailed description)**

Food Coordinators are a small group of parents, working with the coaches/manager to take care of all tournament meal planning:

- First, the manager assesses the meal preferences of both coaching staff and team members.
- For tournaments or events, develop menu plans in accordance with preferences, Tournament Itinerary details, and sports-nutrition guidelines.
- Distribute meal and snack assignments to parents, often by enlisting a meal-planning app (such as Signup.com or TeamSnap).
- Allow parent-coaches first choice on assignments, slotted in before opening up to parent sign-up. Non-parent coaches/assistant coaches are exempt (unless they elect to bring something) to show appreciation for their contribution to our program.
- Pre-assign or enable parents to sign-up for meal/snack assignments and view their meal responsibilities (time, location, setup and cleanup, etc.).





- Stock and maintain one or two tournament supply bins (brought along by plane, bus, or automobile) which contain most of the bowls, plates, platters, serving/eating utensils, and cleanup items required for meals (see [Bin List](#)); keep track of receipts to submit to team treasurer.
- At least one Food Coordinator parent should be present during tournaments to help supervise (i.e. supplies, leftovers, team-room access, etc.).
- **Please note:** Parents are fully responsible for the meals/ingredients and setup/cleanup that they signed up for (not the Manager or Food Coordinators).

Athletes should help out for meals as much as possible (assuming no game/event conflict).

### Fundraising Coordinators

- A small group of parents who set fundraising goals, and organize and oversee team fundraising events and related tasks—starting asap to bring in available funds for team-related costs.
- Work with manager for approval of all events, and with parents to coordinate events.
- Work with the team treasurer to deposit team funds, ensure transparency, and report financial details and progress to the team.
- Apply for a team fundraising AGLC license; see our website under Fundraising for further details and application links.
- For ideas or a list of popular vendors, please see our website Team Fundraising Ideas page.

### Flames 50/50 Sellers

If AA Program is invited to participate in specific Flames or Hitmen games, four to eight volunteers per team are asked to help sell Flames Foundation 50/50 tickets. **Team participation is MANDATORY.** Funds raised are shared among AA teams, and our support helps various charities connected with the Flames Foundation.

### Minor Officials Coordinator and Shot Clock Carrier

- Works with parents to schedule shot clock operators, timekeepers, scorekeepers, and penalty box attendants for all exhibition, league and tournament games, as needed.
- Reminds the scorekeeper to ensure that all game sheet info is correctly filled in and signed by the appropriate participants (i.e. shot clock operator, timekeeper, coaches, etc.).
- Inform parents of upcoming shot clock clinics to learn this important task.
- Responsible to store/bring shot clock to all games (usually needed only for home games, but good to bring in case other team forgets), and installs and takes down, ensuring all components are present.
- Doc: [Shot Clock Info Sheet, Minor Official Coordinator – Schedule](#)





## Social Coordinator

Communicates with manager and coaching staff, and schedules/organizes team and parent bonding opportunities and activities throughout the season, including tournaments and year-end.

## Social Media Rep

- Manages Team Twitter account (details provided by the Communications Coordinator). Tweets tournament or noteworthy events, photos (discretion used for posting photos of athletes) and news.
- Participates in Ringette Alberta/Canada social media events (i.e. Provs, Westerns, Nationals, etc.) to promote Calgary AA spirit and engage with Ringette community.
- The CC will connect with rep and/or monitor accounts to share team news on program-wide level when appropriate. Doc: [Team Rep – Social Media Guidelines](#)

## Tournament Coordinator (see under [Parents](#) tab for more detailed description)

- Parents sign a Hotel Policy Form at the beginning of the season that outlines important booking and payment policies.
- Works with AA Hotel/Bus Coordinator for tournament arrangements and communicates details to manager/coaches and parents.
- Handles block hotel-room bookings; coordinates confirmed rooming lists/payment arrangements.
- When needed, organizes team van rentals, bus or air travel, etc.
- Follows through on these details as needed during tournaments.
- **Note:** After every tournament (except EGRT), the TC or Manager will need to submit a [Post-Tournament Online Form](#) to Ringette Calgary.
- Docs: [Rooming Sheet Template](#), [AA Hotel/Bus Overview](#), and [Hotel Policy Form](#)

