

# Harbour City Lakers Ringette Association

## 2023-2024 Manager's Handbook



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## 2023-2024 Teams

Division	Team Name	Head Coach	Asst. Coach	Asst. Coach	Manager
<b>FUN1 (U7)</b>		Grace Miller			TBD
<b>FUN2 (U9)</b>		Sarah Colgan Megan Robertson			Kylie Patrick Angela Lancaster Treasurer: Agathe St. Denis
<b>U10</b>		Colin Miller	Jeff Gouthro Jon Lindal	Stephanie Nunn Grace Miller	Krista McAllister
<b>U10</b>		Tony Breau	Laura Hamilton	Gary MacNeil Jessica Myers Meghan Robertson	Angela Gallant Christian Gallant Treasurer: Christine MacNeil
<b>U12</b>		CJ Purdy	Marc Jessome	Dean Tucker Hannah Stewart	Treasurer: Jaime Gallivan
<b>U12</b>		Paddy Conrad	Scott Leslie	Jason Barkhouse Hannah Machat	Manager: Erin Barkhouse Treasurer: Chris Smith
<b>U14T1</b>		Lindsay Bennett	Dorothy Hart		Stephanie Villeneuve
<b>U14T2</b>		Brianne Mallowney	Miranda Anesty	Marc Jessome Davey Somerton	Kate Jessome
<b>U14T2</b>		Cory Sears & Dean Tucker			Matt Watson Laura Watson
<b>U16T1</b>		Megan Fraser	Derrick Ellis	Mikayla Aucoin Lindsay Bennett	Lynn Ellis Nanci Deveaux
<b>U16T2</b>		Vicky Miller	Cory Sears	Nick Smith	TBD
<b>U19</b>		Maddy Hamilton			TBD
<b>U19</b>		Mark Adams			Natasha James Carla Barnaby

## 2023-2024 HCLRA Board of Directors

<b>Position</b>	<b>Name</b>	<b>Contact email</b>
<b>President</b>	Karen Hicks	hclrapresident@gmail.com
<b>Past President</b>		
<b>Vice President</b>	Dorothy Hart	dorothyhart77@hotmail.com
<b>Treasurer</b>	Nanci Deveaux	hclpayment@gmail.com
<b>Secretary</b>	Andrea Temple	ea.mom4@gmail.com
<b>Director of Coaching</b>	Kirsti Mason	coachinghcl@gmail.com
<b>Director of Managers</b>	Angela Gallant	hcldirectormanagers@gmail.com
<b>Director of Athlete Development</b>	Mikayla Aucoin	hclathletedevelopment@gmail.com
<b>Director of Fundraising</b>	Allison Stewart	hclringettefundraise@gmail.com
<b>Director of Scheduling</b>	Ian Stewart	
<b>Director of Equipment</b>	Derrick Ellis	ellisd@eastlink.ca
<b>Registrar</b>	Vicky Miller	hclregistrar@gmail.com
<b>Director of Recruitment &amp; Publicity</b>	TBD	TBD
<b>Director of Communications</b>	Kyla MacDonald	shimmerky@hotmail.com
<b>Director at Large</b>	Emile Aucoin	emilaucoin@gmail.com
<b>Director of Children's Ringette</b>	Colin Miller	mr.colin.miller@gmail.com
<b>Athlete Representative</b>	Grace Miller	gracemiller42006@gmail.com

## Welcome

Welcome to our Team Manager volunteers!

The HCL Board of Directors is pleased you have stepped forward and we would like to thank you for volunteering to manage your child's ringette team.

This handbook has been created for your use so that you may have all of the necessary information needed to efficiently and effectively coordinate all of the tasks of managing a team. The managing of the team is definitely a group effort, with you being the coordinator.

Volunteerism is the backbone of our association. Please **strongly encourage** your families (parents, guardians, and even siblings!) to learn new skills, especially in the minor official roles, so that we continue to grow the volunteer base of our association! Enlisting the parents of your team to help with all of the tasks makes the team stronger and will also allow parents to get to know each other as well as the coaching staff!

We have created this resource based on past methods which have proven successful to manage a team. If you find you have any other suggestions that you may offer to improve the handbook, please let me know and we can use your experience to benefit further development of this handbook.

Please do not hesitate to reach out to me if you have any questions.

Thank you,

Angela Gallant  
Director of Managers, HCLRA

## Checklist for Managers


Below is a checklist that can be used by team managers at the beginning of the season (especially) but also throughout the year. I have included links to the HCLRA website and other resources as needed. Please note that some of the activities are to be completed at the same time; the numbering system does not necessarily indicate a prioritization of items.

Please take some time to read all of this information in full.

Please do not hesitate to reach out to me if you have any questions or concerns.

