

Nova Central Ringette Association



Manager Information Handbook

This has been produced as a guideline for Managers based on the rules/regulations and operational requirements of the Central Region Ringette League (CRRL) and Ringette Nova Scotia (RNS). For a complete listing of rules and operations information visit the Central Region Ringette League website at www.centralringetteleaguens.ca and Ringette Nova Scotia website at www.ringette.ns.ca.

The Manager Information Handbook is a live document, subject to amendments, additions and deletions as necessary.

Please visit the NCRA website at www.ncringette.ca for most current version.

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I. Introduction

On behalf of the Board of NCRA, and all the players, we thank you for volunteering to be the Manager for your team this season. Volunteers like you are the life blood of all not-for-profit organizations that will help ensure we deliver a quality program to the many players that make up the Nova Central Ringette Association.

Managers, you are invaluable – your contributions will make your team's season a success! Thank you for your time behind the scenes making it all happen.

The expectations described in this document are in accordance with the policies and guidelines of NCRA, CRRL & RNS. The Nova Central Ringette Association is dedicated to the support and development of our team staff and their players. We want to ensure you have a great experience in your role as Team Manager. This handbook will assist you and outline procedures, information and links important to coordinating and organizing a successful season. It is meant to act as a guide and has been put together to help you.

Ringette is a team sport and as the season progresses communication will be important. Please contact us if you have any questions.

Thanks again for choosing to volunteer with NCRA. We look forward to working with you. Have a great season!

Sincerely,

NCRA Executive

“Volunteering is an act of heroism on a grand scale...it does more than help people beat the odds; it changes the odds.”

~ Bill Clinton~

II. General Information

As a Team Manager, your job is to organize the off-ice activities of the team and act as a liaison between the players, families, coaches and NCRA.

i. Important Website/Social Media Sites

Please consider signing up for the following Ringette group social media alerts/email to receive important information communicated throughout the season. We will do our best to communicate changes rapidly as we become aware of them.

Websites:

- [Nova Central Ringette Association](#) (NCRA)
- [Central Region Ringette League](#) (CRRL)
- [Ringette Nova Scotia](#) (RNS)
- [Ringette Canada](#) (RC)

ii. Season Important Dates

October - Managers Meeting

October – Collect: Fair Play Pledges, Jersey waiver/deposits and Player Medical Information forms. Open bank account. Have parents meeting.

December – Team invoices for first half of season to be issued to U14 and above.

Mid-December – All coaching qualifications and criminal records check to be completed

March – Team invoices for second half of season issued

May – NCRA Annual General Meeting

iii. Communication

Another key to having a successful team is COMMUNICATION. Managers are a vital touchstone for parents as their child plays on a team. Good, frequent and respectful communication between the Manager, Coach and parents is essential to ensure the smooth running of any team.

iv. Team Staff

Each team should consist of:

Team Officials (max. of 4 per team excluding Junior Coaches):

- Head Coach*
- 2 Assistant Coaches*
- Team Manager
- Junior Coaches (when applicable)

*Note – at least one Coach (Junior Coaches excluded) must be female.

To have a successful season it is important for the Head Coach and Team Manager to clearly define and agree upon responsibilities at the beginning of the season, and to keep an open line of communication throughout the season. Duties performed by the Team Manager will vary somewhat by team based on the Team Manager's abilities, interests, availability, the coach's perspective on responsibilities, and by the level of involvement of parents. It is important for the

Team Manager and the Coach to meet at the start of the season (and before the parent meeting) to discuss expectations in terms of communications and decision making.

v. Delegation of Duties

A Manager's role is to work closely with the Coach and keep the team organized and running smoothly. To do this the Manager may need to delegate many tasks to other parents on the team. At the start of the season most parents will be prepared to volunteer in some capacity. Spreading the work around makes for a more enjoyable experience for all families. Getting involved also helps parents better understand the sport of Ringette, it is also important to provide opportunities that get parents involved to allow them to gain experience. This will ensure that NCRA has lots of experienced parent volunteers able to help out in future years.

