

Harbour City Lakers Ringette Association

2024-2025 Manager's Handbook



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2024-2025 Teams

| Division | Head Coach(es) | Manager(s) |
|---------------------|----------------------------------|---|
| Active Start | Grace Miller & Lydia Doyle | |
| FUN1 | Lauren O'Neill | Kylie Patrick |
| FUN2 | Jonathan Lindal | Kylie Patrick |
| U10 | Meghan Robertson Sarah Colgan | Amanda Muratovic |
| U10 | Laura Hamilton | Tania Wong Colleen White |
| U10 | Miranda Annessy | Christine MacNeil |
| U12 | Colin Miller | Kate Jessome |
| U12 | Jamie Spicer | Krista McAllister |
| U12 | Vicky Miller | Angela & Christian Gallant Jaime Gallivan (Treasurer) |
| U14T1 | Lindsay Bennett | Alicia Randall Leigh-Ann MacFarlane |
| U14T2 | Jessica Ring | Andrew Bowie |
| U14T2 | Kirsti Mason | Dana Mason |
| U16T1 | Angela Rutledge | Mandy Blanchard Nanci Deveaux (Treasurer) |
| U16T2 | Kirsti Mason | Allison Stewart Jennifer MacPhee |
| U16T2 | Cory Sears Nick Smith | Angela & Christian Gallant Krista McCutcheon (Treasurer) |
| U19 | Mikayla Aucoin | TBD |

2023-2024 HCLRA Board of Directors

| Position | Name | Contact email |
|--|------------------|--|
| President | Karen Hicks | hclrapresident@gmail.com |
| Vice President | Dorothy Hart | dorothyhart77@hotmail.com |
| Treasurer | Nanci Deveaux | hclpayment@gmail.com |
| Secretary | Ian Stewart | istewart@hrce.ca |
| Director of Coaching | Kirsti Mason | coachinghcl@gmail.com |
| Director of Managers | Angela Gallant | hcldirectormanagers@gmail.com |
| Director of Athlete Development | Mikayla Aucoin | hclathletedevelopment@gmail.com |
| Director of Fundraising | Allison Stewart | allison_directorhclringette@outlook.com |
| Director of Scheduling | Colin Miller | |
| Director of Equipment | Derrick Ellis | ellisd@eastlink.ca |
| Registrar | Vicky Miller | hclregistrar@gmail.com |
| Director of Recruitment & Publicity | Matt Keenan | keenan.matty@gmail.com |
| Director of Communications | Kyla MacDonald | shimmerky@hotmail.com |
| Director at Large | Emile Aucoin | emilaucoin@gmail.com |
| Director of Children's Ringette | Meghan Robertson | hclchildrensringette@gmail.com |
| Athlete Representative | 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) |
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| 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"> 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. <p>Side note: 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> | |
| 2. Safe Sport eModule Training | <p>HCLRA requires ALL PARENTS / GUARDIANS to take the free, online Safe Sport 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>Safesport (coach.ca)</p> |

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| <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 Rule of Two eModule 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>Rule of Two Coach</p> <p><u>How the Rule of Two Works</u></p> <ul style="list-style-type: none"> • Work as a team A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants. • Remain open to the public Have a training environment that ensures all situations are open, observable and justifiable. • Plan transportation Have at least two adults present when traveling with a participant(s), and refer to your club travel policy. • Be sensible Be considerate of the gender of the participant(s) when selecting coaches or volunteers. • Transparent communication Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging. <p> cac-rcm-rule-of-two-infographic-en.pdf</p> |
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| <p>4. Criminal Record Check (CRC) and Child Abuse Registry Check (CARC)</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"> The Child Abuse Registry Check (CARC) check is free and obtained by following the process attached: https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html The Criminal Record Check (CRC) can be obtained at a discount on RAMP and are usually returned within 24 hours. www.MyBackCheck.com also offers Criminal Record Checks (Police Record Checks) and are also quick turnaround. CRCs through MyBackCheck cost \$50. 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. <p>Both checks are valid for 3 years.</p> <p>Once you (as a manager) obtain both, it is mandatory 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 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>ALL volunteers (parents, guardians) are required to have their CRC and CARC 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 31st</u>.</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> | <p>Harbour City Lakers Ringette Association : Website by RAMP InterActive</p> <p>RAMP Registration page: https://www.rampregistrations.com/login?v3=67ed49c96a</p> <ul style="list-style-type: none"> If you are a <u>team manager</u>, you can follow these steps: <ul style="list-style-type: none"> In order to request this through RAMP, log in on the RAMP web browser link given above using your family log in, from Dashboard, select "Coach/Staff Registration". Choose the family member or add yourself if you are not in the list. Once you select your name from family members, more fields will open and you will notice a box that you can select for "I would like to complete an Enhanced Online Police Information Check (i.e. Criminal Record Check)". Select this box and fill out the rest of the fields. A separate email will also be sent to you to answer more questions and complete the criminal record check (very efficient way of obtaining your CRC!). |
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| | | <ul style="list-style-type: none"> ○ Choose your division/group for which you are managing, click “Manager” for position. ○ From the dropdown menu for “Position”, if specific position not listed, please select “Volunteer”. ● If you have <u>parent/guardian volunteers</u> offering to help out and have their checks and courses, they can use the “Executive/Volunteer Registration” 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. |
| 5. Meet with head coach and assistant coaches | 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. | N/A |
| 6. Open a bank account for the team | <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-signors should be the team manager and treasurer. Both co-signors 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>Steps to follow:</p> <ol style="list-style-type: none"> 1. Please send an email to Angela Gallant, Director of Managers, with names of 2 co-signors to obtain a signed letter to take to any bank of your choice. 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-signors need to be |

