



Burnaby New Westminster Ringette Association

Team Manager Guide

2020-2021 Season

Revision History

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1 Welcome

Welcome to an exciting season of ringette! This season is extra challenging due to the pandemic and the additional rules and protocols for the team, and thus the Team Manager. The Team Manager position is critical in ensuring the coaches, players and parents have a terrific year. The Team Manager is generally responsible for:

- Collecting paperwork including medical forms and code of conducts – *this was pre-collected*
- Handing out jerseys and collecting/returning post-dated cheques
- Drafting and getting approval for a team budget – *social distancing rules in place*
- Registering for tournaments – *no tournaments this year*
- Emailing attendance records to City of Burnaby
- Scheduling team parents for minor official duties
- Ensuring that the safety roles are in place
- Pre-filling games sheets
- Entering games / events in Team Snap
- Ensuring coaches enter home page scores
- Emailing copies of time sheet in to LMRL
- Checking on player availability
- Getting to know all the kids and parents on the team – *social distancing rules in place*

As the Team Manager, the parents on your team will have many questions about ringette, especially if they are new to the Association. As the Team Manager, you are their go-to resource. In addition, you are the off-ice support for the Head Coach, so establish good communication early.

This document is not intended to replace the Ringette Canada Manager Certification course. Instead, it is a guide to the operation of Burnaby New West Ringette Association as it concerns team managers. And it is just that, a guide as you will know best how to manage your team.

2 Ringette Organization

2.1 Overview

The Burnaby New West Ringette Association (BNWRA), www.bnwr.ca is one of several associations in the Lower Mainland Ringette League (LMRL). Collectively, the leagues in British Columbia then roll-up into Ringette BC (BCR).

Lower Mainland Ringette League: league game schedule, reporting scores, rescheduling games

Ringette BC: policies, sport development, injury forms

The Lower Mainland Ringette League consists of:

- Burnaby New West Ringette Association
- Chilliwack Ringette Association
- Coquitlam-Moody Ringette
- Delta Ringette Association
- Fraser Valley Ringette Association
- North West Vancouver Ringette Association
- Port Coquitlam Ridge Meadows Ringette Associations
- Richmond Ringette Association
- Surrey White Rock Ringette Association
- Vancouver Ringette Association

2.2 BNWR Board of Directors

Our Association runs on volunteer hours. The Annual General Meeting (AGM), typically held mid-April to mid-May, includes annual election of the Board of Directors. In 2020, the AGM was held in August and the following directors were elected:

Position	Name	BNWRA Email Address
President	Eunice Cho	president@bnwr.ca
VP Admin	Susanna Chow	vpadmin@bnwr.ca
VP On Ice	Livia Chan	vponice@bnwr.ca
Treasurer	Shirley Chang	treasurer@bnwr.ca
Secretary	Diana Stocco-Serban	secretary@bnwr.ca
Registrar	Raquel Do	registrar@bnwr.ca
Ice Allocator	Yvonne Chong	iceallocator@bnwr.ca
Director of Player Development	Mike Choi	playerdevelopment@bnwr.ca
Director of Coaching	Samantha Morison	directorofcoaching@bnwr.ca
Director of Officials	Vacant (Acting Yvonne Chong)	refinchief@bnwr.ca
Director Info Management	Austin Watase	webmaster@bnwr.ca

2.3 Special Positions

In addition to the directors, there are a number of committees headed by the following individuals. Reach out directly if anyone on the team is interested in assisting.