**Remember without parent volunteers these roles will fall to you.

The following is a list of some of the volunteer positions that your team may decide to assign to parent volunteers:

Volunteer Role	Description of Role
Team Treasurer	<ul style="list-style-type: none"> • Works with Coach and Manager to prepare a budget • Sets up the team bank account - have at least two people set up as signing officers. • Responsible for all team bookkeeping. Collects and deposits all income and pays all expenses. • Provides a summary for parents as required during the season.
Fundraising Coordinator	<ul style="list-style-type: none"> • Comes up with a number of fundraising opportunities for the parents to choose from to raise sufficient funds to meet budget requirements. • Organizes and coordinates the fundraising campaigns that the team chooses to do.
Game Day Coordinator	<ul style="list-style-type: none"> • Ensures that the Timekeeping & Scorekeeping duties are covered (as assigned on schedule). • For U12 and higher, ensures that the Shot Clock duty is covered; secure shot clock remotes. • Trains families to run game clock, fill out score sheet and run shot clock properly
Away Tournament Coordinator	<ul style="list-style-type: none"> • Responsible for out-of-town accommodations and meal planning while away (pot-luck meals and/or restaurant reservations, fun team events).
Social Coordinator	<ul style="list-style-type: none"> • Responsible for organizing team social events throughout the season (team building events, Christmas party, year-end party etc.) • Buying end of year gifts for bench staff and players, as decided in collaboration with the coach and team parents.
Team Safety Officer <small>*when required by NCRA and/or RNS</small>	<ul style="list-style-type: none"> • Tracks attendance/Health checks) for all on and off the ice events (via TeamSnap) • Shares facility specific protocols, spectator limits, etc with families. • Manages spectator limits at the rink.

vi. Accreditation Requirements

As volunteers working with children there are administrative, legal and accreditation requirements that must be met by all Team Officials. It is the Head Coach's responsibility to ensure that all Team Officials (coaches and manager) have the required certification for the

team's level of play. This is also outlined [here](#). Head Coaches are responsible for reporting their Team Officials status to the NCRA Coaching Coordinator.

This information is included in the Managers Guide so that the Team Manager can support the Head Coach in this function. All related information including course dates & locations can be found [here](#).

It is essential that by December 15th (or the date specified in a given year) all bench staff have obtained the necessary certifications. Questions regarding qualifications should be put forth to our NCRA Coaching Coordinator.

a. Criminal Record Check (CRC) and Child Abuse Registry Check (CAR)

All Team Officials (Coaches, On-ice Helpers & Manager) over the age of 18 are required to have a Criminal Records Check (CRC) and Child Abuse Registry (CAR) done before they interact with the team. If you know your CRC and CAR checks are current you can email them to the NCRA Equipment Coordinator with your name plus CRC/CAR as the subject line.

If you need a CRC done, email the NCRA Equipment Coordinator and they will request one on your behalf through the NCRA account with mybackcheck.com. You will receive instructions through email along with the link to the site, you will then provide the information online to complete the CRC. When you receive notice your result is complete, you will need to share it with the association via a link within the mybackcheck.com site.

You are responsible for providing the Equipment Coordinator with a current CAR check as well. If you require an updated CAR, please go to this [link](#). Once you have your completed check returned, provide the letter to the Equipment Coordinator.

b. Manager's Certification Program

All team managers are encouraged to complete Ringette Canada's Manager's Certification Program.

Ringette Canada has developed a complete training program for managers in order to address the special skills which managers must have in order to perform their job. It is a completely online program and is available directly from Ringette Canada and can be found [here](#).

vii. Ringette Rules

Although optional, it is highly recommended for all team managers to become familiar with the rules of ringette. Ringette Nova Scotia rules can be found [here](#) under RNS > Operating > Operating Manual.

III. Season Start-Up

The team manager is the central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the ringette association, other teams and officials.

A sample Managers checklist can be found as [Annex A](#).

NCRA Coaches and Team Manager Meeting (early October)

It is mandatory that you attend the NCRA Coaches and Managers meeting which is held after all the teams are formed. The NCRA Coaching Coordinator will run the meeting and provide an introduction to the season and be available to answer questions.

i. Team Finances

A budget will need to be drafted at the start of the season and will reflect team fees and any fundraising on the revenue side and the tournament fees and miscellaneous other items on the expense side. Competitive teams will generally enter more tournaments and have other expenses that require higher team fees than recreational teams. Budgets must be approved by 2/3 of parents prior to the end of November. Once approved by parents, a copy must be sent to the NCRA Treasurer for review/approval by the NCRA Board.

The NCRA Treasurer will advise Managers at the season start meeting of any known mandatory expenses, ie goalie training, for team budget planning purposes.

Team Managers and/or Team Treasurers are required to maintain an accurate accounting of all team finances including revenue (Funds raised from fundraising, sponsors etc.), and expenses.

Fundraising and Team Budget By-law (#9) can be found [here](#).