Task	Information	Link (if needed)
1. Role of Communication	<p>The role of communication is very important for each team. This communication begins with the manager and coaching staff.</p> <ul style="list-style-type: none"><li>The team manager may wish to take the pulse of the team to see whether a weekly email or messages and schedules in RAMP Team is enough. Ask the parents and see what the majority of them would prefer.</li></ul> <p><b>Side note:</b> We found it very useful to send our parents a weekly email on Sunday evenings. This email covered the upcoming ice times, reminder of arrival times at rink before practices and games (usually specified by head coach), any special announcements that were sent to managers during that week, minor official role assignments for upcoming games, dressing room monitor assignments, fundraiser information and deadlines, information about team clothing orders, or any other information that needed to be shared with the team. We found this regular, weekly email limited the number of emails sent to the team and provided all of the information in one, succinct email.</p>	

<p>2. Safe Sport eModule Training</p>	<p>HCLRA requires ALL VOLUNTEERS (managers, coaching staff, dressing room monitors, on-ice helpers, any position!) to take the free, online <b>Safe Sport</b> course.</p> <p><u>Please complete this course as soon as possible.</u> Once completed, please update your RAMP profile with the NCCP number provided to you once you register for the course.</p>	<p><a href="https://safesport.coach.ca">Safesport (coach.ca)</a></p>
<p>3. Rule of Two eModule Training</p>	<p>HCLRA requires ALL VOLUNTEERS (managers, coaching staff, dressing room monitors, on-ice helpers, any positions!) to take the free, online <b>Rule of Two eModule</b> training course through The Locker.</p> <p><u>Please complete this course as soon as possible.</u> If you complete this course after the SafeSport course, you will not need to update your RAMP profile with your NCCP number again.</p>	<p><a href="#">Rule of Two   Coach</a></p> <p><b><u>How the Rule of Two Works</u></b></p> <ul style="list-style-type: none"> <li>• <b>Work as a team</b> A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.</li> <li>• <b>Remain open to the public</b> Have a training environment that ensures all situations are open, observable and justifiable.</li> <li>• <b>Plan transportation</b> Have at least two adults present when traveling with a participant(s), and refer to your club travel policy.</li> <li>• <b>Be sensible</b> Be considerate of the gender of the participant(s) when selecting coaches or volunteers.</li> <li>• <b>Transparent communication</b> Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging.</li> </ul>

		 <p>cac-rcm-rule-of-two -infographic-en.pdf</p>
<p>4. Criminal Record Checks (CRCs) and Child Abuse Register search (CAR)</p>	<p>Both a CRC and CARC are <u>required</u> for ALL VOLUNTEERS in the HCLRA – all managers, coaching staff, on-ice helpers, and dressing room monitors (basically anyone who will be working with the athletes).</p> <ul style="list-style-type: none"> <li>The Child Abuse Registry (CAR) check is free and obtained by following the process attached: <a href="https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html">https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html</a></li> <li>The Criminal Record Check (CRC) can be obtained at a <b>discount on RAMP</b> and are usually returned within 24 hours.</li> <li><a href="http://www.MyBackCheck.com">www.MyBackCheck.com</a> also offers Criminal Record Checks (Police Record Checks) and are also quick turnaround. CRCs through MyBackCheck cost \$50.</li> <li>CRCs can also be obtained through your local RCMP or HRP station, however, this has a long turnaround time (~2 weeks) so we would recommend one of the top two options above.</li> </ul> <p>Both checks are valid for 3 years.</p> <p>Once you (as a manager) obtain both, it is <b>mandatory</b> to upload them to your RAMP profile using the account you created when you registered your athlete. Once you login, click on upper right corner</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p> <ul style="list-style-type: none"> <li>If you are a <u>team manager</u>, you can follow these steps: <ul style="list-style-type: none"> <li>In order to request this through RAMP, log in using your family log in, from Dashboard, select “Coach/Staff Registration”.</li> <li>Choose the family member or add yourself if you are not in the list.</li> <li>Once you select your name from family members, more fields will open and you will notice a box that you can select for <b>“I would like to complete an Enhanced Online Police Information Check (i.e. Criminal Record Check)”</b>. Select this box and fill out the rest of the fields.</li> <li>Choose your division/group for which you are managing, click “Manager” for position.</li> </ul> </li> </ul>