Position	Name	BNWRA Email Address
COVID Safety Officer	Victor van Blijenburgh	c19safetyofficer@bnwr.ca
Promotions Committee (Headed by Director of Promotions)	Yvonne Cheng	promotions@bnwr.ca
Tournament Committee (Headed by Tournament Director)	N/A this season	icebreakertournament@bnwr.ca
Equipment Managers	Harmel Guram / Quan Trinh	equipment@bnwr.ca
U7-U10 Coordinator	Tricia Auton	bnwru7u10coordinator@gmail.com

2.4 Divisions

The divisions in ringette are determined by the year of birth. The levels are:

Division	Players Born In	Age at Dec 31, 2020
FUN	2013-2016	4-8 Years
U10	2011-2012	8-9 Years
U12	2009-2010	10-11 Years
U14	2007-2008	12-13 Years
U16	2005-2006	14-15 Years
U19	2002-2004	16-18 Years
18+	2002 and earlier	18+
Masters	1990 and earlier	30+

For U14 to U19, there are two streams of play: community and competitive (zone). Zone teams are formed after try-outs with North West Vancouver Ringette.

2.5 Ice Rinks

Our Association typically has practices and home games at the following rinks:

Name	Abbreviation	Location
Burnaby Lake Arena	BLA	Adjacent Bill Copeland Sports Centre 3676 Kensington Avenue, Burnaby
Bill Copeland Arena	BCSC	Adjacent Burnaby Lake Arena 3676 Kensington Avenue, Burnaby
Kensington Arena	KEN	6159 Curtis Street, Burnaby
Moody Park Arena	MPA	701 8 th Avenue, New Westminster
Queen's Park Arena	QPA	In Queen's Park, New Westminster

For a complete list of rinks, see http://lowermainlandringette.ca/page.php?page_id=19960

2.6 Conflict Resolution

BNWRA has a documented [conflict resolution protocol](#) available on the BWRA website. The U7-U10 Coordinator is available to support the Team Manager in navigating the protocol if necessary.

3 COVID Safety

Our Association has a COVID Safety Office this season:

Name: Victor van Blijenburgh
Email: c19safetyofficer@bnwr.ca

Before contacting the COVID Safety Office, please review the documents available from the Association on our website as well as Ringette BC.

This information is subject to change. As a result, check the following resources for the latest information at any time. We are currently in Progression 3 and policies and procedures have been impacted. Parts of this document have been grayed out because they do not apply for the 2020-2021 season.

Resource	Information
Ringette BC Resource Hub	Ringette guidance
BNWRA Return to Play	Association specific information

3.1 Additional Parental Requirements

1. FOR U16 and below: Parent/Guardian **MUST** be present during the COVID-19 health screening questions. Please cue along side with your child.
2. FOR U12 and below: Parent/Guardian **MUST** notify the attendance/health screener if you leave the premises, otherwise it is expected that you will stay within the vicinity.
3. Athletes/coaches/volunteers will be provided with hand sanitizer on entry **AND exiting** the arena.
4. For any rink time in the North West Vancouver Ringette Association, all players **MUST** wear a mask on entry into the arenas and **MUST** keep their mask on until your helmet is on. At the end of the ice time, and on removing your helmet, you **MUST** put your mask back on.

3.2 Dressing Requirements

1. There are no dressing rooms or bathrooms available for changing. Athletes must be fully dressed with the exception of skates as long as they can tie their own skates. If a player cannot tie their own skates, a parent/guardian must tie their skates outside before entering the arenas. Please ensure they have proper sturdy skate guards.
2. Goalies are permitted to tie their skates and pads inside the arena.

3.3 Manager Submits Attendance Sheets

This season, to support contact tracing, attendance records are kept. This allows the Association as well as the City of Burnaby and City of New Westminster to determine possible exposures.

The Team Manager of each team will be responsible for completing the attendance tracking record using the Ringette BC Word document, and emailing the attendance tracking record to our Association's COVID Safety Officer. Please email Victor VanBlijenburgh every week so that our records may be kept up to date at: bnwrc19safetyofficer@gmail.com.

- [Attendance Sheet](#)

3.4 Additional Parent Roles

Specifically for this year, two additional parent roles have been created to ensure the safety of our athletes, coaches & families. Please ensure you know who these volunteers are for your team, and if there are none, please ensure that these are filled.