Ringette Team Budget Templates can be found [here](#).

Managers (or Team Treasurer) will be responsible for opening a Team bank account. The NCRA Treasurer will send out a letter that will need to be filled in with the Team's information and then provided to the Bank (Preferred financial institution to be provided). All Team accounts require two (2) signing officers. These two people cannot be related (siblings, spouse, etc.).

Note - Fundamentals 1 and 2 (otherwise known as U9 or Children's Ringette) are not expected to have a final team budget approval at the start of the season. It is anticipated that the team may wish to enter tournaments, including the RNS year-end jamboree, but that players will always be given the option to attend by paying their portion of the registration fee ad hoc. Teams/players may still participate in fundraising to help pay toward tournaments or team events, but players are not obligated to pay for and attend all tournaments/jamborees that the team enters.

ii. Team Meeting

As soon as the team has been formed, discuss the timing, location and goals for the first team meeting with the Coach. It is recommended each team schedule a team meeting with parents early in the season. Team meetings provide parents, coaches and managers with an opportunity to meet one another. Although it is typically the coaches that will lead this meeting, Managers should use this opportunity to discuss volunteering, tournaments, budget, needed cheques, etc.

You will find a Team Meeting Agenda Template as [Annex B](#).

Additional meetings may be required throughout the season to update parents on finances, tournaments, etc.

iii. Team Communication

Ongoing team communication is the most important role a manager plays. Regular updates are an absolute must. There are numerous forums that can be used (Facebook group, TeamSnap, email distribution list, etc.) in order to easily manage communication with team parents more efficiently. If using a Facebook group – ensure that it is a private group. TeamSnap is a great way to streamline communication: schedules, goalie rotation, scorekeeper/timekeeper duties, e-mails, team event reminders, contact information etc. The app and/or web sites also contains arena addresses and directions which many parents need for away games.

iv. Team Rosters

All team rosters are approved by the Coaching Coordinator and the NCRA executive.

The NCRA Registrar will then submit all the information to the RNS registrar for insurance purposes. It is critical the Coach and Manager review the Team Roster and ensure all the information is accurate. Deadline for roster changes is November 15 except U9 in which case late registration is accepted until Dec 1.

v. Equipment Distribution

Equipment will be provided by the NCRA Equipment Manager. Typically, a pick-up date will be scheduled or alternatively, the Manager/Coach should contact the Equipment Manager to arrange a mutually-convenient time for pick up. The team is responsible for the safekeeping of this equipment and you should make note of the equipment received. At the end of the year, all equipment received must be returned in full and in good condition.

To start the season, each team will be given:

- Rings
- Pylons
- First Aid Kit
- Clipboard
- Equipment bag

Goalie equipment is provided to all U10 and U12 teams; and is only provided to other age groups as needed. Teams should notify the NCRA Equipment Manager immediately if there are any damaged items or missing equipment from the received gear.

vi. Jersey Distribution

At the start of the season the NCRA Equipment Manager will provide jerseys to each team to pass out to their players. The Team Manager will pass out and collect the Jersey Commitment Forms. If a player's jerseys are not returned or are returned damaged a \$100 fee per missing/damaged jersey will be placed on the player's account that must be paid with the players registration fee the following season. Failure to pay the fee will result in the player not being permitted on the ice. The Jersey Commitment Form can be found [here](#).

U10, U12, U14, U16 and U19 will receive both home and away jerseys.

Care of Jerseys

- Jerseys must be hung to dry after washing.
- Nothing is to be ironed on the Jersey (i.e. name bars)
- Jerseys are to be kept in a garment bag NOT in the equipment bag.

Name Bars

Each player (not including U9) is required to have their last name visible on the back of their jersey at the top between the shoulders. These are to be a black bar with white letters on both the Home and Away jerseys. Name bars are not provided by NCRA/Team. However, the Team Manager may choose to help coordinate the ordering of name bars at a cost to parents.

Sponsors Bars

If players acquire a Jersey sponsor, the sponsor bar goes on the back of the jersey at the bottom. These are to be a black bar with white letters on both the Home and Away jerseys. Sponsor bars are not provided by NCRA/Team. However, the Team Manager may choose to help coordinate the ordering of name bars at a cost to parents.