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| | <p>For sponsorship cheques, please ensure the naming convention is the <i>same as the bank account</i>. 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.</p> | <p>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>To close the account at the end of the season, 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> |
| 7. Create email address for team | <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, hclU{division}{coachlastname}@gmail.com</p> | |
| 8. Have parents fill out health form for their athlete (ASAP) | <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 as long as coaches have access to the information at all times while they are on the ice with the athletes. Unfortunately, Google forms are not permitted due to the sharing of personal information on the Google platform (outside of Canada).</p> <p>If you have paper 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>Harbour City Lakers Ringette Association : Website by RAMP InterActive</p> |
| 9. Cell phone policy | <p>There are NO cell phones allowed in the dressing rooms. If a cell phone is needed to be connected to a music speaker, that is the only function of that particular cell phone.</p> | |

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| | <p>Team managers are responsible for either collecting the cell phones at the beginning of every practice / game or simply advising the players to leave their cell phones at home or with their parents.</p> | |
| <p>10. 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) and a <u>maximum of 4 tournaments</u> in a season. 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"> • 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. • 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 and the accompanying fee (see info below). Teams that do not submit a form will not be sanctioned or insured to play outside of the province. <p>See more information below on these forms and requirements.</p> | <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"> • Montague (PEI) Ringette Early Bird – Nov 14-17 (Registration now open!) Montague Ringette : Website by RAMP InterActive • Fredericton Early Bird – Nov 15-17 Fredericton Ringette Early Bird Tournament : Website by RAMP InterActive (frederictonearlybird.ca) • Gary Fields – Nov 29-Dec 1 (Registration now open!) 2024 Gary Field Memorial Ringette Tournament Facebook • Charlottetown Ringette Tourney – January 10-12 • CoLT (our own tournament) – registration is mandatory for all HCL teams – Jan 17-19 • Moncton-Dieppe – March 7-9 • Provincials (NS) – Dates TBD (usually end of March) |

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| <p>11. Tournament Blocking Form (CRRL)</p> | <p>For each tournament your team plans to attend, a Tournament Blocking Form needs to be submitted to your division's convener (see contacts on CRRL website) with the Central Region Ringette League no later than October 31st.</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> | <p>Central Region Ringette League NS : Website by RAMP InterActive (centralringetteleaguens.ca)</p> |
| <p>12. Travel Sanction Form for out-of-province tournaments</p> | <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 seek approval from HCL President, Karen Hicks, and then 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>There is a fee that must be paid to RNS to assist with the processing of Travel Sanction Forms. Please send the fee at the same time as when you fill out each Travel Sanction Form (for each tournament). Please mark this task as a priority to avoid large fees for your team!</p> <p>Fees:</p> <p>30+ days notice to Ringette NS = \$10/team per form 8-29 days notice to Ringette NS = \$50 additional flat fee per form 7 or fewer days notice to Ringette NS = \$100 additional flat fee per form</p> <p>The fee can be paid to execdirector@ringette.ns.ca via etransfer. In the comment section, please note your team name and brief tournament details, i.e. HCL U12 Doe – Fredericton tournament Nov 15-17.</p> | <p>Ringette Nova Scotia : Website by RAMP InterActive</p> <p>Karen's email: hclrapresident@gmail.com Please cc: Angela Gallant – hcldirectormanagers@gmail.com</p> |

