



# Manager's Guide

*Last Updated:  
September 2025*

## The Manager 101

Congratulations on volunteering for this very important role on your team!

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A manager is pivotal in ensuring the season flows smoothly for coaching staff, players and parents. Always encourage a positive environment and good sportsmanship; be fair and impartial with any concerns and situations; and be a positive role model and encourage respect toward other parents, teams and players.

### As Manager you are the lead organizer of the team:

- You communicate between coaching staff and the parent's information that needs to be relayed.
- Ensure that ice schedules, tournaments and team/social activities are communicated with the team.
- Ensure volunteer positions are filled within the team to ensure team dealings are dealt with accordingly.
- They need to work very closely with the coaching staff, so it is a good idea to meet with your coach to clearly define the roles and responsibilities at the beginning of the season and keep an open line of communication throughout the season.
- Note that the duties performed by the Manager can vary somewhat by team based on the Manager's abilities, responsibilities and other parent volunteering.
- Ringette Calgary Reg. 14.7 Team Staff Responsibilities (Trainers and Managers) here:  
[google.ca/urlsa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiQ47XBwMCIAXWPODQIHax\\_KoYQFnoECBcQAQ&url=https%3A%2F%2Fringettecalgary.ca%2Fdocs%2Frulesregs%2Frulesregs.pdf&usg=AOvVaw2cw61-iLOLxaTj8duR2Oo-&opi=89978449](https://www.google.ca/urlsa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiQ47XBwMCIAXWPODQIHax_KoYQFnoECBcQAQ&url=https%3A%2F%2Fringettecalgary.ca%2Fdocs%2Frulesregs%2Frulesregs.pdf&usg=AOvVaw2cw61-iLOLxaTj8duR2Oo-&opi=89978449)

### More specific requirements as Manager are the following:

- Verify the Ringette Alberta Roster **before Oct 31** given from the IRA Registrar. Ensure all names, dates of birth, addresses, phone numbers, and applicable NCCP numbers (for coaches and assistants) are correct and that any last-minute additions to the team are present on the document. Failure to do so will result in the team's inability to attend tournaments.
- Active Start, U10 Step 1, U10 Step 2 teams do not submit game reports.
- U10 Step 3 and up, all games are reported using the RAMP Electronic Game sheet App.
- (Managers are required to validate the team score/penalties in RAMP scoresheet app within 24 hours of game completion.)
- [Game Reporting - Ringette Calgary](#)
- Assist the Head Coach(es) in ensuring all team staff have the proper requirements (police checks and certifications) to be on the ice and bench by the appropriate deadlines. *Coaching Requirements can be found on the Indus Ringette website under Coaches & Referees>Coaches Toolbox.* Coach and Player Development Coordinator can assist with this as well. ([development@indusringette.ca](mailto:development@indusringette.ca))
- Team staff requirements: [Ringette Alberta : Website by RAMP InterActive](#)
- Hand out and collect completed medical forms for all players. Please bring these to all ice times. Recommend building a binder that can be kept on the bench with the coach. This information should be kept confidential.
- Verify RAMP game schedule with the Official Schedule from Chinook Ringette League. [Chinook League : Website by RAMP InterActive](#)
- Add to RAMP ANY Tentative Tournament Dates followed by Confirmed dates/ Any Exhibition Games/ Any Team Planned Events to ensure there is minimal conflict when the Ice Scheduler adds league games and other IRA events for your team!!
- Add any other critical dates to RAMP to ensure there is no conflict.
- If teams choose to use a different app (ie. Teamsnap) it is up to the manager to update it manually with their schedule.

### For Volunteer Position(s) at the team level:

- Oversee, with the tournament coordinator, tournament applications and acceptance, help book hotels and communicate tournament information to Coach(es) and parents.
- Oversee, with the social coordinator, team social functions.
- Oversee, with the treasurer, proper accounting of team funds and team budgets.
- Oversee team fundraising headed by the fundraising committee, if necessary, as agreed upon by the team.

### Each team usually consists of:

- Head Coach (Determined by the Director of Coaching)
- Assistant Coach(es) (Determined by the Head Coach and Director of Coaching)
- Jr Coach(es). It is recommended by Ringette Alberta that all teams U14 and under find a Jr. coach.

- Manager (Initial volunteer position assigned usually prior to the initial team meeting)
- Other Volunteer Team positions include:
  - Treasurer
  - Tournament Coordinator
  - Fundraiser
  - Social Director
  - Apparel Coordinator
  - Parent Marshall
- Please refer to the IRA website for how many volunteers' hours are awarded for each

selected position. IRA policies and procedures, page 66-69.

[IRA Policies - Oct 2022 Update - Issued.pdf \(rampinteractive.com\)](#)

## Ringette Alberta Manager Requirements

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- Maximum of ***one official rostered Manager*** registered per team
- Can job-share, but only one manager can be registered with Ringette Alberta
- Managers require 3 documents of certification:
  1. **Manager certification** involves completing the Manager Certification prior to **December 1<sup>st</sup>**
    - Access and register for the course at [www.coachingringette.ca](http://www.coachingringette.ca). On the left hand side, click on Manager's Certification, read the information and then click "Register Now" or see link under Manager's and Teams tab on our website.
    - You will need a PayPal account to pay for the course and once you provide a receipt with a completed expense form to our Treasurer, they will be able to reimburse you.
  2. You are required to have both **Respect in Sport for parents and activity leaders**
    - Please see [Respect in Sport for Activity Leaders - Getting Started \(respectgroupinc.com\)](http://respectgroupinc.com)
    - There is a fee for these courses, which can be reimbursed with the Indus Ringette Association (IRA) as well.
  3. **Safe Sport Training, direct athlete contact**
    - [Safe Sport Training \(coach.ca\)](http://coach.ca)
    - You will have to make an account through the locker for this free online course.
- IRA requires that Managers must complete a Criminal Record check every 2 years. (Letters are available from IRA website [Police Check 2025\\_26.docx](#) )
- Certified Manager is required for Provincials
- **Must provide Registrar and Manager Rep with Manager Certification Number once it is received.**

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## Parent Meetings and Team Meetings

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Once teams are formed, the Head Coach and Manager should call a parent meeting to discuss the Coach's philosophy of Ringette, team goals and expectations, and how the team would like to proceed regarding tournaments, fundraising etc.