## Treasurer

- Works with manager, handles team chequebook and financial duties for the team.
- Creates balance sheets, collects jersey deposit cheques, cash calls and fundraising proceeds, and tracks budget and monies in/out.
- Handles receipts/reimbursements and provides financial reports to team.
- Final expense report is provided to AA Committee Treasurer at year-end with a zero balance and all receipts.
- Doc: [Sample Team Budget](#)

## AA Committee Reps

- Three members from each team (who are not already on the Executive Board) attend committee meetings, and are expected to volunteer for specific committee tasks or roles, or executive roles.



- AGM occurs at the beginning of the season, and meetings are held approx. every two months (please see under Parent Tab and the About Us/AA Committee Overview for more information).
- Liaison between team and committee, relaying important info back to the team after each meeting.
- Managers are also encouraged to attend the committee meetings (not mandatory).

### **AA Esso Golden Ring Volunteers**

- Usually four volunteers per team are asked to sign up to help out during EGRT weekend in January (i.e. minor officials and arena volunteers).
- Help keep track of details regarding their assignments.

### **Year End Banquet Reps**

- Two team volunteers help the AA Banquet Coordinators organize the year-end banquet, with tasks such as setup, takedown, tickets, media help, etc.
- Communicates banquet information to the manager and parents.
- Tickets for players and bench staff are usually purchased out of the team budget; additional tickets are purchased by parents.
- This event is a windup for players, families and coaches to celebrate their year together, and to display team photos and acknowledge team and volunteer efforts.
- Communicates with photo parent to organize Flickr banquet folder.

### **Photo/Video Parent**

- One/two parents record occasional games as indicated by coach/manager.
- Takes team photos at games, tournaments and events.
- For year-end banquet, works with AA Banquet, and Communications, Coordinator and for number/size of photos needed; works with team staff to place desired photos into Flickr 'banquet' folder, which will be part of the photo display.
- Team captains can be enlisted to help organize photos.

## **TEAM INFO COLLECTION FORM AND TRF (TEAM REGISTRATION FORM)**

- **Team Info Collection Form** is used to gather athlete/parent/bench staff info.
- **TRF** is filled out (an official record of team info) and sent to the Ringette Calgary contact name on the form, by the due date listed.
- If an athlete is playing outside of her usual Zone, then parent's address and email/cell phone numbers must be included.
- If person is new to coaching, provide all of: Name, birthdate, address, phone number and email.
- When confirmed, Ringette Calgary files TRF with Ringette Alberta; an official TRF is sent back to Manager by email, usually in January.



- The official version includes all player names, date of birth and RAB registration numbers, as well as all bench staff names and certification numbers.
- When registering for tournaments, Managers need to provide a copy of the TRF. If your TRF is not completed by the time you enter a tournament, inform that tournament's Coordinator. If you have any further issues, please contact your VP.

## TEAMSNAAP

TeamSnap is considered one of the best online tools for schedules, player availability, team communication, live game updates, roster and other team info. To set up, please visit [www.teamsnap.com](http://www.teamsnap.com). There is also a TeamSnap app for your cell phone.

If already a member, then log in. If not, 'sign up.' Click on 'Create a new team.' Enter team email addresses or import from a previous team. Send welcome message to all emails entered (this list is your roster). Those receiving the welcome emails need to accept the invitation and fill in roster contact info. If usage fees are required, please submit to team treasurer for reimbursement.

## MEDICAL FORMS

- **Player Medical Forms** are handed out/emailed to parents before or during the first team meeting—to be returned to the manager asap.
- Medical forms are kept with the First Aid kit on the bench with the coaches at all times.
- Coaches are to be informed of athletes who may need medication during games/practices (such as inhalers), and be given access to these medications on the bench in case of emergency.
- Medical forms are confidential; the manager also keeps a photocopy in a secure location.
- Please report any injuries on Ringette Alberta's **Injury Tracking Report** portal.

## POCKET CARDS

- Can be assigned to a team parent.
- With info collected on **Team Info Collection Form**, use the **Pocket Card Template** or create your own.
- Enter specified info, and then send a copy to parents to proof accuracy.
- If using the sample template, do not delete any lines, just leave them blank if not using, as it will impact how the pocket card prints out.
- Once complete—print, laminate and distribute.

## GAMES/PRACTICES



- Bench staff will set player requirements (i.e. arrival times before practices/games, policy for missing practices/games, etc.), to be communicated verbally to players and parents (usually during first practice and parent meeting), and then sent to players and parents in writing, by email.
- Team management should monitor the total number of team events scheduled each week, including practices and games, to avoid over-scheduling.
- Jersey Parent is responsible to have games jerseys at the arena prior to all games.

## TEAM ICE ALLOCATION

- Teams receive their practices (ice allotment) from the AA Committee.
- Each team is responsible to pay for their own ice—‘invoices’ are distributed from the AA program, usually twice over the course of the season.
- Depending on program funding, there may be small ‘ice allowances’ allocated.
- Ice cancellations—when your team has a shared-ice practice, and the other team cancels their ‘half,’ your team pays for the full cost of that ice time. If your team cancels a full ice time and it is not picked up/used by another team, you are responsible to pay for that ice time.
- Team fundraising helps cover the cost of ice over the season. Teams may also arrange to pick up additional ice times, and are responsible to cover the extra cost.

## DRESSING ROOM POLICY

- Only **designated personnel** (always two, with one being female, consisting of coach, manager and/or parent volunteer) are allowed to enter the dressing room, to ensure player safety and privacy.
- When entering, adults must first knock and announce. Other parents/family/friends should not enter the dressing room, unless asked to by the coach/manager.
- **Pictures or videos are NOT allowed to be taken in the dressing room at any time.** Coaches/managers should decide on a cell phone policy, with consideration for the possibility of theft.
- When not in use (i.e. during games/practices), rooms should always be locked.

## BENCH STAFF QUALIFICATIONS

- Managers help ensure that all bench staff have or will attain the appropriate age-division-level certification to remain on the bench (see links under Coaches tab).
- Visit the Ringette Canada website to check for specific certification requirements.
- Courses are offered through Ringette Alberta.
- It is recommended that Managers also become certified (listed on the TRF).
- Certified Managers are no longer allowed on the bench during any Ringette Alberta sanctioned game (not even as a ‘female on the bench’).



## POLICE INFORMATION CHECK (PIC)

- A valid PIC is required for **all bench staff**—submission of PIC application can be done through the ePIC online system for those residing within Calgary city limits.
- Please see the **PIC Info Sheet** for application info and access, or see our website under Info/Forms, under either the Calgary AA Program or Coaches tabs.
- For eligible roles, the Coach Admin Coordinator (coachadmin@aaringettecalgary.ca) will provide a VSPN letter for reimbursement of cost.
- Prospective head coaches are required to provide a valid PIC or proof of submission with their Coach Application by May 31. Named assistant coaches are required to provide a valid PIC or proof immediately following the Head Coach selection, or by July 31. All remaining bench staff must provide a valid PIC or proof by September 30. Failure to produce these documents by the dates indicated will result in the person being disallowed from all team activities until received.

## RIS FOR COACHES AND PARENTS

New for the 2018-19 Season, Ringette Calgary mandates that one parent per address be certificated through the program Respect in Sport for Parents, in addition to every member of the bench staff (RIS for Activity Leaders).

- Deadline for Parent RIS: **October 15**
- Deadline for Coach RIS: **November 30**

For more information on this program please visit the [Ringette Calgary Respect in Sport page](#).

## FUNDRAISING

Fundraising helps parents and teams handle the costs involved in icing a team over a season. The amount needed (and goals set) through fundraising depend on decisions made for: tournament participation, team apparel needs, team functions throughout the season, ice rentals, year-end gifts, etc.

- Along with manager, Fundraising Coordinators decide what activities the team will participate in, and the minimum financial commitment required by families for each event.
- Working together, financial goals can often be accomplished well before season's end. For a list of ideas and popular vendors, please see our website Team Fundraising Ideas page.
- For larger-scale fundraising efforts (i.e. silent auctions at a public venue), please inform the webmaster@aaringettecalgary.ca to have your event details promoted on our website/Twitter.



- Events require an AGLC license and may require RAB insurance coverage. For more information, please see website under Fundraising page or Calgary AA Info and Forms, or ask your VP.
- Docs: **AGLC Requirements for Teams • AGLC Sample App Form for Fundraising Account • RAB Insurance Coverage Info for Team Events • RAB Certificate of Insurance Request Form** (for special events).

## FLAMES FOUNDATION 50/50 PARTICIPATION

- Subject to Calgary AA Ringette being selected by the Flames Community Foundation year to year for participation—to conduct the 50/50 sales at assigned Flames or Hitmen games throughout the season.
- It is mandatory for all teams to provide four to eight, legal-age volunteers per game; youth athletes can help out at Hitmen games, though are not allowed to actually sell tickets. Proceeds are shared among Calgary AA teams. The manager is usually asked to collect the names and contact info, to pass along to the 50/50 Coordinator.

## FINANCES

The AA Committee will provide a bank account to each team. Team budgets are prepared by the coach, manager and treasurer, and are fulfilled through program funding and team fundraising. Team parents are to receive monthly statements indicating financial status. A year-end balance sheet, with a zero balance, is sent to the AA Committee Treasurer—showing all activity and including all receipts. The use of e-transfer is not sanctioned, to prevent fraudulent transfer or acceptance of team funds.

## TOURNAMENT ITINERARY

- Working with coaches, a comprehensive itinerary is formed as an essential guide to know what is happening and when during tournaments, and is used by the entire coaching staff and team (including parents and attending relatives).
- Includes game times, arrival times, maps of arenas, scheduled team-building activities and downtime, snack and meal times/locations, etc.
- The Food Coordinators will also rely on the first draft of the itinerary to schedule snack and menu assignments to suit game and event timing.
- A well-organized itinerary usually results in a well-executed tournament, with all athletes and volunteers knowing their particular roles, and where to be/what to bring when needed.
- A coach, an assistant coach or the manager can generate itinerary. Often, the manager plays a large part in forming the itinerary.
- Docs: **Sample Itinerary Saskatoon, Sample Itinerary Winnipeg**



## SPORTSMANSHIP AND FRIENDS FIRST

As one of the largest AA associations in Canada, sportsmanship is an important tenet of our program. Athletes, coaches and parents are asked to sign a [Code of Conduct Pledge](#) at the beginning of each season. As the team's central figure, a manager can positively affect this aspect—and is expected, at all times, to encourage and model respect on behalf of the team.

As well, our program endorses the Friends First initiative to promote a positive, supportive team culture—and to demonstrate those values to all involved, including our sister teams. Any 'fun' events or mini-tournaments organized during the season are done with this initiative in mind—with team photos from these events often placed on our website. Please see our website under Friends First tab for more information.

## DRYLAND TRAINING

Dryland training is an important off-ice component of the Calgary AA program. Its purpose is to add elements of physical fitness to compliment on-ice development, with a focus on educating young athletes on proper training techniques and injury prevention. Trainers focus on strength and conditioning in a fun, focused team environment. As AA dryland sessions are usually scheduled once per week, players are expected to take ownership of their own additional off-ice training, to ensure they are ready for this level of competition. Exercises learned at dryland are just some of what they may add to their personal routine.

U14: The AA Committee has established a contract with a dryland trainer (Vergie Speed) to optimize consistency among teams at the entry level to the AA program. Each team receives 20 sessions (usually 1.0 hour long) and booked approx. once per week starting soon after teams are formed, so that all sessions can be completed by the end of the season. AA will directly pay Vergie Speed.

U16/U19: The head coach is responsible to select a certified dryland trainer/organization to provide a strength and conditioning program suited to the development of high level ringette athletes. AA can provide support with this selection, if desired, and will provide a budgeted amount to be put towards dryland training. However, it will be each team's responsibility to pay the trainer directly and to pay from team funds if the allocated amount is exceeded. (If Vergie Speed is used, AA will pay directly up to the budgeted amount).

Dryland sessions should not be scheduled immediately before games or tournaments. Coaches/managers are responsible for updating trainers on upcoming tournament dates so that the intensity or focus of sessions may be adapted as required.