	<p>button (3 lines), select “My Family Members”, select “My Family Members”, select “Edit” on your profile and add your NCCP number where indicated.</p> <p><b>ALL volunteers (parents, guardians) are required to have their CRC and CAR checks and the two eModule courses completed, as well as their RAMP registration (as a Volunteer or Manager) completed for the manager/volunteer position by <u>October 31<sup>st</sup></u>.</b></p> <p>Once you have uploaded the photos of your checks to RAMP, it will stay in your profile. When you renew your checks, you can simply remove the old check from your profile and upload your new one. It is always a good idea to keep a photo of your checks in a file at home/on phone so that you have record of it too.</p>	<ul style="list-style-type: none"> <li>○ From the dropdown menu for “Position”, if specific position not listed, please select “Volunteer”.</li> <li>● If you have <u>parent/guardian volunteers</u> offering to help out and have their checks and courses, they can use the <b>“Executive/Volunteer Registration”</b> link from the main dashboard page, then follow the steps. For the position, “Volunteer” is available to choose from. They should also update this profile with their NCCP number from taking the two courses.</li> </ul>
<p>5. Meet with head coach and assistant coaches</p>	<p>It is a good idea to meet with the head coach and assistant coaches as soon as team is formed and these positions are filled in order to discuss the year. The decision on tournament involvement should also be made at this meeting (more on tournaments below) since the manager will need this information to create a budget.</p>	<p>N/A</p>
<p>6. Open a bank account for the team</p>	<p>You will need to open a bank account for the team.</p> <p>The manager and the head coach should be the two co-signors for the account, or if the team manager and treasurer roles are split, then the two co-signers should be the team manager and treasurer. Both co-</p>	<p><b>Steps to follow:</b></p> <ol style="list-style-type: none"> <li>1. Please send an email to Angela Gallant, Director of Managers, with names of 2 co-signers to obtain a signed letter to take to any bank of your choice.</li> </ol>

	<p>signers will need to meet at the bank to open the bank account.</p> <p>No personal money is to be used. You should always use the debit card provided.</p> <p>You are able to select a bank of your choice this upcoming season.</p> <p><b><i>For sponsorship cheques, please ensure the naming convention is the <b>same as the bank account</b>. For example, if the team is “HCL U10 Doe” please make sure all cheques are made out to “HCL U10 Doe” and not variations of this name. This makes the deposit process a lot easier for team managers.</i></b></p>	<p>2. When you call a bank to set up an appointment to open a team bank account, it is a good idea to check with them whether the 2 co-signers need to be there at the same time. Some banks require this and some banks are ok with you coming in one at a time.</p> <p>3. Make sure to bring the bank letter.</p> <p><b>To close the account at the end of the season</b>, please ensure you transfer any remaining funds to the association. Then the 2 co-signers can simply go to the bank teller at any branch with their bank cards and close out the account. The 2 co-signers usually have to be together to do this, but double check with your bank.</p>
<p>7. Create email address for team</p>	<p>In order to easily facilitate team emails and etransfers from parents, to tournament organizers etc it is recommended to create an email address for your team – for example,  <a href="mailto:hclU{division}{coachlastname}@gmail.com">hclU{division}{coachlastname}@gmail.com</a></p>	
<p>8. Have parents fill out health form for their athlete (ASAP)</p>	<p>It is very important that you have each family fill out the required health form for their athlete and return to the team manager or head coach as soon as possible. A paper or digital copy is fine, but you will need to print the digital copies.</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p>

	<p>Once you receive all health forms, you should place them in a folder/small binder (with protector sleeves, if possible, to prevent them from getting wet from rings) for the coach to have in their gear bag in case of any emergencies.</p>	
<p>9. Decision on tournament involvement</p>	<p>The coaching staff will decide which tournaments the team will be participating in and this decision will be made very early in the season so that this information can be incorporated into the team budget.</p> <p>Teams can only have max of 2 tournaments blocked off (via <i>Tournament Blocking form</i>- see below) but there is no maximum on the number of tournaments a team can participate in. It is mandatory for HCLRA teams to participate in the CoLT tournament in January since this is the association's main fundraiser.</p> <ul style="list-style-type: none"> <li>• The <i>Tournament Block Form</i> (see below) will need to be submitted to CRRL as soon as possible so that your team does not get scheduled for any games in the province on that weekend.</li> <li>• All teams traveling outside of the province of Nova Scotia to participate in either a tournament, jamboree, inter-provincial and exhibition play are required to submit the <i>Travel Sanction Form</i> (see link provided below) to RNS. Teams that do not submit a form will not be sanctioned or insured to play outside of the province.</li> </ul>	<p>Here is a list of possible tournaments for this season (please note that this may not be an exhaustive list):</p> <ul style="list-style-type: none"> <li>• Montague (PEI) Early Bird – Nov 17-19 (Registration now open!) <a href="#">Montague Ringette : Website by RAMP InterActive</a></li> <li>• Fredericton Early Bird – Nov 17-19 (Registration now open!) <a href="#">Fredericton Ringette Early Bird Tournament : Website by RAMP InterActive (frederictonearlybird.ca)</a></li> <li>• Gary Fields – Dec 1-3 (Registration now open!) <a href="#">2022 Gary Field Memorial Ringette Tournament   Facebook</a></li> <li>• Charlottetown – early January</li> <li>• CoLT (our own tournament) – registration is mandatory – Jan 19-21, 2024</li> <li>• Moncton-Dieppe – March 7-10, 2024</li> <li>• Provincials (NS) – Dates TBD</li> </ul>