### Meeting General Setup:

- Words from the Head Coach.
- Staff introductions including Assistant Coaches, and Manager.
- Parent and player introduction.
- Hand out Medical Forms for all players (*found in Manager's Toolbox under Additional Resources*).

[Medical-Form-Ringette-Calgary.pdf \(rampinteractive.com\)](https://rampinteractive.com/Medical-Form-Ringette-Calgary.pdf)

- Discuss team volunteer roles and assign accordingly.
  - Treasurer
  - Tournament Coordinator
  - Fundraising Committee
  - Social Committee
  - Equipment Manager
  - Time Clock/Score Sheet/Penalty Box/Shot Clock Coordinator (shot clock only for U12 and up).
  - Parent Marshall
  - Apparel Coordinator
  - Dressing Room Mom's (U10 Step 3 and up) If this is requested by Head coach. Please ensure that the Rule of 2 is followed.  
[cac-rcm-rule-of-two-infographic-en.pdf \(coach.ca\)](https://coach.ca/cac-rcm-rule-of-two-infographic-en.pdf)
- Discuss if additional cash call is required for team start up.
- Discuss team budget and cash calls or additional fundraising options.
- Discuss possible tournament commitment and applications for the season. Agree as a team how to move forward with this.
- Discuss expectations regarding team conflicts, parent concerns and situations and how these topics are handled in our association. See Communication Flow Chart under Manager's Toolbox.
- Discuss "Parent's in the Dressing Room" Policies (please refer to IRA Policies and Procedures for additional clarification):
  - Rule of Two
  - U10 and up – NO MEN in the dressing room
  - U12 and up – NO parents in the dressing room. (Dressing Room Mom's allowed if requested by Head Coach) Player's requiring their skates tied will need to exit the room. Some coaches may encourage players to attempt independently before having parents to complete task.

- Discuss IRA & RAB Policy on presence of Cell Phones in the Dressing Room and appropriate use.

## IRA Manager Booklets

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The Manager booklet/ binder should contain all the contact, medical information, game sheets etc. for your team. You should have it with you at every game, practice and social event.

The Manager booklet should contain:

- One-page summary of medical issues on team including allergies and epi-pen instructions for those who need it
- Emergency Medical forms which also MUST be on the bench – Make a second copy for coaches. This must be kept confidential.
- Medical Emergency Action Plan [Emergency Medical Action Plan.xlsx](#)
- Hard copy of contact information including players birthdays
- [Critical Dates - Ringette Calgary](#) published by Ringette Alberta (also found in Manager's Toolbox under Manager's and Teams on website)
- Contact information for the IRA Board and Directors (this will be on the IRA website):
  - [Indus Ringette Association : Website by RAMP InterActive](#)
    - Director of Officials
    - Ice Coordinator
    - Director of Finance/Treasurer
    - Director of Marketing
    - Registrar
    - Director of Managers
- Any form/ template you need should be accessible in Manager's Toolbox on the IRA website.

## Organizing Your Team

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### Team Expectations

- Talk to Head Coach and establish team policies:
  - Missing practices and/or games
  - Team Staff Introductions
  - Philosophy
  - Parent expectations
  - Tournaments
  - Conflict Resolutions
  - Behavior Expectations/ Zero Tolerance Policies with bullying/taunting on team
- Manager and/ or Head Coach(es) to communicate this with the team either during Initial Team meeting or within the first two weeks of start up.

## Contact Information for Team

- Ensure contact list for parents is accurate (Ask coach for one if you have not received yet).
- Keep in binder – should always have phone numbers close at hand for any event.
- Ensure parents have cell phone numbers for other parents in case of emergencies. *Apps like RAMP or TeamSnap are a great way to share contact information. Ask permission from parents if you would like to add cell phone numbers as this is related to legislated Private Information Act.*
- Medical forms are to be always kept in a binder and on the bench at all games and practices.

## Team Activities

Give as much notice as possible for parents to plan accordingly – off-ice and on-ice activities

- RAMP has the ability for you to add any extra events to your team's schedule and allows you to see who is available and not available
- Suggestions of other activities for teams to do for bonding
  - Craft/pizza night during Ringette week (This is usually in December)
  - Kidnap Breakfast
  - Christmas party
  - Windup party
  - Get parents involved in booking and planning –helps to build commitment to the team
- Tournaments may have specific activities planned
- Banner making and/ or poster making (to place on your dressing room door for league games and tournaments)
- If you have a double header out of town, could take a charter bus as a team. This works well for team bonding for both parents and players. The costs of this will be the sole responsibility of the team.

## Team Insurance

- Activities considered to be a normal part of the Ringette season, and therefore not requiring special event sanctioning are:
  - Sanctioned Games
  - On-ice Practices
  - Dryland Training
  - Evaluations
- Please see the following from Ringette Alberta for the Insurance Flow Chart [Microsoft Word - Insurance Flow Chart \(rampinteractive.com\)](#)
- If you require insurance coverage for a special event (Ringette schools, camps, clinics and fundraisers), please download Certificate of Insurance Request Form and fill in all sections.  
[Insurance Request AB 2025-26.docx](#)
- Once the form is completed, submit it to IRA Administration (secretary@indusringette.ca) who will then forward it accordingly. Do not file directly with Ringette Alberta provider.

## Team Spirit

- Encourage team spirit – kids love it
- Noisemakers –popcorn shakers
- Think of team events to encourage team spirit
- Team cheers
- See [Appendix C](#) for Team Chants/ Cheers

## Games

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### LTAD

Please refer to Appendix B with respect to Long Term Athlete Development for Active Start, U10 Step 1 through 3.

We follow Ringette Alberta lead for these players to assist with development of valuable Ringette skills, game play and sportsmanship.