Attendance & Health Screener

- MUST arrive 30 minutes prior to ice time to cue players OUTSIDE of the arena.
 - Before arriving at the arena prepare (1) attendance record/health screening form AND (2) COVID-19 safety kit (refill hand sanitizer, gloves, masks, etc).
 - **Rule of Two:** two adults must be present before athletes enter the arena.
- HEALTH SCREENING – Please ask parents/players/coaches/volunteers the three COVID-19 screening questions individually. Parents of U16 and below must be present at the time of health screening questions.
 - If an athlete responds “yes” to any of the questions, they must be immediately sent home and are not permitted on the ice.
 - Once health screening is completed and acceptable, spray hand sanitizer prior to entry into the rink. Athletes must take their gloves off to receive the spray.
 - Open the door for the athlete.
- After all players have been signed in, you are welcomed to enter the arena.
 - During the duration of the ice time, you are permitted to sit in the designated spectator area. You must remain socially distant from other volunteers, athletes & coaches.
- On completion of the ice time, make your way to the exit doors.
 - Spray athletes/coaches/volunteers with hand sanitizer and open the exit door for each individual.
 - Ensure the next user group does not enter the athlete lobby area prior to our full departure.
 - Last two persons to leave the premises (see Rule of Two above).

Flow Manager/Player Support

- Arrive 30 minutes before the ice time and enter the arena after passing the health screening (see Rule of Two above).
- Once the athlete enters the arena, this position must manage the flow of all athletes and coaches to ensure there is minimal cross over of players and manages social distancing and reminds players and coaches to remain socially distant on non-ice surfaces.
 - Provides player support as required.
- Arenas are utilizing the large gates for entrance and exits onto the ice surface.
 - Once the first coach is ready to be on the ice, open the large gate doors. Remain on attendance until the last athlete is on the ice.
 - Secure the gate closed.
 - Remain at the gate for the duration of the ice time as athletes or coaches may need to exit and require the gate to be opened.
- On completion of the ice time, open the gate.
 - After the ice time, the player rink-side benches and bench ledges where players put their water bottles must be wiped down. Cleaning supplies are located at each bench.
 - Note: some benches are only accessible from the ice surface. Only insured on-ice participants/teamstaff are permitted on the ice. An insured participant/teamstaff will clean that bench.
 - If supplies are running low, please notify the City arena staff.
- On completion of the ice time, this position will need to ensure all athletes and coaches are out of the arena within 15 minutes.
- Last two persons to leave the premises (see Rule of Two above).

3.5 Ice Breaker Tournament

There will be no Ice Breaker Tournament this year

3.6 Photo Day

There will be no Photo Day this year

4 Team Manager Requirements

4.1 Criminal Record Check

All bench staff, including the Team Manager, needs a criminal record check. Information is available on the Association website. Return your completed criminal record check to the VP on Ice by mid-October.

To request a criminal record check online:

1. Go to link: <https://justice.gov.bc.ca/eCRC/home.htm>
2. Enter Access Code for EIV: 4D4CUIJWZ5
3. Click Request a New Criminal Record Check
4. Click NEXT after confirming you are associated with BNWR
5. Provide consent.
6. Fill out your personal information.
7. Follow the instructions on the remaining pages.

Please note Party ID# for any manual applications that have to be submitted is: 1669784.

4.2 Manager Certification Program

All team managers are required to complete Ringette Canada's Manager's Certification Program. See the Manager's Certification at <http://coachingringette.ca/> This course is reimbursable; contact the Treasurer.

5 Start of Season

5.1 Season

The ringette season is from September to March, typically ending before Spring Break.

September	Pre-season ice before teams officially form. Practice dates/times may vary, and may be as early as the end of August.
End September	Official team formation and regular practice ice time.
October	League games generally scheduled for U10 and up. Tiering games for tiered divisions.
January	Games are generally arranged by coaches for FUN

5.2 Team Formation

This season, the typical team numbers do not apply as Ringette BC and the city facilities where we rent ice has different requirements. There are a maximum number of 18 players per team. When more than 18 players register in a division, players split into two or more teams. If there is more than one team in a division, the teams typically share the same practice ice, and may even play against each other in a league game.

