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| Indus Ringette Association |
| Manager’s Guide |

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| *Last Updated:*  *September 2018* |

The Manager 101

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

First and foremost a Manager should remember they are pivotal to assisting the season flow 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:**

* They 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 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.

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

* Verify the Ringette Alberta Roster ***before Oct 31*** given from the IRA Registrar. Ensure all names, date of births are correct and that any last minute additions to the team are present on the document. Failure to do so with result in the team’s inability to attend tournaments.
* Track Player Stats on Ringette Alberta Team Profile Form (on website under Additional Resources in Manager’s and Teams Tab) in the event your team plans a retreat/ advance application.
* Provide completed sheets for all home league games, submit game sheets and email scores to Ringette Calgary league division coordinator as required.
* 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.*
* Hand out and collect completed medical forms for all players. Please bring these to all ice times or have them in the coach’s bag for all ice times.
* Verify TeamSnap game schedule with the Official Schedule from Ringette Calgary (Managers & Teams>Official League Schedule>Schedules>”Select your Division”).
* Add 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!!

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 coaches 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)
* Manager (Initial volunteer position assigned usually prior to the initial team meeting)
* Equipment Manager (volunteer position usually determined at initial team meeting)
  + This position involves transporting and washing the jerseys. Parents are also responsible for getting rings ready for each practise and transporting the rings to and from games (*discuss this with the coaching team*).
* Tournament Rep (volunteer position usually determined at initial team meeting)
  + This position involves helping to organize our yearly IRA tournament and involves a time commitment late November and early December. On some teams this position can also involve organizing the away tournaments for the team if required by the Manager)
* Other Optional Volunteer Team positions include:
  + Treasurer
  + Fundraiser
  + Social Director

Ringette Alberta Manager Requirements

* Maximum of ***one official rostered Manager*** registered per team
* Can job-share, but only one manager can be registered with Ringette Alberta
* Manager certification involves completing the Manager Certification prior to December 1st
  + 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.
* IRA requires that Managers who will be *on the bench* must complete a Criminal Record check (Letters are available from IRA Executive; please contact if you require a letter to obtain a Criminal Record Check)
* Certified Manager is required for Provincials
* Step 1, 2, 3 require one female on the bench – could be manager, but certification is required
* U12 and upwards require female coach on the bench
* *Must provide Registrar and Manager Rep with Manager Certification Number once it is received.*

Parent​ ​Meetings​ ​and​ ​Team​ ​Meetings

Once teams are formed, the Head Coach should call a parent meeting, including the Manager 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 Tool Box under Additional Resources*).
* 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).
* Discuss if initial 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 Tool Box.
* Discuss “Parent’s in the Dressing Room” Policies (please 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. Player’s requiring their skates tied will need to exit the room. Some Coaches may encourage girls 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

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.
* Hard-copy of contact information including players birthdays
* [Critical Dates](http://www.ringettealberta.com/critical-dates/) 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 supplied with the Handbook):
  + 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

## Team Expectations

* Talk to 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. *This can be done by making Player/Parent Wallet Cards*. (*See website under Managers and Teams Additional Resources*). Ask permission from parents if you would like to add cell phone numbers as this is a related to legislated Private Information Act.
* Medical forms are to be kept in binder and on the bench at all times

## Team Activities

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

* Team Snap has the ability for you to add any extra events to your teams 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
  + 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)

## 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](http://www.ringettealberta.com/wp-content/uploads/2013/07/Insurance-Flow-Chart.pdf)
* If you require insurance coverage for a special event (Ringette schools, camps, clinics and fundraisers), please download [Certificate of Insurance Request Form](http://www.ringettealberta.com/wp-content/uploads/2013/07/Certificate-of-Insurance-Request-Form-1.pdf), fill in all sections.
* Once the form is completed, submit it to IRA Administration 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