For more information please see the link under Parents and Players>The Basics of Ringette.  
[Indus Ringette Association : Website by RAMP InterActive](#)

### Getting organized for games

- Review your game schedule – Home, Away – on RAMP and Official League Schedule on the Ringette Alberta website under Chinook League. [Ringette Alberta : Website by RAMP InterActive](#) You can see live scores, contact information, rosters, etc. posted here.
- Home and away games have *DIFFERENT* requirements for game volunteers
- Please note that some tournaments have different Home and Away volunteer requirements. Ensure you read the tournament package that is sent out by each individual tournament you register for.
- Create a schedule for parents to volunteer at games:
  - Let parents know what they should do if they cannot make their scheduled volunteer slot – they find a substitute themselves, or call you to arrange a substitute
  - Recommend providing a calendar or information sheet with volunteer schedule to all parents.
  - **HOME** game volunteers provided by home team (will need 3-4 volunteers)
    1. Score Clock/Timekeeper
    2. Scorekeeper- U12 and up uses Ramp Electronic game sheet
    3. Penalty box (One person)
    4. Shot Clock (*U12 and up*) - someone to set up/take down (if needed), get the remote and ensure it is working.  
-Can request 2 volunteers from the visiting team for penalty box, and shot clock operator
    5. Optional DJ for music
  - **AWAY** game volunteers (plan to supply 2-3 volunteers)

1. Shot Clock Operator (*U12 and up*)
  2. Penalty Box (One person)
    - a. May not know volunteer requirements until just before game
- Managers, please provide awareness to Parents and Guardians of the Volunteer Protocol and Code of Conduct when being a minor official. Expectations of volunteers - nice to cheer, but reminder that while acting as a minor official you should avoid having 'coaching' conversations with your child, heckling, cheering and yelling from the minor official box. In some instances, it could result in the Referee issuing a bench minor to your team.

### Shot clocks (For U12 and Older Divisions)

- Purpose is to increase the spectator value of Ringette and decrease "ring-ragging" where one team controls the ring too much
- IRA has 2 shot-clock sets:
  1. Indus Rink – already mounted on each end of the rink. The remote is in a locked case in scorekeeper area. This code will be sent out at the start of the season.
  2. Chestermere Rink – already mounted on each end of the rink with extension cords. Collect shot clock remote from the IRA storage cupboard marked IRA in the maintenance room.
- Please ensure the remotes are put back after each use.
- Spare accessory pieces are kept in the Indus equipment room or Chestermere IRA storage box.
- Remote has buttons to reset, start, and stop
- When one team has possession of the ring, they have 30 seconds to take a shot on the net
- Ringette Canada has a shot clock information sheet. [Microsoft Word - Shot Clock Information Sheet 2015.docx \(ringettecalgary.ca\)](#) (link also found under Coaches & Referees)
  1. Defines scenarios and whether the shot clock is stopped or reset:
    - a. Change of possession
    - b. Ring hit's goal post/ cross bar of net
    - c. Ring touches Goalie
    - d. Delayed Penalty only reset on the first penalty
  2. Officials will assist operator if a reset was not performed during game play.
- Home teams are responsible for providing shot clocks
- Discuss with team and appoint a person who will be responsible for setting up shot clocks at the home games. (getting the remote and ensuring it is working) This is up to your team and are no set "rules".
  - Confirm which parents have shot-clock experience – if not many, have a shot-clock training session during a practice or have a mentorship of an experienced volunteer during a game. Highly recommend getting as many parents as possible familiar with running the shot clock at the start of the season.



- Ringette Alberta does offer training courses at the following link [Ringette Alberta : Website by RAMP InterActive](#)

### Just Before Games

- Confirm all parents are aware of the date, time, and location
- If home game, confirm parent volunteers are organized and available. Parent volunteers can be added in RAMP.
- If home game, ensure shot clocks are set up – *if you are a home team at an arena out of town, your team provides the shot clocks* – pick up at the arena and take back that same day in case other teams need a shot clock. (Confirm with facility if this needs to be done. Usually, the rink will have one you can use.)
- Ensure the athletes/ parents are aware to bring both jerseys to each game
- Confirm with other team's manager the game details: date, time, place, and jersey color – have the opposing Manager's phone number on hand (if able).
  - Typically, home team wears dark jerseys and visitors wear white jerseys- this isn't always the case. Be prepared.

### Game sheets

*This is not required at Active Start, U10 Step 1 and U10 Step 2 level.*

- Refer to the YouTube video on the IRA website for setting up game sheets. [Setting Up Electronic RAMP GameSheets Version 2 \(youtube.com\)](#)
- Game sheets must be signed approximately ½ hour prior to the game by the Head Coach. Head Coach will review game sheets prior to game and sign off in the RAMP app.

**U10 Step 3 and up will use RAMP online game sheets.**

- The Head Coach (or designated team staff member), scorekeepers, and officials will need to download the RAMP electronic game sheet app. onto their phone.
- Game Codes can be found on the RAMP Game Portal.
- Scorekeepers need to add the game sheet code to access the game sheet. (Please note each code gives different access. (Coaches cannot sign in via the game sheet code, so pay attention to which code is entered.)
- First and last name of referee(s), scorekeeper, timekeeper, and shot clock operators
- must be entered into the game sheet record.
- Check off players, affiliate players and staff present. Designate captain, assistant captain, goalie as needed. When roster is accurate click sign here and add signature. This can only be done by the Head Coach.
  - Please read the [RAMP GameSheet App Guide\[5946\].pdf](#)
  - [Gamesheet App Tutorial - RAMP InterActive](#)
- BEFORE THE GAME Ensure you have access to data or Wifi to access the GameSheet App.

The arena should have public WiFi, or if you are experiencing connection issues, enter the information, when the game is over and your device is able to access Wi-Fi, you will go to this menu First thing on the page, please hit SYNC ALL. Add the GameSheet Code in the GameSheet App. On the game details page: turn on Live Scores.

- Please note that both teams coaches need to sign off on the roster in the e-game sheet in the app before the game or you will not be able to enter stats.
- DURING THE GAME There will be a tracking form ( [Game sheet template-Vertical.xlsx - Google Sheets \(1\).pdf](#)) in the box to record information as the game progresses. There may not always be time to enter all the information in the app when it occurs, this is why you need to record everything on that form in case anything goes wrong. If your phone/ipad/tablet cannot maintain data or Wi-Fi connection, it may be necessary to change your phone/ipad/tablet to “Airplane” mode for the duration of the game. Officials may check your device in the box to check the rosters.
- Wifi isn’t always strong in some arenas and may duplicate entries, be cautious of this. Some teams run a back up paper copy until confident in the app.

## After Games

### **Ramp Electronic Gamesheets:**

- If ever you have an issue with the Wi-Fi/Data during the game, at the end of the game, establish a connection and click “SYNC ALL” on the phone/ipad/tablet. This allows the referees to access the game information. You are now finished.
- Note: Sometimes connectivity issues with wifi will create duplicate entries. We all know after each game, there are often corrections to be made, after each game you will have to go and see the coach of each team and ask them if there are any changes to be made if so, you have to write them on the tracking document, go see the official to confirm the change and make the change in the application. This is a new procedure and must be done after the game.
- Ringette Calgary no longer accepts changes sent by email days following the game. Return to the home page. Do not forget to indicate the part is completed ‘completed’. Do not forget to indicate the length of the periods. Do not forget to indicate for each team GOALIE number of shots on goal for each period - Optional - if you can, indicate power plays chances and successes.
- For ‘Officials’ Go to the last tab to enter the name of the officials (if you know the names).  
Select ‘Officials’ and press Add Official write the name of the officials.  
You can also enter the name for the shot clock operator, scorekeeper, and timekeeper.
- It is the managers responsibility to ensure game sheets are accurate verified in RAMP.

## Cancelled games

- Please see: CRL - Rules and Regulations on their website. 6.5 Forfeit, Default, and No Fault Games.
- If for any reason you must cancel a game, you are responsible for:
  - Completing the cancellation form found here: [Game Cancellation - Ringette Calgary](#)
  - Contacting the opponents
  - Notifying and working with the ice scheduler to reschedule a make-up game. (IRA Ice Scheduler: icescheduler@indusingette.ca)

- Contact the Ice Coordinator of the Association, to let them know you won't be using the ice
  - If less than 14 days' notice IRA will get charged for the ice
  - Ice Coordinator will try to get the ice utilized if it is last minute
- Contact the Officials off the list that the Referee Director supplied and then contact Referee Director (see Referee Section) (IRA Referee Assignor: referee@indusringette.ca)
- Call parents to let them know; email if sufficient notification (request confirmation email back so you know they received the email) or use RAMP Messaging
- Update your team schedule on the IRA RAMP app.
- Document each missed game and the reason immediately

## Exhibition games

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Exhibition games are a great way to get more ice for your team. Exhibition games are usually played within Zone 2 (See List under Associations & Arena Locations in Parent & Players Tab) or with teams from Calgary. The process to book an exhibition game is:

- Find some extra ice from our Ice Coordinator
- For games with Lethbridge the ideal rink location is Vulcan, and ice is usually readily available.
- All exhibition games can have refs requested through the following link on the Ringette Calgary website. This will ensure refs are available no matter that level.

### [Request Refs - Ringette Calgary](#)

- Referee pay rates can be found at the following link. (Column 2&4 are the rates that should be paid to the refs)

### [Referee Info - Ringette Calgary](#)

- Arrange the appropriate game volunteers
- Communicate with the parents
- Within reason, IRA will pay for the extra ice however teams are responsible for covering the Official expenses.
- Normally the home team pays for ice and organizes the Referees. The visitor team pays cash

for Referees at game time but always clarify with the opposing team when scheduling.

Please refer to your team's budget as to how much your team would like to spend on exhibition games.

## Tournaments

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- A list of tournaments can be found at [Ringette Alberta : Website by RAMP InterActive](#)

- IRA provides entrance fee for **ONE** tournament (Ice Angels for U10. U12 and up - one tournament of a price maximum of \$900)
- The Active Start and U10 Tournament is our Home Association tournament, Ice Angels, in November of each season. No additional funding is provided.
- Should have had a team parent meeting to discuss tournaments – how many, when, where
- Ringette Alberta posts the tournaments on their website (select Competitions, Tournament)
- Plan early –**most tournaments fill up quickly**
- Inquire about waiting lists – how teams are picked (first come first serve, picked from a hat)
- Get information on volunteer requirements for tournaments
  - Some tournaments schedule volunteers at other games other than their own games
  - Provide schedule of volunteers to parents
- Game sheets are provided by the Tournament Organizers, but you can use your Game Sheet Stickers (U10)
- Tournament Blocking Rules –
  - (Active Start and U10) Can block one tournament plus one home tournament in session 1 and 2 tournaments in session 2.
  - (U12 and up)- Can block two tournaments in session 1 and two tournaments in session 2.

Please see Ringette Calgary webpage for session dates. [Critical Dates - Ringette Calgary](#)

- Manager is responsible to submit the tournament block form found here: [Tournament Block - Ringette Calgary](#)
- Please see 6.4.1 and 6.4.2 for more information on tournament blocks (Ringette Calgary website). [6\\_LeagueOperationsPolicy.pdf](#)

### Booking Hotels

- Book early – they fill up quickly
- Provide booking number/ name, costs to parents along with phone number so they can phone and book their rooms
- Consider booking hospitality rooms for your team while at away tournaments. Remember you represent IRA and expect best behaviour from all attendees (parents, guests, players, coaching/managing staff). Cost will be at the expense of your team.
- Each tournament is different. Some may allow you to book a hotel block before your team is accepted into the tournament, some tournaments require you to book at specific hotels (aka Stay and Play- penalties may apply to your team if you refuse to book at select hotels). Please read up on the tournaments when applying.

### Tournament Activities

- Depends on ages of players
- PJ parties

- Crafts
- Team meals – check into booking restaurants ahead of time or consider potlucks.

### Ice Angels Tournament (Active Start and U10)

This is an IRA Home Tournament for Active Start and U10 Players which runs in late November.

- Home rinks for this tournament are the Indus and Chestermere recreation centers.
- Parents with players in the tournament are required to complete 1 tournament volunteer shift.
- All Indus ringette teams (regardless of age group) are required to contribute to the silent auction and booze raffle. More information to come from the tournament organizers.

### IRA Bond Cheques

- IRA requires each player's jersey bond (\$250). If the jerseys are not returned or returned and deemed damaged, the family will be responsible for the charges and levy will be placed on their RAMP account at the end of the season that will need to be paid before the child can register again for any RAMP sports.
- Each family is required to volunteer a minimum of 8 hours for the Indus Ringette Association. If hours are not fulfilled, a \$400 levy will be placed on their RAMP account at the end of the season that will need to be paid before the child can register again for any RAMP sports.
- Please see IRA policies and procedures for what board members and team positions account for volunteers' hours. [IRA Policies - Oct 2022 Update - Issued.pdf \(rampinteractive.com\)](#)

## Team Finances

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### Team Budget

- IRA opens Team Bank accounts with Servus Credit Union in Langdon (funds are not permitted to run through the personal accounts of parents): Community and Not for Profit Business Account.
- There are monthly fees that your team will have to budget for – IRA is not responsible for these funds.
- You will require a letter to access a team bank account, please request a letter from the IRA Treasurer with the following information:
  1. Team division (ie. U10 Step2 or U12 C Yellow) Do not use Indus Ringette Association or IRA in your Team Name.
  2. Two Names of Parents who will have signing authority on the account – Head Coach and Manager

- If you do not have an account with the Connect First Credit Union, you will need to take 2 pieces of ID: 1. Driver's License or Passport; 2. Alberta Health Care to open the account.
- Prepare a Team Budget:
  - Managers and/or Treasurers should keep detailed records of all team money (i.e. bottle drive, etc). All receipts from incurred expenses should be saved for verification purposes should it be required.
  - Below is an example: Additional Cost to Consider is Bank Account Service fees/ Social events/ Team meals at tournaments etc.
  - RAMP does have a financial reporting section that can be used. In the app go to teams-menu-finance tab

*U12 Ringette Team Fund Reconciliation*

| Date   | Item   | Budget | Income | Expense              | Balance   |
|--------|--|--------|--------|----------------------|-----------|
|        | FUNDS DEPOSITED:                             |        |        |                      | \$0.00    |
| Oct 1  | Bottle Drive                                 |        | \$1250 |                      | \$1250    |
| Oct 2  | Business Donation#1                          |        | \$500  |                      | \$1750    |
| Oct 15 | Business Donation#2                          |        | \$500  |                      | \$2250    |
| Oct 15 | Cash Call (13 x \$50)                        |        | \$650  |                      | \$2900    |
|        |  |        |        |                      |           |
|        | EXPENSES:                                    |        |        |                      |           |
| Oct 1  | Team Apparel/ Gifts etc.                     | \$550  |        | \$535.15             | \$2364.85 |
| Oct 15 | Tournament #1                                | \$750  |        | \$750                | \$1614.85 |
| Oct 30 | Tournament #2                                | \$600  |        | \$600                | \$1014.85 |
| Oct 30 | Tournament #3                                | \$800  |        | <i>Funded by IRA</i> |           |
| Mar 3  | Provincial Playdown* (IRA funded HALF)       | \$225  |        | \$225                | \$789.85  |
| Mar 3  | Referee Fees for Playdown Game #1*           | \$56   |        | \$56                 | \$733.85  |
| Mar 3  | Referee Fees for Playdown Game #2*           | \$56   |        | \$56                 | \$677.85  |
| Mar 15 | Provincial Tournament Fee* (IRA funded HALF) | \$425  |        | \$425                | \$252.85  |
| Nov 15 | Ice Angels Basket (value \$150)**            | \$150  |        | \$150                | \$102.85  |

\*These costs are associated with U12 and up divisions.

- This document should be kept transparent with the team to understand so that parents can understand the financial expectations and be able to

contribute. Recommend sending a financial report to your team about mid-season and one at the end of the season.

- IRA Treasurer will collect a record of all team's income and expenses at the end of the season.
- Please see fundraising guidelines (As certain fundraisers need an AGLC license.) [Indus Ringette Association : Website by RAMP InterActive](#)

- For teams that want to fundraise using raffles, please be very sure you understand our policies, and those of the AGLC.
- Page 19 of the Indus Ringette Association Policy and Procedure Manual explains some of the requirements for running a raffle.
- In addition to the information available in the fundraising Guidelines and the Policy and Procedure Manual, please be sure to read the information available on the AGLC website.

This is a good starting point on the AGLC site <https://aglc.ca/gaming/licences>

## Referees

- Referees for League games are paid by our Association Treasurer. The IRA referee assignor will ensure that a referee is scheduled.
- *Any charges for referee's that have not been scheduled by the IRA (exhibition games etc.) are fees that need to be paid by the team in CASH the day the referee is working. (Please see above section (page 12/13) in manager handbook on exhibition games)*
- **Please read the section: exhibition games for more ref information.**

## Association Fundraiser

- An Association fundraiser will be decided upon by the board and then the fundraiser parent on each team will inform the teams regarding the details. Trip of the Month tickets (TOTM) is one of the association fundraisers.
- TOTM- Each family is required to sell a certain amount of pre-purchased tickets. One cash prize and one winner of a trip (every month is different) will be awarded. Each ticket booklet has 24 chances to win as all tickets go back into each draw. Tickets for this fundraiser are sold at the beginning of the ringette season.

## Extra Practice Ice

- Board needs to review what is acceptable for extra ice.
- Ice Coordinator sends an email when extra ice becomes available.
- Ice Coordinator tracks requests for and usage of extra ice.
- You may also fundraise (if board approved) to pay for extra ice if your team requires more ice than what is provided.