	See more information below on these forms and requirements.	
10. Tournament Blocking Form (CRRL)	<p>For each tournament your team plans to attend, a <b>Tournament Blocking Form</b> needs to be submitted to your division's convener (see contacts on CRRL website) with the Central Region Ringette League <b>no later than October 31, 2023</b>.</p> <p>This form is a way of approving your attendance at the tournament and ensures that your team will not be scheduled for regular season games on that weekend.</p> <p>This blocking form does not need to be submitted for Gary Fields (Hfx Hurricanes tournament) and the CoLT (HCL tournament).</p>	<a href="http://centralringetteleaguens.ca">Central Region Ringette League NS : Website by RAMP InterActive (centralringetteleaguens.ca)</a>
11. Travel Sanction Form for out-of-province tournaments	<p>All teams traveling outside of the province of Nova Scotia to participate in either a tournament, jamboree, inter-provincial and exhibition play are required to submit the Travel Sanction Form (see link provided) to RNS. Teams that do not submit a form will not be sanctioned or insured to play outside of the province.</p> <p><b>Once this travel is confirmed by RNS, please send the form to the Director of Managers (Angela Gallant).</b></p>	<a href="#">Ringette Nova Scotia : Website by RAMP InterActive</a>

	<p><b>Teams planning to travel to large, inter-provincial tournaments which would involve airfare, please see section on inter-provincial tournaments.</b></p>	
12. Hotel blocks and out-of-province tournaments	<p>The association already has blocks of rooms set aside for the Moncton-Dieppe tournament in March 2023.</p> <p>The manager should call asap to confirm a block of hotel rooms for your team when your team has decided to attend an out-of-province tournament. Managers should ask to speak with the Team Sales Representative at the hotel. Once the block of rooms and rate has been confirmed, this should be communicated to your team families.</p>	<p>I will be in contact with managers with regard to the Moncton-Dieppe tournament re: blocks of rooms. Please do not book any rooms for this tournament until you have heard from me.</p>
13. Create team budget in consultation with team head coach	<p>A team budget is necessary before meeting with parents to explain expenses and revenue flow for the team this season.</p> <p>A decision on seed money (i.e. a set amount from each family) should be presented to the parents at this meeting. <b>Please keep this amount low and be flexible for payment arrangements and no player does not get to participate if they cannot afford the seed money.</b> There should be every attempt made to reimburse parents at the end of the season.</p> <p><b>**New**</b> All team budgets need to be reviewed by the HCL Treasurer and given approval early in the season. Please send your final draft budget to Nanci Deveaux at <a href="mailto:hclpayment@gmail.com">hclpayment@gmail.com</a></p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p> <p>See link at the bottom of the page for the Team Budget template, or feel free to use this as a guide to create your own.</p>

<p>14. Team fundraisers</p>	<p>Fundraisers need to be decided upon in the early days of the season in order to kick-off the season and generate some revenue for the team (and include estimated revenue amount in the team budget).</p> <p>I would strongly encourage you to involve your parents with fundraising and create a small fundraising committee withing the parent group – it is difficult for you, as manager, to look after everything!</p> <p>Some suggestions are (please note that this is not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• Cape Breton Fudge Company</li> <li>• Bottle Drive</li> <li>• Gift card basket/raffle – see link for lottery license</li> <li>• Epicure</li> <li>• Krispy Kreme Donuts</li> <li>• Purdy's Chocolates</li> <li>• VanHoutte coffee, tea, hot chocolate etc (reach out to Derrick Ellis on Board of Directors)</li> </ul> <p>...Plus many more ideas!</p> <p><b>The participation in association fundraisers is encouraged to the best of your ability.</b></p>	<p>Please ensure you are familiar with the HCLRA Fundraising Policy on the HCLRA website:</p> <p><a href="#">Fundraising Policy .pdf (rampinteractive.com)</a></p> <ul style="list-style-type: none"> <li>• <a href="#">FUNDRAISING – Cape Breton Fudge Co.</a></li> <li>• <a href="#">Bottle Drives - Canadian Recycling Depot - Halifax &amp; Dartmouth (canadianrecyclingltd.com)</a></li> <li>• <a href="#">Fundraisers Brochure May2020 EN.pdf (kc-usercontent.com)</a></li> <li>• <a href="#">Fundraising - Krispy Kreme</a></li> <li>• <a href="#">Chocolate Fundraising   Purdys Chocolate Fundraiser</a></li> <li>• </li> </ul>
<p>15. Meeting with parents</p>	<p>The meeting with the parents should be held very early in the season. Your team budget should be ready and a copy should be given out to each family.</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p>

	<p>The team meeting is also an opportunity for the head coach to describe their coaching philosophy and for the team manager to highly encourage parent involvement / volunteers.</p> <p>It is a good idea to encourage parents to obtain their Criminal Record Checks (CRC) and Child Abuse Registry Checks (CARC) for parents to ask any questions.</p>	
16. Plan an off-ice team building session in early season	<p>A team building activity is an important event in the early season. A decision on what type of activity can be made with coaching staff. Sometimes a casual gathering in someone's backyard with some games and snacks is all the team needs to become familiar with each other.</p>	<ul style="list-style-type: none"> <li>• Plan an off-ice team building session in early season</li> <li>• Sometimes this can be combined with the parents' meeting but it all depends on logistics since the coaching staff like to speak with and spend time with the players.</li> <li>• Ideas for rental spaces available in the community: <ul style="list-style-type: none"> <li>○ Cole Harbour Place</li> <li>○ St. Vincent de Paul church</li> <li>○ North Woodside Community Centre (location has a gym)</li> <li>○ Saint John XXIII church</li> </ul> </li> </ul>
17. Team Jerseys	<p>Derrick Ellis is HCL's Director of Equipment and will organize a pick up of all team jerseys. The jerseys (2 sets for each team – white &amp; dark) will most likely be picked up by the head coach.</p>	<p>If you have any issues with jerseys, please contact Derrick directly. His email can be found at the beginning of this document.</p>

A **jersey fee of \$100** is required from each team at the beginning of the season. Please ensure this deposit is paid to the association by the first of November.

Last year, HCL fundraised a **substantial** amount of money and purchased brand new jerseys for all teams (white & dark). It is VERY important that we protect our investment and keep the new jerseys in very good condition.

**Policy for Jerseys:**



- ***Please note that jerseys are to be collected after each game this season.***
- Please assign one family to look after the dark jerseys and one family to look after the white jerseys (or perhaps two families who alternate?).
- Please ask each family to air out the jersey bag after games as jerseys become quite sweaty.
- Jerseys should be frequently laundered (wash on warm and dry in dryer for about 25 mins or hang dry if possible). Wash half of the set at a time.
- When sets of jerseys are brought home, please do not leave them in the car in the jersey bag!
- **Face paint** – if players are using face paint, PLEASE use actual face paint and not acrylic paint on their faces as this will not come out of the jerseys when washed! (Note: face paint from *Party City* or



	<p>party stores like this comes out of the jerseys the easiest when washed)</p> <p><b>**Do not throw jerseys in the gear bags at any time! They can be cut by skate blades and be damaged.</b></p> <p>If jerseys are requested for school jersey days or for bagging groceries as part of a team fundraiser, this is great marketing! The player will need to plan ahead to take their jerseys home from the game in order to be ready for these events or contact the family who has the jerseys to arrange pick up.</p>	
<p>18. Team Jerseys - name bars, sponsor bars and captain/assistant (C/A) letters</p>	<p>Some players already have (last) name bars from previous seasons. If they do, it is important to collect these from your players and have them sewn on their jerseys (*please* see note on team jerseys below).</p> <p>Each season, players have the option of seeking a sponsor for their seed money amount. <b>Sponsorship letters</b> will be available to provide proper documentation (for tax purposes) to a business should they wish to sponsor one of your team's players. <b>Cheques can be made payable to your specific team name</b> (ex. HCL U12 Purdy) to be deposited in your bank account; these sponsorships should also be tracked by your treasurer/manager.</p> <p>This year, HCLRA also had a special sponsorship video created to help bring in more sponsorships to the association as a whole. I will circulate this video to all</p>	<p>Name bars can be ordered at any of the Cleve's locations (Burnside &amp; Cole Harbour locations for sure). They cost around \$7 each. The team may choose to include this cost in the team budget or have the athlete's family pay for the cost of the name bar.</p> <p>I will provide a copy of the sponsor letters at the beginning of the season.</p> <p>Please do not hesitate to contact me if you have any questions about the name bars, sponsor bars or C / A letters. 😊</p>

	<p>managers if parents wish to use this with the letter to seek out a business sponsor for their child.</p> <p>If a player is sponsored, the manager should be informed and have a sponsor bar created with the company's name to be placed on the bottom of the player's jersey (see note about team jerseys and name/sponsor bars). Sponsor bars can also be ordered at Cleve's.</p> <p>It is a good idea to ask the parents very early in the season about name/sponsor bars as this will give you an idea of how many are needed and to submit your order to Cleve's as soon as possible. They become quite busy with orders as all winter sports (with jerseys) begin around the same time.</p> <p>Captains and Assistant Captains are decided by the coach(es). The coach(es) will look after this process however, the manager will need to pick up the C or A letters and provide them to the appropriate players. Cleve's and Sportwheels (Sackville) also sells these letters.</p>	
<p>19. Installation of name bars, sponsor bars and C / A letters</p>	<p>Last name bars, sponsor bars and captain/assistant captain (C/A) letters will need to be sewed on each jersey at the beginning of the season. These items are only to be sewn on preferably by ONE person who is experienced with sewing. Most times teams have had</p>	<p>Please do not hesitate to contact me if you have any questions about the installation of name bars, sponsor bars or C / A letters. 😊</p>

	<p>a relative of a player who is a seamstress and can look after this task.</p> <p>Many times the C/A letters can be hand-sewn on the jerseys without too much trouble. However, the name bars and sponsor bars should <u>not</u> be hand-sewn on (should be done using a sewing machine).</p> <p>The bars/letters should also be removed with great care by only ONE person as to not tear the material.</p> <p>Absolutely NO iron on glue backing name bars, sponsor bars or letters. The glue will not come off the jerseys and it will ruin them. If this happens, the family will be responsible for replacing the jersey at the current cost from our supplier.</p> <p>Absolutely no permanent altering of any jerseys, for example, cutting the material off in any way.</p>	
<p>20. City of Lakes Tournament (CoLT)</p>	<p>The CoLT is HCL's main fundraiser tournament during the season and it includes an "all hands on deck" approach when it comes to our parents and families in volunteer roles since we welcome 60+ teams here to Dartmouth for this awesome tournament!</p> <p>PLEASE advise your parents ahead of time that 2-4 hours will be required of each parent to help the tournament run smoothly! A schedule will be developed as we get closer to the event in January, along with more communication about the event.</p>	<p><a href="http://harbourcitylakersringette.com">Harbour City Laker City of Lakes Tournament : Website by RAMP InterActive (harbourcitylakersringette.com)</a></p>

<p>21. CoLT Budget Allocation</p>	<p>In order to hold a successful tournament, the HCL association requires each team to provide items and supplies for the tournament's bake sale and hospitality room(s) – this amounts to approximately \$200 that should be allocated in the team budget.</p> <p>Each team can either provide these items (i.e. bake sale items and hospitality room donations) or include this amount in their budget at the beginning of the year and send the \$200 to <a href="mailto:cityoflakestournament@gmail.com">cityoflakestournament@gmail.com</a></p>	
<p>22. Minor officials - information and training</p>	<p>Minor officials are a very important part of our association.</p> <p>Minor officials are the following:</p> <ul style="list-style-type: none"> <li>• Score keeping</li> <li>• Time clock</li> <li>• Shot clock operators (U12 and above)*</li> </ul> <p><b>Minor officials are supplied by the HOME team.</b></p> <ul style="list-style-type: none"> <li>• Electronic score keeping via RAMP Game Sheet App (available on Apple App store or Google Play) will be available later in the season (through RAMP), but we will be using paper game sheets as a redundancy for the first bit. See link for copies of the game sheets.</li> <li>• <b>Managers of the HOME team</b> are responsible for having a game sheet ready for the game. When you arrive at the game at the time specified by</li> </ul>	<p>Off-Ice Official Training:</p> <p> Off-Ice Official Training 2021.pdf</p> <p>Shot Clock Responsibilities (excerpt from PDF above):</p> <p> ShotClock Responsibilities.pdf</p> <p>Game sheets can be used for all Ringette NS sanctioned games:</p> <p><a href="http://crra.goalline.ca/news_images/org_830/files/Game%20sheet%20template.xlsx">http://crra.goalline.ca/news_images/org_830/files/Game%20sheet%20template.xlsx</a></p>

the coach, you will confirm your team's line up with your coach and make sure filled out properly on the game sheet, then you can take the sheet to the opposing team's dressing room for their manager to fill out. Sometimes managers have already-prepared labels with their player's names listed that they can stick on the sheet (saves writing), but the spacing has to be correctly aligned if you wish to create this for your team.

- Once the sheet is ready, it should be given to the designated game sheet person/score keeper for that game – again, the HOME team provides the minor officials.
- **After the game**, the game sheet has to be signed by the referees and the winning team has to report the score to their divisional convener at CRRL (see contacts on the side).

**\*\*\*Minor official training sessions will be planned for any interested volunteers at the beginning of the season – please watch your email for notification and please share with your parents once announced.\*\*\***

\*Please note that the shot clock remotes for CHP are now kept at the Control Desk by the pool entrance. Shot clock operators will need to leave a set of car keys in order to sign them out.

**NOTE for managers:** There is a zero-tolerance policy of abuse by spectators in the stands towards our referees. Sanctions will be imposed if this behaviour is

Divisional conveners at CRRL:

- U10: Sherilyn Kinsman  
[crrlu10convener@gmail.com](mailto:crrlu10convener@gmail.com)
- U12: David Jones  
[crrlu12convener@gmail.com](mailto:crrlu12convener@gmail.com)
- U14: Katie Murphy  
[crrlu14convener@gmail.com](mailto:crrlu14convener@gmail.com)
- U16: Jocelyn Edmunds  
[crrlu16convener@gmail.com](mailto:crrlu16convener@gmail.com)
- U19: Holly Glass  
[crrlu19convener@gmail.com](mailto:crrlu19convener@gmail.com)