If there are multiple teams, they do not stay intact from year-to-year. As a Team Manager, you can help establish good rapport between teams, such as working with your counterpart on the other team to host joint events. A large number of players stay in ringette for multiple seasons, encouraging the development of friendships across teams increases the enjoyment for everyone. In addition, ringette divisions from U10 to U19 (in practice U19 is 2 years as few third year players stay in U19) have a 2-year age range so old friendships can re-form every year.

If you are a Team Manager and don't know which team you belong to yet, don't worry – start doing your “Manager Stuff” with your counterpart, collect the necessary forms and get jersey deposits, and get to know everyone.

There are also zone teams that are in the competitive versus community stream. These teams can be in U14, U16 and U19, and our zone partner is North West Vancouver Ringette. Players can move between competitive and community streams year-to-year.

5.3 The Paperwork

There are several forms to collect from parents at the start of the season. The forms must be collected by mid-September.

Waiver	This is a document that is required as part of registration. Return waivers to the Registrar to complete the registration process. <i>Note: Waivers from new players must be received before they are allowed onto the ice.</i>
Code of Conducts	The Team Manager keeps these documents. Destroy the code of conducts forms at the end of the season. There are several to complete: Player Code of Conduct

Medical	The information in the form is useful if there is a medical incident during a practice or game and the parent is not present. In addition, any allergies listed can help plan snacks and food at team events. The medical forms for all players on the team should be together in an envelope in the coach's bag or with the Team Manager. Portions of the document can be copied / duplicated online for easy access. Destroy medical forms at the end of the season.
Media Release	The Team Manager keeps this document. Destroy the media release forms at the end of the season.

5.4 Meeting with the Equipment Manager

Game jerseys are purchased by the Association and are available to players on loan. Each player is provided two jerseys, one dark (home game), one white (away game), which is to be returned at the end of the season. Jerseys are only to be worn to games and not practices, in order to maintain their condition.

The Equipment Manager will distribute game jerseys at published jersey pick up dates. If you have not heard from the Equipment Manager two weeks before your first scheduled game, reach out to the Equipment Manager.

Before meeting with the Equipment Manager, collect two post-dated cheques of \$100 from each player to cover two jerseys. Each cheque shall be payable to: Burnaby New West Ringette Association and dated 1 April 2021. When the player returns their jerseys at the end of the season, the deposit cheques are returned or destroyed; otherwise they are cashed by the association for the purchase of replacement jerseys.

You or your head coach may want to personally provide two additional post-dated cheques for one spare set of jerseys that can reside in the coach's bag in case a player forgets.

In general, each division has been allocated a specific size, and requests for larger or smaller sizing will only be entertained in special situations. You should record the jersey numbers you have picked up on a jersey sign out sheet so that you and the Equipment Manager have a record of which jerseys are no longer in the equipment room.

In addition, pick up 12-15 game reports from the Equipment Manager. You will need these for the home games that are upcoming in the season.

6 Post-Team Formation

If you have been working with another Team Manager in your division, once the team formation happens, each Team Manager should have the completed paperwork and correct number of jerseys (no duplication of numbers) for their team.

6.1 Parent Meeting

If the Head Coach has not suggested a parent meeting at your first or second practice post team formation, you may want to suggest a Parent Meeting. The Parent Meeting could:

- Introduce the coaching staff and Team Manager more formally
- Set expectations for attendance (including parents) at practices and games
- Speak to the policy of the Association on equal play and having fun
- Reminder of code of conduct for coach, player, spectators (parents)
- Hand out spectators (parents) code of conduct
- Seek input on team budget, especially high cost items like tournaments
- Identify who to contact for game day absences
- Advise parents to bring both jerseys to a game
- Dressing room policies
- Establish the team name
- