



SCOTIA STORM RINGETTE **MANAGER HANDBOOK**

2025

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SCOTIA STORM RINGETTE

WELCOME MESSAGE

On behalf of Scotia Storm Ringette, and all the players, we thank you for volunteering to be a manager for your team this season. Volunteers like you are the reason we are able to ensure that we are able to deliver a quality program to the many families that make up the Scotia Storm Ringette family. Managers hold such an important role in keeping the team and season organized and enjoyable. Thank you for the time and dedication you put into each season.



We hope this handbook will provide you with helpful information to assist you during the season. This handbook will also provide important information regarding expectations from managers to optimize the experience for all players, and also regarding policies, principles and procedures adopted by Scotia Storm Ringette, and Ringette Nova Scotia (RNS) that managers need to be aware of and follow. The most updated version of this handbook will always be available on our official website under the 'Managers' tab at www.scotiastormringette.com.

Scotia Storm Ringette is dedicated to the support and development of our team staff and their players. We want to ensure you have a rewarding experience in your role as Team Manager. As the season progresses, communication will be important. Please contact us if you have any questions at any time. If we do not know the answers, we will find them for you.

Thank you again for choosing to volunteer with Scotia Storm Ringette. We look forward to working with you. Have a wonderful season!

TEAM STRUCTURE



Team Staff

Each team is required to have a Head Coach and at least one Assistant Coach. Each team should also have a Team Manager. Junior Coaches may also be assigned to teams. All staff, including managers, have to be registered and vetted.



Other Volunteers

Teams can choose to have a Team Manager that leads most managerial duties or may opt to have co-managers. Teams may also decide to delegate particular duties to other parent volunteers to help share the workload by creating support positions such as:

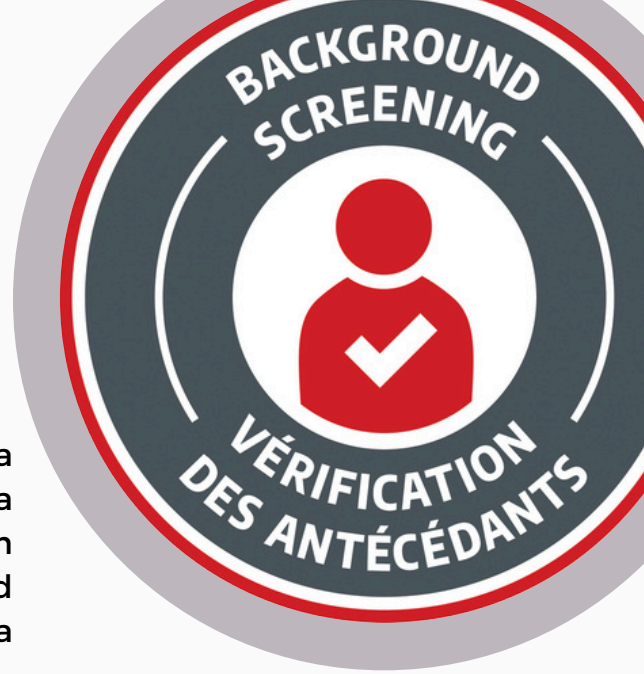
- Team Treasurer
- Game Day Coordinator
- Fundraising Coordinator

Team Meeting

It is recommended that your team's Head Coach schedule a team meeting with parents early in the season. Team meetings provide parents, coaches and managers with an opportunity to meet one another. Head Coaches typically lead this meeting, but you may have a role as well. You will find a Team Meeting Agenda Template in the appendices should your staff choose to use it.

BACKGROUND SCREENING

Screening personnel is a vital part of ensuring a safe sport environment for our athletes and as a result, all adult participants in Scotia Storm Ringette are required to complete background screening that is in line with Ringette Nova Scotia's Policy.



Background Screening Requirements

All Scotia Storm Ringette Managers are required to submit a current:

1. Enhanced Police Information Check (E-PIC), Criminal Record Check (CRC) or Vulnerable Sector Check (VSS)
2. Child Abuse Registry Check (CAR) - Participants can obtain a Child Abuse Registry Check for free via: [Apply for a Child Abuse Register search - Government of Nova Scotia](#)

Screening documents must be uploaded into the RAMP registration system during your staff registration process. The E-PIC, CRC, VSS and CAR checks will be considered valid for three years, after which will need to be updated. If at any time after the check is completed the individual subsequently receives a charge, conviction for, or is found guilty of, an offense they are required to report this circumstance immediately to Scotia Storm Ringette.

Scotia Storm Ringette's full background screening policy can be found here: <https://www.scotiastormringette.com/content/background-screening-policy>



REQUIRED TRAINING



As of the 2025 season, Scotia Storm Ringette has updated its training requirements. All Team Managers must complete the training as outlined below.

Scotia Storm Ringette Requirements

1. **CAC Safe Sport Training** ([Safe Sport Training](#) | [Coaching Association of Canada](#) | [Association canadienne des entraîneurs](#))
2. **CAC Understanding The Rule of Two** ([Understanding the Rule of Two](#))
3. **NCCP Emergency Action Plan** ([NCCP Emergency Action Plan](#))

How To Complete the Training

1. You will need to create an account at 'The Locker' ([Coaching Association of Canada](#)). You will receive and NCCP number when creating your account.
2. To access the training in The Locker, login to your Locker account and click "E-Learning" from the menu across the top.
3. Select "Multi Sport" from the left menu and then scroll down to the required course.
4. Staff will be required to submit their NCCP number in RAMP when they register as Team Manager, which will allow for Scotia Storm Ringette to verify completion.

If you have already completed these modules, no action is required - we will be able to verify completion through your NCCP number.

Timelines for Completion

Team Managers should have the three modules completed as soon as possible once team activities get underway.

SCOTIA STORM RINGETTE

RULES & POLICIES

Game Rules

As Scotia Storm Ringette teams play various teams from across Canada, and primarily in tournaments, be reminded that game rules may differ depending on the event and where it is played. As manager, always check ahead with exhibition game and tournament organizers to clarify the rules prior to game day and inform the team's coaching staff.

Travel Guidelines

Scotia Storm Ringette adopts the following [Travel Guidelines to Help Protect Children in Sport](#), developed by the Canadian Centre for Child Protection.

Athlete Protection Guidelines

Scotia Storm Ringette's Athlete Protection Guidelines can be found here: <http://scotiastormringette.msa4.rampinteractive.com/content/athlete-protection-guidelines>

Dressing Room Guidelines

Scotia Storm Ringette adopts 'The Ringette Canada Change Room Guidelines', which are intended to provide general standards and guidance to ensure that all change rooms in ringette are safe, inclusive, and equitable environments for all ringette athletes. These guidelines should be reviewed by all Scotia Storm Ringette managers:

<https://www.ringette.ca/wp-content/uploads/2021/06/Ringette-Canadas-Change-Room-Guidelines-Implementation-Guide.pdf>

UNDERSTANDING THE RULE OF TWO



At Scotia Storm Ringette, we take the Rule of Two seriously. The Rule of Two is meant to protect **both** athletes and staff. Under **NO** circumstances is a team staff person to be alone with an individual athlete (emergency circumstances may be an exception if safety is a factor).

Safety in Numbers

Rule of Two



The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.

The Rule of Two is a leading practice to ensure a safe sport environment for all.

INTERACTIONS

 <ul style="list-style-type: none"> • Two trained and screened coaches • One participant 	 <ul style="list-style-type: none"> • One trained coach • One screened adult • One participant 	 <ul style="list-style-type: none"> • One coach • Two participants 	 <ul style="list-style-type: none"> • One coach • One participant
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How the Rule of Two works

-  **Work as a team.** A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.
-  **Remain open to the public.** Have a training environment that ensures all situations are open, observable and justifiable.
-  **Plan transportation.** Have two adults present when traveling with a participant(s), and refer to your club travel policy.
-  **Be sensible.** Be considerate of the gender of the participant(s) when selecting coaches or volunteers.
-  **Transparent communication.** Ensure that all communications are sent to a group and/or include parents/guardians, without one-to-one messaging.