	<p>identified. Please discuss this with your team parents at your team meeting.</p>	
<p>23. Scheduling -- Minor Official Roles and Dressing Room Monitors</p>	<p>At the beginning of the season, we found it <u>very</u> useful to automatically assign families to the minor official roles once all checks and training had been completed and provide any mentoring/training through other experienced parents to create new volunteers within our association.</p> <p>It is important to build these volunteer skillsets as the athlete moves through the different levels of the association so that it is not just a few parents who are always having to volunteer. Many hands make light work!</p> <p><b>Note:</b> Dressing room monitor = an 18+ female with CRC, CAR and eModule training (SafeSport and Rule of Two) completed, RAMP profile updated with this information and NCCP number entered in RAMP profile.</p> <p><b>Dressing Rooms</b></p> <ul style="list-style-type: none"> <li>• The dressing room is a great place for building team spirit and camaraderie.</li> <li>• Dressing rooms are a restricted area for exclusive use of players to change into their equipment and uniforms and share the team experience within a safe and private environment.</li> <li>• The dressing room is also an area for the players to physically and mentally prepare for a game or practice, and to receive instructions and direction from the team staff. Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of players as they dress and prepare for a game or after a game.</li> </ul> <p><b>Restrictions on Access</b></p> <ul style="list-style-type: none"> <li>• In general, access to the dressing rooms should be restricted to players and coaching staff.</li> <li>• For our FUN1 and FUN2 teams, dressing room access is more fluid since this age group tends to need more help from parents/guardians so full access is given to parents at this age group.</li> </ul>	

- For our U10 teams, dressing room access should begin to have only coaching staff in the dressing room. If parents are needed for tying skates, once the skates are tied, the parents should exit the dressing room. That being said, many players can also have their skates tied by on-ice helpers. It is important for the players to become more independent at this age and learn how dress and undress themselves with their ringette gear.
    - It is not a policy to have 2 x 18+ females with checks in the dressing room at U10, however, it is recommended in order to prepare this age group for the next division where it is mandatory.
  - At U12 division and above, parents/guardians are NOT PERMITTED in the dressing room. It is very important that this rule be enforced. At this age group, coaches will encourage players to tie their skates on their own, or at least only need them to be tightened by a dressing room monitor.
  - At U12 division and above, it is also MANDATORY that teams have 2 x 18+ female dressing room monitors (see definition above) in the dressing room with the team. If only one 18+ female is present, the team can enter the dressing room, but the dressing room monitor must stand by the open door until the second monitor arrives. It is very important that this rule be enforced. \*LeBrun is the only arena that does not have a privacy wall by the wall, so for this dressing room, it is acceptable for one monitor to be in the room once multiple players arrive. Having many 18+ females with checks, etc in the parent/guardian group will help this situation... if someone is running behind, ask another female to take their place in the dressing room.
  - At U12 division and above, male coaches or managers are NOT PERMITTED in female dressing rooms while players are dressing or undressing. Male coaches may enter the dressing room for pre-game or post-game routines after being given the all-clear by the dressing room monitors.
- \*For the U12 division and above, it will be important for the teams to have a healthy supply of 18+ female dressing room monitors (with checks and training completed, and RAMP profile updated). Please strongly encourage this at your parent or at the beginning of the year so that you have many volunteers to help out!**

<p>24. Social/Holiday Event</p>	<p>It is very common for the manager and coaching staff to decide on a venue and activity for a team event. It is a wonderful idea, and we would encourage the idea be related to giving back to the community, i.e. HCL Gives Back.</p> <p>HCL strongly encourages each team to do at least one community-based fundraising or community service, or one large food bank drive during the association wreath pick up (December). Managers are encouraged to take photos during these events and post them on the Harbour City Lakers Ringette social media page. Advertising on social media groups for communities can also be used to let the communities know ahead of time.</p> <p><b>Please ensure the fundraising policy is read and understood (see link below).</b></p>	
<p><b>Policies and Information</b></p>		
<p>25. Review policies on HCLRA website</p>	<p>It is important for the team managers to review and become familiar with the policies and procedures on the HCLRA website, especially the Social Media and Fundraising policies (newer).</p> <p>The policies are not lengthy; please take the time to read them.</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p>
<p>26. Take note of "Managers" page on HCLRA website</p>	<p>The managers page on the HCLRA website provides a little bit of information on the role of managers, including a team budget template, Health form and Sport Injury Report form.</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p>
<p>27. Ringette Nova Scotia (RNS) website</p>	<p>Ringette Nova Scotia is responsible for developing the sport of ringette in the province of NS.</p>	<p><a href="#">Ringette Nova Scotia : Website by RAMP InterActive</a></p>



<p>28. Central Region Ringette League</p>	<p>Central Region Ringette League is a volunteer organization that helps to coordinate and monitor regular season league play for the 4 current ringette associations in Nova Scotia.</p> <p>The 4 associations are:</p> <ul style="list-style-type: none"> <li>• Harbour City Lakers</li> <li>• Nova Central</li> <li>• Halifax</li> <li>• Berwick</li> </ul> <p>Each team manager will be in regular contact with your CRRL league convener throughout regular season league play in order to submit scores etc.</p>	<p><a href="#">Central Region Ringette League NS : Website by RAMP InterActive (centralringetteleaguens.ca)</a></p>
<p>29. Ringette Canada</p>	<p>Visit the Ringette Canada website to read information on the sport in general, National Ringette League or information on various policies.</p>	<p><a href="#">Ringette Canada - This Ice Is Yours</a></p>
<p>30. Link to Sport Injury Report Form</p>	<p>If an injury occurs at a game, practice or any HCLRA sanctioned event, a sport injury form has to be completed and submitted to Ringette Nova Scotia within 2 days of the injury occurring. See details on the form in the link provided.</p>	<p><a href="#">Harbour City Lakers Ringette Association : Website by RAMP InterActive</a></p>
<p>31. Complaint about coach or manager</p>	<p>Please see Discipline and Complaints Policy (link provided). You must wait 24 hours in order to submit a complaint.</p>	<p><a href="#">Discipline and Complaints Policy (rampinteractive.com)</a></p>