## 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.

## Getting organized for games

* Review your game schedule – Home, Away – on TeamSnap and [Official League Ringette Calgary](http://www.ringettecalgaryleague.ca/Team/teamWeb.dll/PageContent?ContentId=35798&SessionId=71513241931796&co=1) (link also found “Official League Schedule” under Managers and Teams tab.
* Home and away games have *DIFFERENT* requirements for game volunteers
* 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
    1. Timekeeper
    2. Shot clock operator (*U12 and up*)
    3. Penalty box
       1. Can request 2-3 volunteers from the visiting team for penalty box, scorekeeping, or shot clock operator
  + **AWAY** game volunteers (plan on supplying 2-3 volunteers)
    1. Scorekeeper
    2. Penalty Box
       1. May not know volunteer requirements until just before game
       2. Normally timekeepers are provided by the home team because they know the timekeeping equipment the best
* Game Referees
  + Organized by IRA’s Director of Officials
  + Ref Director will send out monthly emails (and then periodically when there have been changes) with the ref schedule

## Shot clocks

* + Required 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.
    2. Chestermere Rink – collect suitcases from the storage cupboard at the end of the red rink. Access is through the Maintenance door. Combination is SHOT. Each clock is mounted on either end of the rink with extension cords.
  + Suitcases with 2 shot clocks in each, extension cords, remote, spare batteries
  + Spare accessory pieces are kept in the equipment room – need to get shot clock remote.
  + 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](http://www.ringettealberta.com/wp-content/uploads/2015/12/Shot-Clock-Information-Sheet.pdf) (link also found under Coaches & Referees)
    1. Defines scenarios and whether the shot clock is stopped or reset:
       1. Change of possession
       2. Ring hits goal post/ cross bar of net
       3. Ring touches Goalie
       4. 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 equipment manager who will be responsible for setting up shot clocks at the home games – rotation schedule, equipment manager, or manager – 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.

## Just Before Games

* Confirm all parents are aware of the date, time, and location
* If home game, confirm parent volunteers are organized and available
* 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
* Ensure the athletes/ parents is 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).

## Game sheets

* *This is not required at Active Start level*.
* *U10 will use Ringette Alberta provided by IRA*
* *U12 and up will use Ringette Calgary provided by RC at their Mandatory Meeting for Head Coaches and Managers.*
* Home team provides game sheets.
* See website under Additional Resources in Managers & Teams for Label Template
* Roster labels must identify (G) Goaltender, (C) Captains & (AC) Assistants assigned each game. Captain, Assistant Captains may or may not be assigned at U10 level and if so, recommend rotating them among those willing to do it (communicate with referees). Coaches should not assign permanent, season-long captains at such a young age. U12 and up may still rotate if desired. It is encouraged to develop leadership in multiple players.
* Cross off ANY players or coaching staff that will not be in attendance.
* Game number or EXHIBITION clearly identified, team names, divisions clearly indicated (this can be found on the official season schedule from Ringette Calgary)
* Give to other manager to complete, discuss volunteers required for game with other manager
* Review game sheet prior to game
* Referees review game sheets prior to the game (on ice, just before start)

## After Games

* Game sheets are initialed by: Refs, Timekeeper, Scorekeeper and Shot Clock Operator
* Game sheets come in triplicate. Winning team gets the yellow copy, losing team gets the pink copy, and the white copy is for the league division coordinator. This is shown on the bottom of the sheet. Some tournaments or out of zone games will use a different game sheet – read the sheet for instructions on who gets what copy.
* Winning team submits game sheet to Division Coordinator of Ringette Calgary for those in the Calgary League in TeamWeb **within 24 hours** with scanned copy of Game sheet. Please retain all hard copies for record purposes until season completion. Access username and password to TeamWeb will be sent to you when IRA receives your Manager Certification ID.
* Winning team to provide Zone 2 Officiate with game sheet following the game (this varies by division – information will be provided to managers by Zone 2 at the start of the season)
* In the event of a tie, the Home team submits the game sheets
* Confirm with equipment manager date, time, location of next game and which jerseys are required
* Optional: *Write a synopsis of game to submit to the local papers*
* For more Information see: [Ringette Calgary Rules & Regulations](http://ringettecalgary.ca/docs/rulesregs.pdf)