The Rule of Two in virtual settings

In addition to the recommended guidelines, virtual training sessions also entail the following:

-  **Parental awareness.** Obtain consent for virtual sessions, plus inform parents of activities that will occur.
-  **Record each session** and they should be in a professional setting (not a bedroom).
-  **Weekly debriefing.** Encourage regular check-ins with parents, coaches, and participants about the virtual training.

Whether you are a coach, participant, parent, or volunteer, we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure
For more information, visit coach.ca/RCM



coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

TEAM COMMUNICATION

Meet With Team Staff

Once the team is formed, it is recommended to meet with the team coaches to develop a plan for the season. Early planning of tournaments, etc. is needed to gather information that will be needed to customize your team budget.

Establish A Communication Plan With Families

Establishing a communication plan with families at the start of the season is important. Let families know the primary method of communication (RAMP, email, etc.) so that they know where to access important team information.

Set Up A Team Email Account

In order to streamline team emails and e-transfers from parents, to tournament organizers etc. it is recommended to create an email address for your team - for example, scotiastorm[agegroup]@gmail.com.

Athlete Medical Forms

Scotia Storm Ringette has an “**Athlete Medical Form**”, which can be found under the ‘Managers’ tab on the Scotia Storm Ringette website (<http://scotiastormringette.msa4.rampinteractive.com/content/athlete-medical-form>). It is required that you have each athlete’s family fill out the form and return it to you as manager as soon as possible. A paper or electronic copy is acceptable as long as coaches have easy access to the information at all times while they are on the ice with their athletes. If you do print off a paper copy of the medical forms, it is suggested that you place them in a folder or similar (with plastic sheet protectors, if possible, to prevent them from getting wet) for the coach to have in their coach gear bag in the event of any emergencies.

TEAM BUDGET



Finalize a Team Budget

Creating a team budget is required before meeting with parents to explain the team's expenses and revenue flow for the season. You will be provided with a starting team budget from the Scotia Storm Ringette Treasurer. You are able to adapt certain sections of this budget to meet the plans specific to your team. It will be identified on the budget which sections are mandatory (non-changeable) and which ones are flexible that you can tailor to meet the needs of your team. It will be important to meet with the Head Coach to understand the plans and goals for the season which will help to inform the development of the team budget.

Budget Approval

All team budgets need to be reviewed by the Scotia Storm Ringette Treasurer and given approval early in the season. Please send your final draft budget to treasurer@scotiastormringette.com for review.

Important Note Regarding Sponsorships & Team Budget

If your team secures Silver, Gold or Platinum sponsors, the sponsor is eligible for a recognition plaque as a thank you. You will need to set aside a portion of your sponsorship funds to pay for the ordering of these plaques at the end of the season. Please reach out to the Director of Communications at communications@scotiastormringette.com for plaque pricing and ordering information.

All levels of sponsorship entitle the sponsoring company or individual to having their name/logo on a sponsorship banner that your team will display at your season's games. It is up to your team to design and source a supplier for this banner. You will need to set aside a portion of your sponsorship funds to pay for this banner.

BANK ACCOUNT



How To Open Account

A team bank account is needed to collect payments for things like team budget payments, swag orders, jersey and ringette pant orders, etc. Personal accounts should not be used.

Reach out to the Scotia Storm Ringette Association Treasurer at treasurer@scotiastormringette.com to request an association letter that you will need to take to the bank to open the team account.

The Team Manager and the Head Coach should act as the two co-signors for the account, or if the Team Manager and Team Treasurer roles are split, then the two co-signors should be the Team Manager and Team Treasurer. Both co-signors will need to meet at the bank to open the bank account. Check with the bank when you book the appointment to see if both co-signors need to go in at the same time or if you can go separately. No personal money is to be used. You should always use the debit card provided when you open the team account.