## Tips for the New Manager

- Plan a team function (tournament or team party) early in the season so your team can bond – including the parents!
- Plan tournaments early – they book up fast and can be hard to get in. Also, finding accommodation can also be very hard so book early!!

- Discuss the need for extra ice with your coach. When ice becomes available it is usually on a first come, first served basis so you need to act quickly!
- Provide a weekly update to your team at the beginning of each week that includes all the games, practices, etc. scheduled for that week including the volunteers needed
- Delegate! Ask other parents to help with craft ideas, music, event hosting, etc.

## Affiliation Procedures

***Please note that this topic is for U10 and up divisions***

Once evaluations are complete and teams are formed, your division coordinator will provide your Head Coach with a list of affiliate players that can be utilized if certain criteria have been met.

- As per our IRA Policy and Procedures 3.3 Affiliation, we follow Ringette Alberta Policy and Procedures (see Additional Resources in Manager's Toolbox on website)
- Please make yourself familiar with the Rules and Regulations for affiliating players to assist your head coach.
- Failure to understand and correctly apply the affiliate rules can result in your games being forfeited.
- This is not up to the game officials; it is up to the team to manage.
- Parents that agree to have their player registered as an affiliate will need to meet you (usually at the rink during a practice) to sign the affiliate form so the player can be registered on the roster.
- Please have all parents sign on ONE sheet.
- Some parents/players may not want to affiliate.
- Affiliate forms can be submitted to the IRA Administrative Assistant via scanned document provided it is a legible copy.
- Forms are found on Manager's Toolbox IRA webpage. [Player Affiliation Form -rev 2019.pdf](#)
- Please keep the original in case Ringette Alberta requires it during the season.
- The deadline for affiliate forms is found on the Ringette Alberta critical dates list. [Ringette Alberta : Website by RAMP InterActive](#)

## Requests for Exemption: Overage Players, Retreats, and Advances

- ***Please note that this topic is for U12 and up divisions***
- ***Please check these websites for more information.***
  - ***7.0 OVERAGE PLAYER POLICY - RAB Policies on their website. [7.0 Overage Player Policy Rev. 5 - June 2024.docx \(rampinteractive.com\)](#)***

Teams are required to notify their league of any overage players on their roster on or before



the date specified by the team's league and in the manner specified by the league.  
Failure

to notify may result in the overage player being denied the right to participate in the competitions specified in 7.2.4.

- **Advance Retreats on the CRL site.** [rulesreg.rc\(ringettecalgary.ca\)](http://rulesreg.rc(ringettecalgary.ca))
  - ***The decision of the leagues must be communicated to Ringette Alberta, in writing. (Please check critical dates for accurate submission deadline)***
  - Home association shall:
    1. Fill out all the required information in the Self Advance or Retreat Form.
    2. Be prepared to offer supporting evidence such as exhibition game results in divisions they are applying for a team to avoid or join. The amount of satisfactory supporting evidence is at the discretion of the League Request Committee.
    3. Be able to supply the retreating or advancing team with resources with which to establish exhibition games in such demonstration.
    4. Submit a formal Retreat Request if a team has been designated by Ringette Alberta Universal Athlete Assessment (UAA) at a level that is higher than the level the association declares to the league for league play.
- Notes: Teams seeking Advance or Retreat consideration may not be guaranteed any tournament acceptance in either of the affected divisions. The league has authority to impose conditions on teams seeking retreat for developmental reasons, such as prohibiting participation in post-season competition at the lower-level Self Advancements are automatically endorsed.

## **Bunny Bash (U10 and under)**

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- Yearly, end of season fun tournament. Held in March for Active Start, U10 Step 1,2,3.
  - Location changes every year depending on which association is hosting.
  - Typically, IRA will reimburse half the cost, teams are responsible for paying the other half.
  - More information to come from the Bunny Bash organizers.
- 

## **Zone Playoffs and Provincials (U12 and up)**

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- An IRA Division Coordinator will contact you as playoffs draw near.

## **Zone Playdowns (U12 and up)**

- Indus teams are part of Zone 2. Winning team of the Zone Playdowns is awarded a banner.

- Managers make sure you are aware of the dates. They are posted on Ringette Alberta Website. This is scheduled in session 3.  
[Critical Dates - Ringette Calgary](#)
- [U12 Regionals - Ringette Calgary](#)

## **Zone 2 Playoff Procedures (2024)**

1. Associations hosting the home game shall book and pay for the ice. Games will be scheduled through the association ice schedulers of the participating teams in each round.
2. Visiting teams shall pay the refs directly in cash immediately following the game. It is the visiting team's responsibility to contact the home team and find out what the ref costs are.
3. Each team will be responsible for supplying adult volunteers for all games as follows:
  - Home – 1 score/time clock, 1 game sheet (app), 1 gate attendant
  - Visitor – 1 shot clock, 1 gate attendant
4. The winning team shall submit a copy of the game sheet to [indusicescheduler@gmail.com](mailto:indusicescheduler@gmail.com) within 24 hours of the game completion.
5. Banners - Winners will be provided temporary banners at the end of the final game to use for pictures, but it will go back to the host associations, do not take it home. Formal banners will be ordered and given to the winning teams after the season ends.
6. All series with 3 or more teams in the division, are single game elimination until the final. Final matchups will be a best of 3 series. The series with only 2 teams in the division are played as a best of 3 series.
7. Round 2 games will be scheduled once Round 1 winners are known.

## **Zone 2 Playoff Tie Breaker Process**

No playoff games will be allowed to end in a tie. If the game is tied after regulation play, ties will be broken as follows:

- (1) A 5-minute sudden victory stop-time overtime period will be played.
    - (a) The possession of the ring for the opening free pass of the overtime period will be decided by a referee toss of a coin. The home team will call the toss.
    - (b) The team winning the toss will get possession of the ring for the free pass and the other team will get choice of which end they will defend for the overtime period.
    - (c) If a second overtime period is required the initial free pass possession will be alternated as will the ends.
  - (2) If the teams are still tied after the first overtime period, a second 5-minute sudden victory stop-time overtime period will be played if time remains on the scheduled ice time.
- \*\*Reduction of overtime in the event of lack of scheduled ice time\*\***

If after regulation play, there is not enough time left on the scheduled ice time to complete an overtime period the following adjustments will be made:

- (a) If after completion of regulation play or the first overtime period and there is less than 5 minutes remaining on available ice time another period will NOT be started - proceed directly to 5 player shootout.
- (b) If during overtime play there is only 5 minutes remaining on the scheduled ice time, the clock will be reduced to 2 minutes stop-time.