## Cancelled games

* If for any reason you have to cancel a game you are responsible for:
  + Contacting the opponents
  + Arranging a makeup game
  + 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)
  + Call parents to let them know; email if sufficient notification (request confirmation email back so you know they received the email) or use TeamSnap Messaging
  + If you are **Zone 2 AS or U10 Step 1-3**, make changes to schedule (Reschedule yourself) and advise Zone President by email [President@zone2ringette.com](mailto:President@zone2ringette.com). They will advise master scheduler.
  + If you are in the **Calgary League (U12 and up)** follow the protocol outlined in their coaching manual. Teams playing in Calgary league are responsible for a $250 Bond. (IRA to supply bond) Each team is responsible for playing nice, not missing games (unless unavoidable). The Bond will be returned at season end if all team requirements are adhered to.
  + Update your team schedule on the IRA Team Snap
  + Document each missed game and the reason immediately

Exhibition games

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. The contact for Vulcan is:

Contact: Bonnie Ellis

Director of Vulcan and District Recreation Board

Vulcan, Alberta T0L-2B0

403-485-2554 fax 403-485-2914

[bellis@townofvulcan.ca](mailto:bellis@townofvulcan.ca)

* Call/Email Director of Officials to arrange Referees (see Volunteer List for Current Season)
* 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.
* See *Appendix A* for Current cost of Referees and Associated Travel Expenses.

Tournaments

* IRA provides entrance fee for **ONE** tournament
* Active Start and U10 Tournament is our Home Association Ice Angels in Dec 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 are able to use your Game Sheet Stickers

## 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
* Are there any hospitality rooms available and what is the cost?

## Tournament Activities

* Depends on ages of players
* PJ parties
* Crafts
* Team meals – check into booking restaurants ahead of time

**Ice Angels Tournament**

This is IRA Home Tournament for Active Start and U10 Players which runs the first weekend of December in each season.

* Each Team is required to submit a basket for silent auction valued at $150.
* In addition, each parent is responsible for donating either $15 CASH or wine/hard liquor of equal value submitted as a team to the Tournament Coordinator.
* Parents of all age divisions can volunteer their time to work off their Volunteer Bond.

Team Finances

**Team Budget**

* All teams must open a Team Bank account with Royal Bank in Chestermere (funds are not permitted to run through the personal accounts of parents): Community and Not For Profit Business Account (please see Manager Toolbox on the website for more information).
* 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 open 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 RBC 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 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.

*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 |  | *Funded by IRA* |  |
| 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.

**Referees**

Referees are paid by our Association Treasurer. Each referee must present a timesheet to the manager or coach **before each game** for verification before they can submit for payment. It is not up to the Referee to have to track down someone to get this done.  The Referees are required to take their expense forms to the official’s box **before the game** where it must be initialed by the coach or manager in order for the ref to be paid by our Treasurer.

*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.*

See Appendix A for associated costs and expenses for Referee’s.

***IRA Referee Scheduler can be contacted at*** [***Indusrefassignor@gmail.com***](mailto:Indusrefassignor@gmail.com)

## 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.

## 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.
* Please keep the original in case Ringette Alberta requires it during the season.
* The deadline for affiliate forms will be communicated in September.

Requests for Exemption: Overage Players, Retreats, and Advances

* ***Please note that this topic is for U12 and up divisions***
* Ringette Alberta Competition Committee meets in *early January* to review the requests for exemption
  + Overage players
  + Retreats (to a lower tier eg. From A to B)
  + Advances (to a higher tier eg. From B to A)
    - Self-advance
    - Advance another team
* Team Profile is required for all above except self-advance
  + Names, birthdates of players
  + Coach information
  + Stats for each game ([Team Profile Form](http://www.ringettealberta.com/wp-content/uploads/2013/07/Team-Profile-Form-December-1-2016-Final.xlsx) also located under Manager Toolbox link)
    - Who scored
    - Penalties – minutes and reasons
* If there is a possibility that your team may retreat, better to start stats at the beginning of the season rather than leaving them until December
* Teams with overage players must keep stats right from the start
* Requests for exemption MUST include the following:
  + Completed Request for Exemption form – completed by Registrar
  + ALL game sheets for ALL games played prior to mid-Dec.

(for actual dates refer to RAB website)

* + - **Note: any requests for exemptions with missing game sheets will be denied**
  + Completed [Team profile Form](http://www.ringettealberta.com/wp-content/uploads/2013/07/Team-Profile-Form-December-1-2016-Final.xlsx) – complete as games are played and submit final to IRA Registrar by mid-Dec
  + Submitted by IRA Registrar on or before Dec. 31 to Ringette Alberta

Zone Playoffs and Provincials

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

**Provincials**

* U10 Step 1 and 2
  + No Provincials
  + Zone 2 has a Year End Bash which is like a mini tournament– one of the associations volunteers to host
* U 10 Step 3
  + No Provincials
  + Zone 2 has a Year End Bash which is like a mini tournament – one of the associations volunteers to host
* Provincials for U12, U14, U16, U19
* ***Cost $ 850***

**Zone Playdowns**

* Zone has deadlines for declaring a Zone Champion for U12 – U19.
* Zone 2 champs in any division must be declared *10 – 14 days prior to provincial dates*.

*Provincial dates are posted on the Ringette Alberta Website. Managers need to be aware of these dates.*

* Zone playoff Coordinators:
  + Zone 2 (Cochrane, Airdrie, Indus, Strathmore, Rockyford) gets associations to volunteer a coordinator for a selected Division from Step 1 and up
  + Coordinators take game sheets and ensure games are played within the playoff period
* If the team is the only Division and Tier in the zone, they automatically get a berth at Provincials
  + EG: If this year there is no other U12 A team in the zone, our U12 A team would then be going to Provincials
  + The coach and manager work together to try to get some exhibition games in during the playoff period where they do not have any games

**Calgary Playoffs**

* Calgary teams start their playoffs in February, so you will not have games scheduled during their playoffs if your team is in the Calgary League. *\*All teams playing in the Calgary League will not have games scheduled after Christmas.*
* Teams from Zone 2 do not participate in Ringette Calgary playoffs
* Take a look at your schedule after Christmas and see if you need to arrange playoff games
* In each Division from U12 and up Ringette Alberta may declare 1-2 wildcards, so even if your team is not declared a Zone champion you may still get a berth at Provincials – Ringette Alberta has defined dates when these wildcards are declared (after zone playoffs)
* Associations can put their names forward to host the Provincials
  + Those that do automatically get a berth at Provincials
  + Deadline in December for declaring intent to host
  + Decided by Ringette Alberta
  + IRA board reviews in November to determine if we want to
* Dates of Provincials are set well in advance

*Managers make sure you are aware of the dates. They are posted on Ringette Alberta Website.*