To close the account at the end of the season, please ensure to transfer any remaining funds to the association. After that is done, the two co-signors can go to the bank teller at any branch with their bank cards and close out the account. The two co-signors usually have to be together to do this, but double check with the bank.

Important Note Regarding Team Sponsorship Payments

Team Sponsorship payments (cheques, e-transfers or other) and Sponsorship Commitment Forms need to be given to the Scotia Storm Ringette President for processing and then the funds will be redirected back to your team. This is necessary so that official tax receipts can be issued and so that sponsor recognition tasks can be tracked and completed.

ATHLETE JERSEYS



Game Jerseys

Each athlete is required to have a home (white) and away (black) Scotia Storm game jersey. Game jerseys are not included in the association registration fee or included in the individual team budgets (as returning players will not need to purchase a new one each year). The Scotia Storm Ringette Executive will support you in the ordering of your team's jerseys at the beginning of each season.

Scotia Storm ringette pants are available to purchase from Sportwheels (209 Sackville Drive, Lower Sackville, NS B4C 2R5). At the start of the season, managers can encourage athletes to try on the sample sizes at Sportwheels and submit their sizes so that you can submit a team order, or families can purchase the pants on their own through Sportwheels. Sportwheels has the custom Scotia Storm pant design on file.

Care for Game Jerseys

Scotia Storm game jerseys are to be kept for games only. They should not be worn at practices to help keep them in good shape. Garment bags should be used to protect the jerseys when not being worn. Do not place them in a gear bag with skates, as the blades may cut the jersey material.



TEAM SPONSORSHIP

Securing team sponsors can provide significant benefits to your team. Sponsorship funds are whole-team funds (**not assigned to individual player accounts**) that can be used to help cover the costs of:

- Specialized skills training and development opportunities
- Ringette competition (ice rentals, referee fees) and travel fees
- Ringette training equipment

How To Secure Team Sponsors

- The Scotia Storm Ringette Director of Communications will send out a letter to all Team Managers at the start of the season outlining the details of the Sponsorship Package and guidance on how to seek sponsors. Managers can then distribute the information to their families.
- The Scotia Storm Ringette Sponsorship Package can be found here: <https://cloud.rampinteractive.com/ScotiaStormRingette/files/Scotia%20Storm%20Sponsor%20Package.pdf>
- The Scotia Storm Ringette Sponsorship Commitment Form can be found here: <http://scotiastormringette.msa4.rampinteractive.com/content/become-a-sponsor>



TEAM FUNDRAISING



Why Fundraise?

It is optional for teams to organize fundraising events. Fundraising can be helpful to help cover the costs associated with the spring season and can help athletes foster a sense of community involvement and team spirit. Players that participate in team fundraising events can have their individual amounts raised applied a “player bank” that can reduce their individual team budget amount due.



Lottery Licenses

Your team may decide to sell tickets for something as part of a fundraiser. **A NS lottery license is required for any kind of fundraising event with the selling of tickets.** Please see the link for the application link and information. Your lotto license # should be displayed on any posters (including social media) and on each ticket as well.

Link to NS Lottery License Application:

<https://beta.novascotia.ca/ticket-lottery-permit-single-draw-ticket-raffle-prizes-4000-and-under>

Fundraising Ideas

Some possible fundraising ideas include:

- Bake sales
- Bottle drives
- 50/50 ticket sales
- Cash raffle ticket sales/Grand in Hand
- Bingo night
- Online auctions

DRESSING ROOM MONITORS



Recruit Volunteers for Dressing Room Monitors

The presence of adults in locker rooms is critical to maintaining a safe, comfortable and positive environment for all of our ringette athletes. More than half of all SafeSport incidents reported each year occur in locker rooms. In all but a few cases, there was no locker room monitor present. We encourage you to try to recruit at least 4-6 volunteers so that they can be vetted and ready to go to support in this role over the course of your season.