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| | Teams planning to travel to large, inter-provincial tournaments which would involve airfare, please see section on inter-provincial tournaments. | |
| 13. Hotel blocks and out-of-province tournaments | <p>Please note! <i>The association already has blocks of rooms set aside for the Dieppe/Riverview tournament in <u>March 2025</u>.</i></p> <p>For other tournaments, please note that 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> | I will be in contact with managers with regard to the Dieppe/Riverview tournament re: blocks of rooms. Please do not book any rooms for the Dieppe/Riverview tournament until you have heard from me. |
| 14. Non-parent coaches and non-sibling Junior Coaches | <p>Some teams have <i>non-parent coaches and non-sibling junior coaches</i>. For away tournaments, the team covers the cost of the non-parent coach's hotel room, meals and travel costs. Non-parent coach should submit receipts after the tournament and be provided reimbursement from the team.</p> <p>For non-sibling junior coaches, the Rule of Two must be enforced, i.e. their parent must travel to the away tournament with them. In the case that the junior coach does not have siblings and their team is not playing in the away tournament but they come to the tournament to help, their hotel and meals are covered (submit receipts etc).</p> | |
| 15. 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. 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. There should be every attempt made to reimburse parents at the end of the season.</p> | <p>Harbour City Lakers Ringette Association : Website by RAMP InterActive</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> |

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| | <p>NOTE: 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 hclpayment@gmail.com</p> | |
| 16. Team fundraisers | <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"> • Cape Breton Fudge Company • Bottle Drive • Gift card basket/raffle – see link for lottery license • Epicure • Krispy Kreme Donuts • Purdy's Chocolates • VanHoutte coffee, tea, hot chocolate etc (reach out to Derrick Ellis on Board of Directors) <p>...Plus many more ideas!</p> <p>Your participation in association fundraisers is encouraged to the best of your ability.</p> | <p>Please ensure you are familiar with the HCLRA Fundraising Policy on the HCLRA website:</p> <p>Fundraising Policy .pdf (rampinteractive.com)</p> <ul style="list-style-type: none"> • FUNDRAISING – Cape Breton Fudge Co. • Bottle Drives - Canadian Recycling Depot - Halifax & Dartmouth (canadianrecyclingltd.com) • Fundraisers Brochure May2020 EN.pdf (kc-usercontent.com) • Fundraising - Krispy Kreme • Chocolate Fundraising Purdys Chocolate Fundraiser |
| 17. Meeting with parents | <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>Harbour City Lakers Ringette Association : Website by RAMP InterActive</p> |

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| | <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> | |
| 18. 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"> • Plan an off-ice team building session in early season • 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. • Ideas for rental spaces available in the community: <ul style="list-style-type: none"> ○ Cole Harbour Place ○ St. Vincent de Paul church ○ North Woodside Community Centre (location has a gym) ○ Saint John XXIII church |
| 19. 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 & dark) will most likely be picked up by the head coach.</p> <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 October 31st.</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> |

Two years ago, 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.
- WASHING - 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 party stores like this comes out of the jerseys the easiest when washed)

****Do not throw jerseys in the gear bags at any time! They can be cut by skate blades and be damaged.**

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.

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| <p>20. 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. Sponsorship letters will be available to provide proper documentation (for tax purposes) to a business should they wish to sponsor one of your team's players. Cheques can be made payable to your specific team name (ex. HCL U12 Purdy) to be deposited in your bank account; these sponsorships should also be tracked by your treasurer/manager.</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 or Sportwheels.</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/Sportwheels 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>Name bars can be ordered at any of the Cleve's locations (Burnside & Cole Harbour locations for sure) or Sportwheels. 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>21. 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 a relative of a player who is a seamstress and can look after this task.</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> |

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| | <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, not a tight stitch!).</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>22. 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 are expecting to have 90 teams at this year's 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>Harbour City Laker City of Lakes Tournament : Website by RAMP InterActive (harbourcitylakersringette.com)</p> |
| <p>23. CoLT Budget Allocation</p> | <p>In order to supply bake sale and hospitality items, the HCL association requires each team to provide \$250 (for hospitality items) + 6 dozen baked goods for bake sale (per team). Teams are to allocate \$250 in their team budget for COLT hospitality. Your team can forward this \$250 amount to the CoLT organizing committee at cityoflakestournament@gmail.com and the committee will buy in bulk for the tournament.</p> <p>More information to come on the bake sale items re: drop off date, time, location etc.</p> | |

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| <p>24. Emergency Action Plan</p> | <p>In case of an emergency, it is recommended that you, together with your head and assistant coaches, have an emergency action plan established for your team.</p> | <p>Please discuss with the coaching staff and document in your team files (easily accessible).</p> |
| <p>25. Off-Ice Officials - Information and Training</p> | <p>Off-Ice Officials (formerly known as Minor Officials) are a very important part of our association.</p> <p>Off-Ice Officials are the following:</p> <ul style="list-style-type: none"> • Score keeping (game sheets) • Time clock • Shot clock operators (U12 and above)* <p>Off-Ice Officials are supplied by the HOME team.</p> <ul style="list-style-type: none"> • Electronic score keeping via RAMP Game Sheet App (available on Apple App store or Google Play) AND paper copies of game sheets. See link for copies of the game sheets. • Managers of the HOME team are responsible for having a game sheet ready for the game (paper and electronic). Please note that electronic game sheets are NOT needed for U10 and below; only U12 and above). • Managers of HOME team – when you arrive at the game at the time specified by the coach, you will confirm your team's line up with your coach and make sure it is 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 <u>correctly aligned</u> if you wish to create this for your team. • For electronic game sheets on the RAMP app, it is necessary to confirm your team's line up on the app and confirm/sign. | <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 have been distributed to all teams for the season. If you need more, please let me know or they can be found here:</p> <p>http://crra.goalline.ca/news_images/org_830/files/Game%20sheet%20template.xlsx</p> <p>Divisional conveners at CRRL:</p> <ul style="list-style-type: none"> • U10: Sherilyn Kinsman crrlu10convener@gmail.com • U12: Jackie Spiers crrlu12convener@gmail.com • U14: Chris Smith |

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| <ul style="list-style-type: none"> • Once the paper sheet is ready, it should be given to the designated game sheet person/score keeper for that game – again, the HOME team provides the off-ice / minor officials. • After the game, the game sheet has to be signed by the referees and the HOME team <u>must</u> report a photo of the game sheet to their Divisional Convener at CRRL (see contacts on the side) or upload the game sheet to the corresponding game on RAMP <u>within 24 hours of the game being completed</u>. Failure to do so will result in the Home team being penalized 1 point from their overall point standings. In the case of U10, only the paper game sheet (no electronic RAMP game report) is required to be submitted to the Divisional Convener within 24 hours. • The reporting team must ensure the following information is entered and confirmed in RAMP Game Sheet app no later than 15 minutes prior to the start of the game and is clearly shown on the game sheet at the end of the game. Failure to do so may result in the loss of the points in the event of a win, or the loss of the single point in the event of a tie. <ul style="list-style-type: none"> ○ Type of game (i.e. league, exhibition) ○ Game number (for league games) ○ Age category (U10, U12, U14 etc) ○ Level (i.e. Tier 1, Tier 2) ○ Date and game start time ○ Location of game ○ Confirmation of roster including any APs ○ Confirmation of bench staff present <p>***Off-Ice Official training sessions will be planned for all interested volunteers at the beginning of the season – please watch your email for notification and please share with your parents once announced.***</p> | <p>crrlu14convener@gmail.com</p> <ul style="list-style-type: none"> • U16: Jocelyn Edmunds crrlu16convener@gmail.com • U19: Matthew Edmunds crrlu19convener@gmail.com |
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| | <p>*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.</p> <p>NOTE for managers: There is a <u>zero</u>-tolerance policy of abuse by spectators in the stands towards our referees, coaches, players, anyone. Sanctions will be imposed on all of the parents if this behaviour is identified. Please discuss this with your team parents at your team meeting.</p> | |
| <p>26. Scheduling – Off-Ice 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 Off-Ice Official roles and provide any mentoring/training through other experienced parents or through the training offered by the association 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>***Note: 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>Dressing Rooms</p> <ul style="list-style-type: none"> • The dressing room is a great place for building team spirit and camaraderie. • 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. • 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. <p>Restrictions on Access</p> <ul style="list-style-type: none"> • In general, access to the dressing rooms should be restricted to players and coaching staff. | |

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| | <ul style="list-style-type: none"> • 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. • 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. <ul style="list-style-type: none"> ○ 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 <u>NOT PERMITTED</u> 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 <u>MANDATORY</u> 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 <u>NOT PERMITTED</u> 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. <p>*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 <u>strongly encourage</u> this at your parent meeting or at the beginning of the year so that you have many volunteers to help out!</p> |
| 27. Social/Holiday Event | <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</p> |