Appendix A – Revised Referee Pay Schedule as of Sept 2012

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MILEAGE/TRAVEL TO BE PAID (IN ADDITION TO GAME FEE)** | | | | | | | | | | | | | | | | | | | | | | | |
| Calgary | Airdrie | Cochrane | | | Indus | Strathmore | | Rockyford | Brooks | | Med Hat | | Lethbridge | | Bassano | Rosemary | | Standard | Stavely | | | Tilley | Rolling Hills |
| Calgary | **$20.00** (67km) | **$20.00** (74km) | | | **$20.00** (77km) | **$30.00** (103km) | | **$30.00** (182km) | **$60.00** (376km) | | **$97.00** (586km) | | **$69.00** (445km) | | **$50.00** (282km) | **$60.00** (336km) | | **$30.00** (176km) | **$50.00** (232km) | | | **$64.00** (420km) | **$73.00** (468km) |
| Airdrie | **$20.00** (67km) | **$20.00** (93km) | | | **$30.00** (130km) | **$30.00** (149km) | | **$30.00** (177km) | **$65.00** (423km) | | **$106.00** (631km) | | **$80.00** (498km) | | **$60.00** (328km) | **$60.00** (382km) | | **$50.00** (222km) | **$50.00** (284km) | | | **$74.00** (468km) | **$82.00** (510km) |
| Cochrane | **$20.00** (74km) | **$20.00** (93km) | | | **$30.00** (141km) | **$30.00** (167km) | | **$50.00** (246km) | **$68.00** (441km) | | **$110.00** (650km) | | **$83.00** (514km) | | **$60.00** (346km) | **$60.00** (400km) | | **$50.00** (242km) | **$60.00** (316km) | | | **$77.00** (486km) | **$86.00** (528km) |
| Indus | **$20.00** (77km) | **$30.00** (130km) | | | **$30.00** (141km) | **$20.00** (80km) | | **$30.00** (159km) | **$60.00** (302km) | | **$82.00** (512km) | | **$60.00** (372km) | | **$50.00** (208km) | **$50.00** (262km) | | **$30.00** (154km) | **$50.00** (212km) | | | **$60.00** (346km) | **$60.00** (388km) |
| Strathmore | **$30.00** (103km) | **$30.00** (149km) | | | **$30.00** (167km) | **$20.00** (80km) | | **$20.00** (80km) | **$50.00** (275km) | | **$77.00** (485km) | | **$60.00** (386km) | | **$30.00** (181km) | **$50.00** (234km) | | **$20.00** (76km) | **$50.00** (294km) | | | **$60.00** (320km) | **$60.00** (362km) |
| Rockyford | **$30.00** (182km) | **$30.00** (177km) | | | **$50.00** (246km) | **$30.00** (159km) | | **$20.00** (80km) | **$60.00** (315km) | | **$85.00** (525km) | | **$69.00** (447km) | | **$50.00** (220km) | **$50.00** (274km) | | **$20.00** (50km) | **$60.00** (372km) | | | **$60.00** (360km) | **$60.00** (400km) |
| Brooks | **$60.00** (376km) | **$65.00** (423km) | | | **$68.00** (441km) | **$60.00** (302km) | | **$50.00** (275km) | **$60.00** (315km) | | **$50.00** (215km) | | **$60.00** (310km) | | **$30.00** (102km) | **$20.00** (66km) | | **$50.00** (260km) | **$60.00** (376km) | | | **$20.00** (50km) | **$20.00** (92km) |
| Med Hat | **$97.00** (586km) | **$106.00** (631km) | | | **$110.00** (650km) | **$82.00** (512km) | | **$77.00** (485km) | **$85.00** (525km) | | **$50.00** (215km) | | **$60.00** (338km) | | **$60.00** (312km) | **$50.00** (276km) | | **$74.00** (485km) | **$90.00** (550km) | | | **$30.00** (182km) | **$50.00** (258km) |
| Lethbridge | **$69.00** (445km) | **$80.00** (498km) | | | **$83.00** (514km) | **$60.00** (372km) | | **$60.00** (386km) | **$69.00** (447km) | | **$60.00** (310km) | | **$60.00** (338km) | | **$60.00** (388km) | **$60.00** (352km) | | **$60.00** (400km) | **$50.00** (214km) | | | **$60.00** (320km) | **$50.00** (256km) |
| Bassano | **$50.00** (282km) | **$60.00** (328km) | | | **$60.00** (346km) | **$50.00** (208km) | | **$30.00** (181km) | **$50.00** (220km) | | **$30.00** (102km) | | **$60.00** (312km) | | **$60.00** (388km) | **$20.00** (62km) | | **$30.00** (168km) | **$60.00** (378km) | | | **$30.00** (148km) | **$30.00** (190km) |
| Rosemary | **$60.00** (336km) | **$60.00** (382km) | | | **$60.00** (400km) | **$50.00** (262km) | | **$50.00** (234km) | **$50.00** (274km) | | **$20.00** (66km) | | **$50.00** (276km) | | **$60.00** (352km) | **$20.00** (62km) | | **$50.00** (220km) | **$66.00** (432km) | | | **$30.00** (112km) | **$30.00** (154km) |
| Standard | **$30.00** (176km) | **$50.00** (222km) | | | **$50.00** (242km) | **$30.00** (154km) | | **$20.00** (76km) | **$20.00** (50km) | | **$50.00** (260km) | | **$74.00** (485km) | | **$60.00** (400km) | **$30.00** (168km) | | **$50.00** (220km) | **$60.00** (368km) | | | **$60.00** (306km) | **$60.00** (348km) |
| Stavely | **$50.00** (232km) | **$50.00** (284km) | | | **$60.00** (316km) | **$50.00** (212km) | | **$50.00** (294km) | **$60.00** (372km) | | **$60.00** (376km) | | **$90.00** (550km) | | **$50.00** (214km) | **$60.00** (378km) | | **$66.00** (432km) | **$60.00** (368km) | | | **$84.00** (520km) | **$60.00** (400km) |
| Tilley | **$64.00** (420km) | **$74.00** (468km) | | | **$77.00** (486km) | **$60.00** (346km) | | **$60.00** (320km) | **$60.00** (360km) | | **$20.00** (50km) | | **$30.00** (182km) | | **$60.00** (320km) | **$30.00** (148km) | | **$30.00** (112km) | **$60.00** (306km) | | | **$84.00** (520km) | **$20.00** (68km) |
| Rolling Hills | **$73.00** (468km) | **$82.00** (510km) | | | **$86.00** (528km) | **$60.00** (388km) | | **$60.00** (362km) | **$60.00** (400km) | | **$20.00** (92km) | | **$50.00** (258km) | | **$50.00** (256km) | **$30.00** (190km) | | **$30.00** (154km) | **$60.00** (348km) | | | **$60.00** (400km) | **$20.00** (68km) |
| Based on round trip (rounded to nearest $1): | | | 0-100km = $20 | | | | / 100-200km = $30 | | | 200-300km = $50 | | | | / | | | 300-400km = $60 | | | | >400 = $60 + $0.20 per km over 400 | | |
| **Rates Per Official League Games (as per** [**Ringette Calgary**](http://ringettecalgary.ca/referees/referee-fees)**)** | | | | | | | | | | | | | | | | | | | | | | | |
| Active Start = $26.00 | | | | U10 = $27.00 | | | | U12A/B/C = $28.00 | | | | U14A/B = $30.00  U14AA = $31.00 | | | | U16A/B = $32.00  U16AA = $33.00 | | | | U19A/B = $34.00  U19AA = $35.00 | | | |
| **Rates Per Official for Exhibition Games** | | | | | | | | | | | | | | | | | | | | | | | |
| Active Start = $28.00 | | | | U10 = $29.00 | | | | U12A/B/C = $30.00 | | | | U14A/B = $32.00  U14AA = $33.00 | | | | U16A/B = $34.00  U16AA = $35.00 | | | | U19A/B = $36.00  U19AA = $37.00 | | | |
| **Single Rate for Official with Exhibition Games** | | | | | | | | | | | | | | | | | | | | | | | |
| Active Start = $28.00 | | | | U10 = $42.50 | | | | U12A/B/C = $44.00 | | | | U14A/B = $47.00  U14AA = $48.50 | | | | U16A/B = $50.00  U16AA = $51.50 | | | | U19A/B = $53.00  U19AA = $54.50 | | | |
| Note: | | | | | | | | | | | | | | | | | | | | | | | |
| 1.0 If a Referee is reffing back to back games, they only get paid travel/mileage once.  2.0 If a Referee is travelling from out of town with a team, travel/mileage still applies.  3.0 Travel/mileage is to be split equally between the teams participating in mini-tournaments, in addition to game fees.  4.0 Travel/mileage is paid by the home Association if they bring a ref in from another Association to fill their Association's home league | | | | | | | | | | | |  | | | | | | | | | | | |
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Appendix B – Long Term Athlete Development Understanding