Eligibility

Dressing room monitors must:

- Be a female
- Be at least 18 years of age
- Have completed the free CAC SafeSport module (<https://coach.ca/sport-safety/safe-sport-training>)
- Have completed the free CAC Understanding the Rule of Two module (<https://coach.ca/module/understanding-rule-two>)
- Submit one of the following:
 - Criminal Record Check (CRC), Vulnerable Sector Search (VSS), or Enhanced Police Information Check (E-PIC)
 - Submit a current Child Abuse Registry (CAR) check letter. You can request a free CAR here: <https://beta.novascotia.ca/apply-child-abuse-register-search>

Dressing Room Monitor Responsibilities

Enforcing the No Cell Phone Rule:

Cell phones are NOT allowed in the dressing rooms. This is a Ringette Canada rule intended to protect the privacy of the athletes and should be strictly enforced. No exceptions. Athletes and adults are expected to keep phones put away and to step out of the dressing room to answer or make calls or retrieve messages. One phone solely for playing music is permitted.

DRESSING ROOM MONITORS (cont...)

Providing Supervision:

Supervising the locker room during practices, games, and other team events to prevent, reduce, and eliminate adverse and harmful behavior. Your presence helps uphold the standards of the CAC SafeSport Program and ensures the well-being of all participants.

Reporting Adverse Behavior:

Promptly reporting any adverse behavior or events observed in the locker room to the Head Coach, Team Manager or a member of the Scotia Storm Ringette Executive. This may include instances of physical abuse, emotional abuse, bullying, threats, harassment, sexual harassment, hazing, or unauthorized use of electronic devices.

Procedures

Dressing Room Monitors must follow the procedures below in order to protect the athletes, as well as the adults supervising.

U10 Age Groups:

The majority of the time, only coaching staff should have access to the dressing room. If parents are required for tying skates, once the skates are tied, the parents should exit the dressing room. Athletes can also have their skates tied by on-ice helpers. It is important for the athletes to learn to become more independent at this age with dressing and undressing themselves with their ringette gear.

At U10, it is not a requirement to have two females, 18 years of age or older with background screening completed in the dressing room, however, it is recommended in order to prepare this age group for the next age division where it will be mandatory.

DRESSING ROOM MONITORS (cont..)

U12 Age Groups and Above:

Parents/guardians are not permitted in the dressing room. No exceptions. At this age group, athletes are encouraged to tie their own skates, have them tightened by a dressing room monitor or can come outside for help tying or with goalie gear.

At U12 division and above, it is mandatory that teams have two female dressing room monitors, 18 years of age or older with background screening completed in the dressing room with the team. If only one dressing room monitor is present, the team can enter the dressing room, but the dressing room monitor must stand by the open door until the second monitor arrives.

At U12 division and above, male coaches or managers are not permitted in female dressing rooms while athletes are dressing or undressing. Male coaches may enter the dressing room for pre- game or post-game routines after being given the all-clear by the dressing room monitors or female manager.

Scotia Storm Ringette Association has a “Dressing Room Monitor Guide”, a booklet that outlines the requirements and responsibilities of this volunteer position. Please reach out to communications@scotiastormringette.com to request a copy so that you can send it out to your families when calling out for volunteers for this role. A copy is also available under the ‘Managers’ tab on the Scotia Storm Ringette Website:

<http://scotiastormringette.msa4.rampinteractive.com/content/dressing-room-monitor-guide>

INJURY & EMERGENCY ACTION PLANS



It is critical that every team has a plan in the event of an injury or other emergency. This plan should be discussed with all team staff and parents.

Injury Report Form

If a player, coach or team staff member sustains an injury at a practice, game or any other Scotia Storm Ringette activity, as soon as possible, team staff will need to complete the **Scotia Storm Ringette Injury Report Form** (available under the 'Managers' tab on the Scotia Storm Ringette website - <http://scotiastormringette.msa4.rampinteractive.com/content/injury-report-form>). Staff will need to submit a copy of the form to Scotia Storm Ringette **within 2 days** of the injury occurring. Please print and have copies of the form available if needed.