Parents should be reminded that name bars, sponsors bars and letters "C" or "A" must be removable. Advise parents if they are using a sewing machine to ensure the stitch length is 4 to 5 mm/5 to 6 spi - otherwise removal of the name bar at the end of the year can result in damage to the jersey.

vii. Player Documentation

At the start of each season, Managers need to circulate the following forms (in addition to Jersey Waiver) to parents to fill out and return. A draft template to track collection of forms, jersey numbers etc. can be found as [Annex C](#).

a. Code of Conduct

All players, parents and team officials must read and sign the Code of Conduct. Each contract covers conduct at practices, games, events and team. NCRA expects players, parents and officials to conduct themselves in an ethical, appropriate manner at all times. As Team Manager, you are not only responsible for upholding the code of conduct personally, but for being vigilant that the code is not being abused by your players, parents and other team officials.

The Team Manager is to keep all originals in a secure place; at season end all copies are destroyed.

The Code of Conduct Form can be found [here](#).

b. Player Medical Information Sheet

A Medical Information Sheet must be completed for each player. This information could be critical in the event of an injury or a medical emergency. It should be your goal to have all the forms collected as early in the season as possible. Stress the importance of emergency contact numbers being ones which will actually be answered during regular game times. While it is recommended that one parent always be in the rink while their

child is on the ice, this isn't always the case. However, a parent's authority for treatment will be necessary if a child must be taken to emergency, so accurate contact information is critical. Coaches should also fill out this form as they are on the bench and ice where injury is just as likely. Be sure to point out children with chronic health issues, i.e. asthma, to your bench staff. Managers should also make note of any food allergies at this time in anticipation of group events during the season.

The manager should keep the originals in a safe and secure place and a copy should be placed in the First Aid kit in an envelope marked 'confidential'. These forms are confidential and all copies should be destroyed at the end of the season.

The Player Medical Information Sheet can be found [here](#).

c. Concussion Code of Conduct for Athletes and Parents/Guardians

All players, parents and team officials must read and sign the NCRA Concussion Code of Conduct. Please see section x. Game Play in the Event of Injury – Concussion of this handbook for further information on NCRA's Concussion Policy.

The Team Manager is to keep all originals in a secure place; at season end all copies are destroyed.

The Concussion Code of Conduct for Athletes and Parents/Guardians Form can be found [here](#).

IV. During the Season

i. Record Keeping

As a Manager you will want to use some tools to stay organized. The following are essential:

- Team contact list (phone numbers/emails for ALL guardians) – See Annex C.
- Contact lists - NCRA, RNS, other teams
- Schedules - practices, games, and parent volunteers for Shot Clock, Game Sheet and Time Clock
- Game sheets – complete once game schedule is released, have extras blanks and extra labels on hand
- Receipt book for tracking cheques and cash received from parents
- Arena information, maps etc.
- Current financial information
- Tournament details
- Medical Information Forms (confidential)

Game/Practice Essentials

In addition to a well-stocked, standard first aid kit (provided by NCRA), it is recommended that you have with you the following at every game and practice:

- Address of the arena you are playing at, and knowledge of the nearest hospital.
- AED (Automated External Defibrillators) locations in each arena
- Information on all the players, i.e.: emergency contacts, MSI numbers, special needs for instance allergies to medications, etc.

- Hardware bag including a multi-tipped screwdriver, pliers, clear tape, spare skate laces, and anything else required for minor equipment repairs.

ii. Team Website

NCRA maintains a [website](#) and each team will have access to their team's page for updating.

A team password will be supplied to Managers and Head Coaches – this will be provided by the NCRA Communications Coordinator.

iii. Practice Schedule

Each NCRA team is allocated a set amount of practice ice times at the beginning of the season. This ice is covered either by players registration fees or team budgets depending on the division. Many teams will set a budget for extra ice. If a team is looking to purchase extra ice, contact NCRA's Ice Scheduler prior to going to other arena/associations. That being said, typically the demand for ice is greater than the supply NCRA is given by HRM each season. If a Coach wishes to add practices over and above those scheduled by NCRA, ice can be reserved through HRM/Facility directly. Teams that book ice outside of NCRA allotments are solely responsible to arrange the booking, payment and adherence to guidelines at that facility.

HRM Arena ice availability can be viewed online [here](#).

Practice Schedules are provided by NCRA Ice Scheduler & posted on each team's NCRA website page.

iv. Cancelling Practice

Contact the NCRA Ice Scheduler to cancel a practice. It is best to give as much notice as possible so that the Ice Scheduler may offer this time to another team.

Arena Closures

The arena arenas rarely close due to weather unless there are power outages. Managers should call ahead to arenas prior to ice time. Here are the contact numbers for our local arenas:

Sackville Sports Stadium – 902-869-4141

Lebrun – 902-490-4664

HRM 4Pad – 902-835-5454

RBC Centre – 902-444-4723

v. Dressing Room Security/Etiquette:

NCRA Dressing Room Security/Etiquette Parent Handout can be found in [Annex D](#) as well as enclosed in the NCRA Parents Handbook.

Upon arriving for games or practices, the Manager will need to secure a dressing room and key (in some rinks). A sign for the dressing room door can be useful so players know which dressing room has been assigned (consider this in your team budget). The Manager should ensure that the players are supervised while getting ready and that no one enters the room until the players have dressed completely.

Managers need to enforce the 'no phones or cameras policy' in the dressing room. This is a Ringette Canada rule intended to protect the privacy of the players and should be strictly enforced - No exceptions.

Players and adults are expected to keep all phones put away (pocket or purse) and step out of the dressing room to answer or make calls or retrieve messages. One phone solely for playing music is permitted.

For Divisions U12 and higher, no males are permitted in the dressing rooms. Players can come out to get their skates tied or for help with goalie equipment. Male coaches can come in and deliver their pre-game routine after being given the "all-clear" by the Manager (or female on the bench).

It is recommended that two or more people be present in the dressing room with the players whenever possible – they must have the appropriate clearances (criminal check and child abuse registry). It is recommended that two or more people be present in the dressing room with the players whenever possible – they must have the appropriate clearances (criminal check and child abuse registry).

It is the Manager's responsibility to have a lock and key to lock up (if applicable) the dressing room while the players are on the ice and to unlock it when they come off the ice.

vi. Team Fundraising

Teams may decide to fundraise to help pay for team expenses such as attending tournaments. Please review NCRA Fundraising and Team Budget By-law (#9), it can be found [here](#).

Jersey Sponsors

A Jersey Sponsor letter that Players can use to canvas local businesses. This can be found [here](#).

The NCRA Treasurer **must be advised and approve** of the fundraising events and dates prior to commencement.

An online application for a Ticket Lottery Permit (Under \$4,000) is available [here](#). Licensing Section of Alcohol and Gaming can be reached at (902) 424-6160.

vii. Off-Ice Team Activities

Some teams will want to do it all: fundraising, tournaments, parties; while others are more low-key. It's important to take the pulse of the group at the start of the season to see what the consensus is.

Some ideas of activities to help with team building, relationships and fun outside of Ringette are:

- Bowling
- Dryland Training
- Team Parties: Halloween, Christmas, End of Year

viii. Affiliated Players

If teams are short players they can 'borrow' a player from another team. Please refer to the "3. Eligible Team Members Policy" within the CRRL Rules and Regulations document. You can access this document [here](#).

ix. Conflict Management

As a manager, you should encourage strong communication if you sense that there are misunderstandings developing. It is preferable that any issues that arise on a team be dealt with through direct and open communication as early as possible.

Players and parents are encouraged to deal directly with the Head Coach/Manager if there is a problem to be addressed. If the parent or guardian are not comfortable dealing directly within the team staff, they can contact one of the Executive and we will do our best to positively resolve the situation.

Problems need to be dealt with promptly and without bias to ensure the players have a positive season!

- Never bring complaints to the coaching staff before a game.
- Never bring your complaints or negative comments into the dressing room.
- Always treat the Coaches & officials with respect

Use The 24-Hour Rule: If a parent has something to say to a team official (that could be contentious) wait 24 hours after the event or the game before discussing it. By this time, everyone will have a better perspective and a lot of arguments naturally are eliminated in the process.

x. Game Plan in the Event of Injury

It is critical that every team has a plan in the event of an injury. This game plan should be discussed with the coaches and parents.

Accident & Injury Report Form

Complete Form - Sport Injury Report Form. This form can be requested from the NCRA Coaching Coordinator.

Returning to the Ice After Injury

Upon return from an injury, the player cannot participate in any Ringette activity without a note giving them approval to return to Ringette from their attending doctor. This note must be given to the Manager to file with the Sport Injury Report Form.

Concussions

Refer to NCRA Policies and Procedures – Appendix III for NCRA's full Concussion Policy which can be found [here](#). NCRA is committed to ensuring the safety of everyone participating in the sport of ringette. All members of the NCRA community (including coaches, officials, and even parents) should be familiar with their responsibilities under the Concussion Management Guidelines. Ringette Canada's Concussion Management Guidelines can be found [here](#).