32. Link to NS lottery license	Your team may decide to sell tickets for something for a fundraiser idea. A NS lottery license is required for any kind of fundraising event with the selling of tickets. Please see the link for the application link and information.	<a href="#">Ticket Lottery Permit: single draw ticket raffle with prizes \$4,000 and under - Government of Nova Scotia</a>
<b>Additional Information</b>		
33. Team clothing	<p>Team clothing orders with HCL logos can be made with PMG SpiritWear. The Harbour City Lakers online site for merchandise is provided in the link.</p> <p><i>New this year! Harbour City Lakers 10<sup>th</sup> Anniversary Swag! Puffer jackets and vests!</i></p> <p><b>***From October 9<sup>th</sup> to November 5<sup>th</sup> please use coupon code HCL2023 at checkout (“promo code”) to enjoy 15% off ALL HCL merchandise!***</b></p> <p><b>Team/Group order deadline is November 5<sup>th</sup>, 2023*</b>  <i>*No exceptions. Late orders will not be ready in time for the holidays.</i></p> <p>Visit the store at <a href="http://www.pmgsw.com">www.pmgsw.com</a> under HCL's E-Commerce Store.</p>	<p>PMG SpiritWear contact:</p> <p><a href="http://Harbour City Lakers Ringette (pmgsw.com)">Harbour City Lakers Ringette (pmgsw.com)</a></p> <p>Chandra Leslie  <a href="mailto:pmgspiritwear@gmail.com">pmgspiritwear@gmail.com</a>  35 Kensington Court  Lawrencetown, NS</p>
34. CoLT Swag	<p>PMG will be doing pre-orders for <b>tournament swag and apparel</b> early December! Get your tourney gear before it starts!</p> <p><b>New this year</b> are add-ons: new 10<sup>th</sup> Anniversary HCL and 50<sup>th</sup> Anniversary RNS graphics.</p>	<p>PMG SpiritWear contact:</p> <p><a href="http://Harbour City Lakers Ringette (pmgsw.com)">Harbour City Lakers Ringette (pmgsw.com)</a></p> <p>Chandra Leslie  <a href="mailto:pmgspiritwear@gmail.com">pmgspiritwear@gmail.com</a></p>

	All tournament swag will be sold onsite at RBC Centre during the event Jan 19-21, 2024 on a first come, first serve basis.	35 Kensington Court Lawrencetown, NS
35. Association Fundraiser – Christmas Wreaths	<p>Fresh Balsam Fir Christmas Wreaths from Guysborough County (*now bows included), \$25 per wreath</p> <p>FUN1 and FUN2 will be required to sell 3 wreaths per athlete</p> <p>U10-U19 will be required to sell 2-3 wreaths per athlete</p> <p><b>Team managers (only)</b> are to pick up team allotment of wreaths on <b>Monday, November 20<sup>th</sup>, location TBD</b> (stay tuned to emails)</p> <p><b>**Managers are to arrange separate distribution location with their teams**</b></p>	<p>Allison Stewart, Director of Fundraising, is the main contact for the wreaths fundraiser.</p> <p>Each team manager will be notified with their total number of wreaths to sell prior to the start of the sale; any athlete needing additional wreaths can trade between each other on an individual per team basis.</p> <p>A graphic will be sent out to team managers with more information.</p>
36. Sportwheels Sports Excellence discount for HCLRA families	<p>Please promote and encourage families to take part in Sportwheels' special discount for HCL families.</p> <p>Sportwheels is a sports store in Lower Sackville and carries a large variety of ringette equipment.</p> <p>Address: 209 Sackville Drive Lower Sackville, NS</p>	<p>An email was sent to HCL families last year to confirm their participation in this special discount. If you have families that are new to the Association this year and wish to take part, please ask them to email Kevin directly at <a href="mailto:kevin@sportwheels.ca">kevin@sportwheels.ca</a> and ask that their phone number be added to the store's HCL families list for the discount.</p> <p>If any issues occur with receiving the discount, we have been instructed to</p>

		email Kevin directly and he will look into the matter: kevin@sportwheels.ca
37. Inter-provincial tournaments	Some of our teams may decide to participate in inter-provincial play (i.e. Montreal). This participation and travel are subject to board approval, vote by the parents, a separate budget subject to board approval, a separate acquisition card from the association, etc. No airline tickets are to be bought on personal credit cards.	Contact Karen Hicks, President HCLRA