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 you as Team Manager to file with the Injury Report Form.

Emergency Action Plan

An emergency action plan should be created for each team, printed and kept in an easily accessible and logical place (e.g. First Aid Kit). Ensure that you as Manager know where this is kept in event of an emergency. The plan should include the addresses of the arenas you are playing at, and knowledge of the nearest hospitals.



CONFLICT MANAGEMENT

Players and parents are encouraged to deal directly with the Head Coach or Team Manager if there is a problem to be addressed. If the parent or guardian is not comfortable dealing directly within the team staff, they can contact the Scotia Storm Ringette President or another Board member and every effort will be made to positively resolve the situation. Problems need to be dealt with promptly and without bias to ensure the players have a positive season.

Use The **24-Hour Rule**: If a parent has something to say to a team staff member (that could be contentious) it will be communicated that they will have to 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.

NCCP offers a “Managing Conflict” course that is highly recommended (<https://coach.ca/module/nccp-managing-conflict>).



WHO TO CONTACT

Knowing who to contact for various issues is important to ensure that your questions and needs are answered and responded to in a timely manner. Please refer to the information below to help guide you.

1

General Questions and Concerns

If you have general questions or encounter issues, please reach out to the Scotia Storm Ringette President at scotiastormringette@gmail.com

2

Finances

If you have questions or require support regarding fees, budgets and/or finances, please reach out to our Scotia Storm Ringette Treasurer at treasurer@scotiastormringette.com

3

Social Media & Website Promotion

If you would like to submit content to be featured on Scotia Storm Ringette's social media sites (Facebook & Instagram) or on our official website, please email content to our Director of Communications at communications@scotiastormringette.com

4

Sponsorship Program

If you have questions about the Scotia Storm Ringette Sponsorship Program, please reach out to our Scotia Storm Director of Communications at communications@scotiastormringette.com



HAVE A GREAT SEASON.

 facebook.com/scotiastormringette








 www.scotiastormringette.com

 scotiastormringette@gmail.com




 instagram.com/scotiastorm/

MANAGER CHECKLIST

Start of Season:

-  Complete Safe Sport, Rule of Two & Emergency Action Plan Training
-  Create a team email account
-  Open a team bank account
-  Distribute and collect completed Athlete Medical Forms
-  Distribute the Athlete and Family Handbook
-  Organize parent meeting with the Head Coach
-  Send draft team budget to Scotia Storm Treasurer for approval

Throughout the Season:

-  Obtain lottery licence for fundraising when required
-  Organize dressing room monitors and minor officials for home games (game sheet, shot clock and game clock operators)
-  Reach out for support if needed

APPENDIX 1

TEAM MEETING TEMPLATE

Agenda Topic

Introductions

- Coaches
- Junior Coaches
- Managers
- Additional Support Staff

Coaching Overview

- Goals, Philosophy and Objectives (and those of Scotia Storm Ringette)

Details of Program / Expectations

- Highlight Family Responsibilities
- Explain Athlete Expectations
- Review Codes of Conduct
- Distribute Athlete Medical Forms
- Review Emergency Action Plan
- Injury Report Form
- Attendance - expectations for notifying staff of absences and encourage use of Player Availability in the RAMP app

Review Schedule

- Practice times and games
- Travel dates
- Hotel bookings for away games/tournaments

Registration Fee & Team Budget

Team Apparel

- Water bottles, uniform care (reserve jerseys for games only), process for swag orders

Expectation of Parents / Volunteers

- Review the various volunteer roles and delegate (shot clock, game clock, scoresheet, dressing room monitors, etc.)
- Encourage those hoping to volunteer to obtain their background screening documents

APPENDIX 2

HELPFUL LINKS

Scotia Storm Ringette

www.scotiastormringette.com

Ringette Nova Scotia

<https://ringette.ns.ca/>

Ringette Canada

<https://www.ringette.ca/>

The Locker

<https://thelocker.coach.ca/>