(4) If teams are still tied after the overtime period(s), the winner will be decided by a 5 player shootout with the most goals winning. Coaches will submit a list of their 5 players, in order, to the referee. The home team will shoot first. In the event the teams are still tied after five shooters, each of the teams will continue to select players to shoot from those that haven't yet until one team scores and the other team fails to score. No player will be allowed to shoot twice until every player on a team, excluding the goalie, has shot once and then the rotation will repeat itself until a winner is determined.

### Regionals (U12) and League Playoffs (U14+)

- This is across Zone 1/2/3 (aka Chinook Ringette League) and is played for the League or Regional Banner.
- Also called Session 3. [Critical Dates - Ringette Calgary](#)
- U12 Regionals are open to all U12 teams. All you need to do is commit to attend. Head coaches have received information about how to commit to attend Regionals, which is due by January. The cost is around \$1100. (IRA will pay regionals and then charge teams 50% of the fees.)
- The committee usually aims for a 4-game minimum for each team.
- Location to be determined as hosting association changes each year.

### Provincials (U14 and up)

- Includes Black Gold League and Chinook League
- Team must do well enough in league play to earn their way to Provincials.
- Location changes every year.
- Typically scheduled in February and March.
- Fees are typically paid in trust, where teams will send a post-dated cheque (IRA will reimburse half of these fees, team is responsible for paying the other half)
- There are lots of different rules depending on the number of teams in the category of play that determine how many qualify. Please read up on the rules on the RAB website.

<https://rabprovincials.com/>  
[Session 3 - Ringette Calgary](#)

## Appendix A –

*See Ringette Calgary for Cost per Referee for Games.*

Rates Per Official League Games (as per [Referee Info - Ringette Calgary](#) )

## Referee Fees:

|   | 1            | 2                           | 3                    | 4                                |
|---|--------------|-----------------------------|----------------------|----------------------------------|
| Division  | Referee Rate | Total game fee per Referee* | Referee Rate if solo | Referee Rate if solo exhibition* |
| J10 S1/S2/S3  | \$29.00      | \$33.25                     | \$58.00              | \$62.25                          |
| J12 A/B/C   | \$32.00      | \$36.25                     | \$64.00              | \$68.25                          |
| J14 A/B/C   | \$37.00      | \$41.25                     | \$74.00              | \$78.25                          |
| J14 AA  | \$42.00      | \$46.25                     | \$84.00              | \$88.25                          |
| J16 A/B/C   | \$42.00      | \$46.25                     | \$84.00              | \$88.25                          |
| J16 AA  | \$46.00      | \$50.25                     | \$92.00              | \$96.25                          |
| J19 A/B/C   | \$46.00      | \$50.25                     | \$92.00              | \$96.25                          |
| J19 AA  | \$50.00      | \$54.25                     | \$100.00             | \$104.25                         |
| includes assignor fee (\$3.50) and Ringette Calgary administrative fee \$0.75), totalling \$4.25 per official |              |                             |                      |                                  |
| Open A/B/C  | \$55.00      | \$60.00**                   | \$110.00             | \$115.00                         |
| * includes \$5 CORA assignor fee  |              |                             |                      |                                  |
| Home teams for games at the Olympic Oval are charged per referee for parking (currently \$9).                 |              |                             |                      |                                  |

## Appendix B – Long Term Athlete Development Understanding

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See IRA Website under “The basics of ringette” in Player and Parents Menu

For U10/AS, also see: <https://ringettecalgary.ca/information/registration/asu10/>

### U10/AS Game Play Rules

- We follow the Children's Ringette Policy, Chinook Ringette League for Zone 2  
[https://ringettecalgary.ca/docs/rulesregs/12\\_ChildrensRingette.pdf](https://ringettecalgary.ca/docs/rulesregs/12_ChildrensRingette.pdf)

### U12 and up Game Play Rules:

- We follow Chinook ringette league rules

<https://cloud.rampinteractive.com/chinookringetteleague/files/docs/CRL%20Rulesregs%20-%20November2023Final.pdf>

## Active Start

- Introduction and primary focus: skating, ring handling, passing, checking, shooting, small area games
- Emphasis on active involvement, participation and FUN
- Introduce the concept of informal games in a cross-ice format. No scorekeeping.

Coaching: The program is based on basic Long Term Athlete Development principles.  
The program offers a mechanism and guidelines for skill development recognition.  
This program will evolve and offer additional initiatives in future seasons.

The program will focus on acquisition and development of the following skills: 

- Skating
- Passing
- Receiving
- Shooting
- General knowledge

During the season, the teams will be working on the 5 FUNdamentals of ringette. Coaches are encouraged to set up their practice plans in a way to maximise the athletes' opportunity to develop the specific skills.

- As much parent involvement as possible
- Involve U12s and up players (This provides mentoring from the older players, and assists with the often-large number of participants on the ice at the Active Start Level)
- Coaches may need "class" on teaching kids to skate (NOT Powerskating)

Scrimmage Format: Resources required are as follows:

- 1 hour ice slot
- 4 small nets plus a goalie stick (size appropriate for 4-6 yr olds)
- ONLY 2 teams per game (Jamboree Style is no longer approved)-
- New or some experience skaters play 1 half ice, while more experienced/stronger

skaters play the other half ice.

- Children's Ringette scrimmages are required to record attendees (coaches and players). This data will be input into RAMP. Paper game sheets can be used during the scrimmages with data input to RAMP post-scrimmage.

- *Timing:*

-Active Start scrimmages can be played on either 45 minute or 60 minute ice slots.