See IRA Website under “How to Play Ringette” in Player and Parents Menu

**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 1/2 or 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 also 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)

Game 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.
    - *Timing*:
      * 5 minute warm ups (4 nets set up in cross ice format to save time)
      * First Half is 20 minute cross ice games (3 on 3 with goalies)
      * 4 min shifts per player (stop time with buzzer)
      * 5 minute half-time break
      * Second Half nets are moved to full ice ( 5 on 5 with goalies)
      * 4 min shifts per player (stop time with buzzer)
      * Option to pull nets into the RIngette line/ Hash marks (Modification has to be agreed upon between coaches of each team)

*\*\*Please note that will need to change to run time in the second half if changes are taking too long as all games 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:

* 1 league game per month
* Start games earlier
* Teams can always arrange more games independently during their scheduled practice times.

Tournaments: If limited ice availability for Active Start, then just have a 30 minute full ice mini-games (5 on 5 with goalies)

**U10 Step 1**

• Similar to 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

• Full 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 appox. 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 and turned in, 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 and turned in, 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

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

People want to know

Holy moly what a goalie,

Holy moly what a team

Holy moly lets all scream!!!!!

(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 are the Lightning,

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!!!

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 can beat anyone,

We don’t wear no miniskirts,

We wear pants and ringette shirts

We don’t whine and we don’t cry,

We skate better then 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………….

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!