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| | <p>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>Please ensure the fundraising policy is read and understood (see link below).</p> | |
| Policies and Information | | |
| 28. Review policies on HCLRA website | <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> | Harbour City Lakers Ringette Association : Website by RAMP InterActive |
| 29. Take note of "Managers" page on HCLRA website | <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> | Harbour City Lakers Ringette Association : Website by RAMP InterActive |
| 30. Ringette Nova Scotia (RNS) website | <p>Ringette Nova Scotia is responsible for developing the sport of ringette in the province of NS.</p> | Ringette Nova Scotia : Website by RAMP InterActive |
| 31. Central Region Ringette League | <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"> • Harbour City Lakers • Nova Central • Halifax Hurricanes • Berwick | Central Region Ringette League NS : Website by RAMP InterActive (centralringetteleaguens.ca) |

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| | Each team manager will be in regular contact with your CRRL league convener throughout regular season league play in order to submit scores etc. | |
| 32. Ringette Canada | Visit the Ringette Canada website to read information on the sport in general, National Ringette League or information on various policies. | Ringette Canada - This Ice Is Yours |
| 33. Link to Sport Injury Report Form | 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. | Harbour City Lakers Ringette Association : Website by RAMP InterActive |
| 34. Complaint about coach or manager | Please see Discipline and Complaints Policy (link provided). You must wait 24 hours in order to submit a complaint. | Discipline and Complaints Policy (rampinteractive.com) |
| 35. 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. Your lotto license # should be displayed on any posters (social media) and on each ticket as well. | Ticket Lottery Permit: single draw ticket raffle with prizes \$4,000 and under - Government of Nova Scotia |
| Additional Information | | |
| 36. Team clothing | 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. ***From now until November 1st, please use coupon code HCL2024 at checkout (“promo code”) to enjoy 30% off ALL HCL merchandise!*** Individual/Group (Team) order deadline is <u>Nov 15th, 2024*</u> *No exceptions. Late orders will <u>not</u> be ready in time for the holidays. | PMG SpiritWear contact: Harbour City Lakers Ringette (pmgsw.com) Chandra Leslie pmgspiritwear@gmail.com 35 Kensington Court Lawrencetown, NS |

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| | Visit the store at www.pmgsw.com under HCL's E-Commerce Store. | |
| 37. CoLT Swag | <p>PMG will be doing pre-orders for tournament swag and apparel early December! Get your tourney gear before it starts!</p> <p>All tournament swag will be sold onsite at RBC Centre during the event Jan 17-19, 2025 on a first come, first serve basis.</p> | <p>PMG SpiritWear contact:</p> <p>Harbour City Lakers Ringette (pmgsw.com)</p> <p>Chandra Leslie pmgspiritwear@gmail.com 35 Kensington Court Lawrencetown, NS</p> |
| 38. Association Fundraiser – Christmas Wreaths | <p>Fresh Balsam Fir Christmas Wreaths - \$25 per wreath, no bows included</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>Team managers (only) are to pick up team allotment of wreaths on Monday, December 2nd, 2024. Time and location TBD (stay tuned to emails).</p> <p>**Managers are to arrange a <u>separate</u> distribution location for their teams**</p> <p>Once you collect the funds for the wreaths, please submit the total amount to hclpayment@gmail.com (use comment line to specify your team and what it is for).</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> |
| 39. Pink in the Rink | <p>This is a fundraiser for Breast Cancer Awareness Month (October). Harbour City recruits Nova Central and Halifax Hurricanes to also join them in these efforts across HRM on the last weekend in October.</p> <p>Main objective: Dress in pink and have fun – coaches, managers, parents, anyone! HOME teams will provide a bucket for donations and ask a parent or older siblings to</p> | <p>For 2024-25 season, the Pink in the Rink fundraiser will take place on Oct 25-27 weekend.</p> <p>Funds collected by teams can be e transferred to: hclpayment@gmail.com</p> |

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| | walk through the stands to collect donations for the Canadian Cancer Society, in support of breast cancer research. It is a fun weekend with some crazy outfits! Break out your PINK and join in! | (and use comment line for your team name and reason for funds) |
| 40. 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 kevin@sportwheels.ca 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 email Kevin directly and he will look into the matter: kevin@sportwheels.ca</p> |
| 41. 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 |