- Pre-game warm up: 3 minutes

- Intermission: up to 3 minutes

-Set-up and takedown time (switching nets, ice markings etc) 6 minutes

Total

-For 60 minute ice slots, use 2 – 24 minute, run time halves. If there is sufficient time left on permit after the scrimmage is over, teams may play on.

**\*\*Please note that will need to change to run time in the second half if changes are taking too long as all scrimmages need to remain in the 1 hour time frame.**

- *Rules:*

1. 2 Coaches on the ice from EACH team – one requires a whistle
2. No referees OR game sheets required
3. Clock only used for keeping time and buzzer for shift changes (NO GOALS POSTED)
4. Only CONCRETE Ringette official game rule is PASSING OVER THE BLUE LINE
  - Ie. If player skates over blue line with the ring; play is stopped with whistle
  - On ice Coach will redirect player and give them another chance to PASS across the blue line to their teammate

#### Game Scheduling:

- Active Start will be organized in practices, and scrimmages. Scrimmages are not considered games, but rather structured practices.

## U10 Step 1

- Like previous U9 Program
- Will include a combination of practice and games depending on the league game schedule
  - Fundamental skills development focus including: skating skills, ringette skills and basic goalie instruction for all players
  - Emphasis on active involvement, participation and FUN
- Half ice games with a focus on basic concepts, rules and flow of the game. Continue to play half ice or cross-ice games in practice sessions.
- Game format should be structured to maximize “time on the ring” for each player.
- Coaches on the ice during games for the first half of the season
- Timed shifts with shift changes on the buzzer
- Strive for team travel to remain relatively close to home

- Tournament participation permitted. (1-2 maximum with recommendation that one be at or close to home and one “fun trip” away)

#### October start

- Games will be scheduled after Thanksgiving and spaced out through the season to equal approx. 15 games
- Games are standardized to 2 – 15 minute straight time halves. The full-allotted ice time is to be used. If there is time left to play another period, both teams can decide to do so.
- Minimum of 2 non-players on ice...non-player is defined as either a referee or a coach. It is the responsibility of the home team to ensure that there will be 2 non-players on the ice
- **Scores will be posted to a 3 goal differential**
- 3 min line changes at the buzzer. The time only stops at the buzzer and resumes when the ref blows the whistle.
- Max 3 goals/player Goalie stick mandatory, pads optional
- **Players should be rotated in all positions.**
- No playoffs; Season ends with Bash
- Zone Bunny (U9) Bash - mandatory attendance from Zone 2 Teams
  - Year End Bash will be hosted by an association within the zone, location yet TBA
  - Indus Ringette Association will pay the Bash fee.

### **U10 Step 2**

- Combine advanced U9 with beginner to moderate U10
- No timed shifts – shift changes on the fly
- No coaches on the ice
- Continue to refine skills and to understand game concepts.
- **Tournament participation encouraged with 1-2 tournaments plus home tournament**

#### October Start

Full games will be scheduled from the beginning of the season. (after Thanksgiving).

- Score is posted on the scoreboard with a maximum 5 goal differential
- **Game sheets are completed, although no results are posted**
- 3 goals / player maximum
- Players play all positions. Don't force player to play net, but rotate those that do.
- No playoffs; Season ends with Bash
- Year End Bash will be hosted by an association within the zone, location yet TBA
- Indus Ringette Association will pay the Bash fee.

### **U10 Step 3**

- Advanced U10 players with a minimum of two – three years' experience
- Players have a comprehensive understanding the game and refined skating and ring skills
- Maturity of the athlete indicates readiness for Learn to Train early

- Tournament participation encouraged with 1-3 tournaments plus home tournament

### October Start

Full games will be scheduled from the beginning of the season. (after Thanksgiving).

- Score is posted on the scoreboard with a maximum 5 goal differential
- Game sheets are completed, although no results are posted
- 3 goals / player maximum
- Players play all positions. Don't force player to play net, but rotate those that do.
- No playoffs; Season ends with Bash
- Year End Bash will be hosted by an association within the zone, location yet TBA
- Indus Ringette Association will pay the Bash fee.

## Appendix C - Ringette Cheers

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Turn up the radio....what do you hear?

Elvis Presley (or Justin Bieber or Hanna Montana) singing a cheer.

We're gonna beat 'em, bust 'em

That's our custom...Go Lightning!

Everywhere we go

(everywhere we go)\*echo

Holy moly what a goalie,

Holy moly what a team

Holy moly lets all scream!!!!

People want to know

(people want to know)

Who we are

(who we are)

So we tell them

(so we tell them)

We are the Lightning

The mighty mighty Lightning

And if you can't hear us, we'll sing a little louder....

We're number 1, not 2, not 3, not 4

We're gonna win, not lose, not tie the score

We're number 1 (stomp stick 2x)

We're gonna win (stomp stick 2x)

Go Lightning!!!

We are the Lightning,



The mighty, mighty Lightning  
And if you can't hear us, we'll sing a little louder....  
WE ARE THE Lightning)  
THE MIGHTY, MIGHTY Lightning  
AND IF YOU CAN'T HEAR US, YOU MUST BE DEAF!

Sliding down a waterfall,  
Landing in a cactus

We don't wear no miniskirts,  
We wear pants and ringette shirts  
We don't whine and we don't cry,  
We skate better than hockey guys....  
Fans, fans in the stands, if you're with us clap your hands  
Clap clap --- clap clap clap --- clap clap clap clap --- clap clap  
Fans fans in the stands if you're with us, stop your feet  
Stomp stomp --- stomp stomp stomp --- stomp stomp stomp  
stomp --- stomp stomp  
Fans fans in the stands, if you're with is shout hooray  
Hooray, hooray, hooray  
Fans fans in the stands, if you're with us do all three.....

We can beat anyone,  
Even in a practice.  
We're rough, we're tough,  
We're hard to beat...  
Come on Lightning,  
Move your feet!

Our team is what...red hot  
Our team is what...red hot  
r-e-d h-o-t-  
that's the way we wanna to be  
red hot, red hot  
Go Lightning!