NCRA must be informed whenever a possible Concussion incident occurs, the result of consultation with a medical professional, and when the participant is able to return to play.

To summarize, the following forms need be completed:

1. Concussion Incident Form can be requested from the NCRA Coaching Coordinator.
2. Letter from physician indicating that participant is cleared to resume participating in ringette activities. The Athlete Concussions Medical Report form must be completed by a physician. This form can be requested from the NCRA Coaching Coordinator.

All NCRA Coaches and Team Staff (including Managers) must read and sign the Concussion Code of Conduct for Coaches and Team Staff form at the start of the season and return this document to the NCRA Coaching Coordinator. This form can be found [here](#).

xi. Referees and Exhibition Games

For regular season games, referees will be arranged and paid for by the association.

To arrange exhibition games with another team you will need to either ensure you have full ice available/purchased or request that the other team provide the ice. Generally, this is a favour that you should try to return at a later date if possible. The NCRA Ice Scheduler can be contacted to see if full ice is available, failing which, you may need to book ice directly with HRM. Typically, you would contact the Coach and/or Manager of another team first to canvass their interest in an exhibition game and to get a general idea of when they might be available.

To arrange an exhibition game; you must:

- Send to NCRA President/Coaching Coordinator for approval prior to submitting to RNS
- Once NCRA has approved, you can then request to host an exhibition game and request Referees through RNS (must be submitted no later than 7 days prior to game).
- Once approved by RNS, Officials will be scheduled and you will receive confirmation that your game has been scheduled.

xii. League Games

As Team Manager you are to ensure games run as smoothly as possible.

CRRL league game play will begin no earlier than the weekend after Thanksgiving and all league games are to be completed by March 31. The season will be divided into two halves. The first half ends with the last game in December, and the second half begins in January.

Games will be scheduled by the CRRL Game Scheduler and are posted [here](#).

Once the game schedule has been posted the Manager must review game and practice schedules for conflicts. If a game and practice are scheduled at the same time, advise the NCRA Ice Scheduler to cancel the practice.

Game Reports (Game Sheets) must be submitted electronically via email or text, by the winning team to the CRRL Division Convener within twenty-four (24) hours of the game being completed. In the event of a tied game, the Home team will assume this responsibility.

Game sheet template can be found [here](#).

Posting game results (u12 and above) on the website is done by CRRL.

The Home team provides and fills out the Games Sheets, then gives it to the away team at least 15 minutes before game time for completion of their team information.

When filling out the Game Sheet ensure to include the following information CLEARLY:

- Type of game (league or exhibition)
- Game number (for league games)
- Age category
- Level, if applicable. (tier 1, tier 2, tier 3)
- Date and game start time
- Location of the game

It is the Managers and Coaches responsibility to ensure the game sheet is completed with their teams' players names, jersey numbers, coaches and managers names. Goalie(s) must be marked with (G) or (AG) after their name on the Game Report. If affiliate players are used, they must be designated with (AP) after their name. Captains (if your team has them and depending on level of play) must be marked with (C) or (AC).

Team Colours

It is the responsibility of the Home team to declare their colours to the Visiting team prior to the game. In the event of a colour conflict, the Visiting team must change colours. This also gets recorded on the Game Sheet.

Away Games

The Home team will provide the Manager/Coach with a game sheet to fill in your team details. Game Sheet labels are recommended for ease but clearly printed is acceptable as well.

Template for game sheet labels can be found [here](#) (you can download Word doc and use with Avery 8923 or 48863)

xiii. Minor Officials: Scorekeeper/Timekeeper/Shot Clock

The Manager (or the Game Day Coordinator if delegated) is responsible to ensure that there is a trained volunteer scorekeeper, timekeeper and shot clock person (where applicable) for all home games (including tournament when required) where this may also be expected. It is recommended that the volunteers arrive early to ensure they are familiar with the equipment at a given arena.

Scorekeeping & Timekeeping

Ensure parents are trained to run the time clock and understand how to fill out the Official Game Report (game sheet). (It is a good idea to have a sample Game Report filled out so that new parents can see an example of how to complete it.) You can cover this at a parent meeting and may want to go over time clock operation at a team practice.

Shot Clock

The Home team is responsible to ensure that there is a **trained** shot clock operator. Ringette Canada's shot clock rules will be used for divisions at U12 and above.

You will find Shot Clock Instructions [here](#). Section 24 in the Ringette Canada Rule book.

xiv. Cancelling a League Game

Sometimes it is necessary to cancel a game. Please refer to CRRL's policy "6.6. Forfeit, Default and No-Fault Games" within the CRRL Rules and Regulations document for full direction on cancelling a League game. You can access this document [here](#).

xv. On Ice Officials (Referees)

Teams are not permitted on the ice until on-ice official(s) are on the ice. If the officials are not out in a timely manner, go knock on their door.

xvi. Concerns Regarding Conduct of Officials

If you have a concern (timelines, behavior, technical etc.) about something that has happened at the rink with the on-ice officials schedule for your game, please e-mail the CRRL Division Convener with details of the concern.

xvii. Tournaments

REGISTER EARLY, if the Coach has not already done so on behalf of your team, as most tournaments are first come, first served. As soon as a Manager is appointed they should ensure that the Coach decides what tournaments they'd like to attend and begin the registration process. It may not be possible to complete the team roster or bench staff list if registration is done prior to the team being finalized but complete as much information as possible. Keep track of all tournaments that the team has registered for and the deadlines to update the roster and bench staff and to send payment if applicable. You should also note the deadline for withdrawal without penalty in case the team changes plans or the budget is not approved by the parents.

It is important to book accommodations right away. You can call the hotel and book a block of rooms at a preferred rate. Each family then calls to book their room (from the block) paying the hotel directly.

Here is a list of possible Ringette tournaments (may not be comprehensive):

Rhetta Morse Memorial Tournament	October	Berwick District Ringette Association
Montague Early Bird Tournament	November	Montague Ringette Association
Fredericton Early Bird Tournament	November	Fredericton Ringette Association
Gary Field Memorial Tournament	December	Halifax Hurricanes Ringette
Shediac/Cap Pelé Tournament	December	Shediac/Cap-Pele Ringette Association
COLT Tournament	January	Harbour City Ringette Association

Charlottetown Ringette Tournament	January	Charlottetown Ringette Association
Kent Sud Ringette Tournament	February	Ringette Kent Sud
Dieppe/Riverview Ringette Tournament	March	Dieppe/Riverview Ringette Association
Nova Scotia Provincial	February/ March	Ringette Nova Scotia
Eastern Canadian Ringette Championship	April	Ringette Nova Scotia

The CRRL Division Convener will set a deadline for all teams to provide tournament plans near the start of the season in order to schedule games. If there are any overlaps with scheduled (NCRA or CRRL) games/practices and the tournament, it is the responsibility of the Manager to advise immediately so that the ice may be used by another team.

For Tournaments the following forms must be completed and submitted to the President of NCRA prior to participation in ANY tournament not hosted by NCRA. Without prior approval there is NO insurance coverage for team officials or players. The RNS Travel Sanction Form is also to be filled out and can be found [here](#).

V. **Wrapping Up The Season**

As the season winds down, there are a few final tasks to perform:

i. **Returning Jerseys at the End of Season**

At the end of the season each Manager/Coach will set a place and time for players to return their jersey which should be washed and name/sponsor bars removed. The jerseys are then turned in to the NCRA Equipment Manager at an agreed to time. Return the jerseys in numerical order and separated into darks and lights.

It is the responsibility of the parents to return their jerseys in a timely manner and in good condition. If the jersey is not returned or not returned in acceptable condition a \$100 fee per missing/damaged jersey will be placed on the player's account that must be paid with the players registration fee the following season. Failure to pay the fee will result in the player not being permitted on the ice. Contact the NCRA Equipment Manager regarding any missing or damaged jerseys.

ii. **Year End Team Party**

Teams usually schedule an end of season party. The details are up to the team. You can take a poll of the players and see what activity they would like to do or you can review with the coaches & parents. This is a good task to delegate to a parent or two. At the younger ages, most teams give small gifts to the players to celebrate the year.

Player Gift Ideas:

- Medal
- Trophy

Fun Activities / Venues:

- Rent a pool
- Laser Tag
- OnTree Park Zip Line

iii. Financial Report

Once all of your activities are complete, the Team Manager/Treasurer can forward a final report to the team. At this time if there is a surplus, parent fee paid can be returned.

After finalizing season end account signatories must close the team bank account. This is done by emailing the bank – they will provide further instructions.

Final budget/actual statements must be submitted to the NCRA Treasurer at the end of the season to the NCRA Treasurer along with confirmation of the closed-out bank account prior to May 31st. Monies remaining in the bank account must be paid out to NCRA.

iv. Coach Evaluation Forms

Coach evaluation forms will either be distributed by the Team Manager or a link to an online form will be provided to the parents at the end of the year. The NCRA Coaching Coordinator will send this form to all Managers.

Congratulations, you've done it!
Time to enjoy a well-deserved break!

Annex A – Sample Manager’s Checklist

Done	Task	Deadline	Notes
Items to be Completed ASAP			
	Register for selected tournaments ASAP	ASAP	
	Book tournament accommodations ASAP	ASAP	
	Send tournament registration fees by deadline	By deadline	
	Update team roster online by deadline	By deadline	
	Notify Ice Scheduler of tournaments ASAP	ASAP	
	Set up bank account, prepare budget and collect player fees		Team Treasurer
Items to be Completed in October			
	Prepare for Team Meeting	For 1st mtg	Together with Coach
	Email forms for completion prior to first meeting		
	Draft Team Contact List	For 1st mtg	To be verified by parents
	Collect Fair Ply form		
	Collect Jersey waivers & deposits		
	Collect Medical Information Sheets		
	Attend Coach's/Manager's Meeting early Oct		
Ongoing			
	Set up Google or Outlook Calendar and send weekly updates by TeamSnap		Practices, games, tournaments, off-ice training, goalie clinics
	Prepare Game Sheet labels and get Game Sheets		Game Day Coordinator
	Secure Referees for any exhibition games		
	Coordinate Game Days		Game Day Coordinator
	Coordinate Social Events		Social Convenor
	Coordinate Tournament Itineraries		Tournament Coordinator

Annex B – Team Meeting Agenda Template



NCRA Team Parent Meeting Agenda

- Intro of Coaches/Junior Coaches/On-Ice Helpers
- Intro of Manager/other Support Roles
- Coaching Overview (goals, fair play, objectives, philosophy, LTAD, sports etiquette)
- Details of Program / Expectations for Players
 - o Review and distribute Code of Conduct & Medical Forms
 - o Review and distribute Jersey Waiver
 - o Equipment Requirements
 - o Changeroom Security/Etiquette/Expectations
 - o Attendance – required to notify both the Manager and the Coach as soon as possible if their player will be unavailable for a game or a practice so that the necessary adjustments can be made and replacement players found, if necessary.
- Schedule
 - o Practice times
 - o Games
- Budget review
 - o How many Tournaments will team attend?
- Fundraising
 - o Discuss fundraising plan, parent payments etc.
 - o Jersey Sponsors
- Team Apparel
 - o Review dress code, water bottles, jersey care, name/sponsor bars
- Expectation of Parents / Volunteers
 - o Review the various volunteer roles and delegate
- Team Allergies
- Questions

Annex D – NCRA Dressing Room Security/Etiquette



Nova Central Ringette Association Dressing Room Security/Etiquette Parent Handout

Players need to build camaraderie and the dressing room is a great place to do so but we need to make sure our kids are being respectful of their teammates, parents, opposing players and themselves.

Dressing rooms should be a restricted area for the exclusive use of players to change into their equipment and uniforms, share the team experience, and expect privacy. In general, access to team dressing rooms is limited to designated team officials, players, coaches, managers, or designated female parents. Without exception, at least one member of the team staff present in the dressing room must be an adult female.

The dressing room is also an area for the players to build team spirit, to physically and mentally prepare and focus on game preparation and strategies, and to receive instructions and direction from the Coach and team management staff.

Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of our players as they dress and prepare for a game or after a game. *U9/U10 variances.

- No male coaches or parents are permitted in the dressing room while the players are getting dressed (U12 and above).
- There should be at least one adult female in the dressing room at all times.
- Players must be fully dressed at least 15 minutes before ice time so the coaches can enter and discuss the game with the players.
- No cameras or cell phones are to be used in the change room except one being used for music. All others must be stored with the player's belongings until they exit the change room.
- Voices will be kept to a reasonable level. No screaming or yelling.
- Players are expected to remain in the dressing room until their ice time begins, unless a team warm-up activity is being run. Purposeful horseplay in the hallways, rink or spectator areas will not be tolerated.
- No graffiti or vandalism or any sort to walls, benches, bathrooms or showers.
- No swearing or rude language of any kind.
- Fighting, badmouthing and general abuse of fellow players will not be tolerated.
- No alcohol, cannabis or tobacco.
- Garbage must be cleaned up before you leave the change room. Leave the dressing room the same way you would expect it to be when you arrive – clean.

All participants in the Nova Central Ringette Association are expected to adhere to these guidelines at all times.