## AA WEBSITE AND TWITTER

The Calgary AA website is the main source of information and updates for our program. Twitter is used for notable updates, and to connect with other ringette associations, locally, provincially and nationally. Throughout the season, each team designates a Social Media





parent to manage their Team Twitter and provide info and team photos (on a timely basis), that may also be used for the AA website, such as:

- Tournament summary and photos especially if medaled or placed, and for Championship tournaments
- Team photos and info from team-building events, such as community involvement or Friends First events (friendship tournaments or sister-team events)
- Notice of any media articles or important happenings that involve Calgary AA teams or athletes
- Note: Teams may arrange with the Communications Coordinator to place photos in a specified 'Tournament' or aptly named Flickr folder, so that photos can be uploaded as soon as added.

## GAME SHEETS

- The Home team provides the game sheet for each game.
- For regular season games, Calgary U14AA plays in U16A; U16AA plays in U19A; and U19AA plays in Open A.
- Both the home and visiting teams provide their own full team name and division (usually with pre-made team labels).
- RC Division Coordinators will instruct as to how to mark the top of game sheets (or to just leave blank).
- Managers should always bring extra (blank) game sheets, just in case. If the manager is unable to attend a game, make arrangements for another parent to take care of the game sheet.
- **Game Sheet Labels** can be premade using the template provided. (The formatting fits 2x4 shipping labels, 10 per sheet, Avery 5163 or 08923. Note: Do not delete any lines.)
- The winning team of each game (or the Home team, if the game is tied) is required to email the score and provide a PDF of the game sheet to their RC Division Coordinator within 24 hours—name and contact info will be provided by the VP League at beginning of season.
- The Coordinator's email, cell number and address can also be found on the Ringette Calgary website: [www.ringettecalgary.ca](http://www.ringettecalgary.ca).
- Each coordinator has a different process, and will inform how they prefer games and sheets to be recorded (i.e. a photo of the sheet sent through cell phone, call-ins, email, mail correspondence, etc.).

## INJURY REPORT AND RAB ACCIDENT CLAIM FORM

- Ringette Alberta (RAB) would like all injuries to be reported using their **Injury Tracking Report** portal, to be filled out by coach/manager upon athlete injury (names are not supplied). This voluntary system will help RAB collect valuable data for injury occurrences and related issues.



- **Ringette Alberta Accident Claim Forms** are kept on the bench with the First Aid Kit, and given to parents if athlete is injured during a ringette game, practice or event.
- If consulting a physician, parents are to bring this form to be filled out, and then submit to the RAB contact listed on form within 30 days of injury.
- The RAB insurance may help cover injury expenses after parent insurance is maxed.

## MANAGER FORMS AND RESOURCES

Listed below are forms and resources needed during the season—available for printing/download on our website under [Manager Forms and Resources](#).

- Important Dates (pdf)
- First Parent Meeting Form
- Team Info Collection Form
- Player Medical Form
- PIC Info Sheet
- Player Affiliation Process Info
- AA Teamwear Product Catalogue; AA Mandatory and Optional Teamwear Order Forms
- TRF (Team Registration Form)
- Parent and Player Code of Conduct Pledges
- Team Rep - Social Media Guidelines
- Pocket Card Template (note: do not delete any lines)
- Game Sheet Label Template (note: do not delete any lines)
- First Aid Kit Inventory
- RAB Accident Claim Form
- Tournament Coordinator:
  - Hotel Policy Form for Parents
  - Calgary AA Hotel/Bus Overview
  - Rooming Sheet Template
  - RC Post-Tournament Online Form (submitted to RC)
- Sample Team Budget
- Sample Tournament Itinerary: Saskatoon (coach initiated)
- Sample Tournament Itinerary: Winnipeg (manager initiated)
- Tournament Bin Inventory List
- Shot Clock Info Sheet
- Minor Official Coordinator – Schedule
- Team Fundraising Ideas (webpage)
- AGLC Requirements for Team Fundraising
- AGLC Sample App Form for Team Account
- RAB Insurance Coverage Info for Team Event (webpage)
- RAB Certificate of Insurance Request Form (for special events)

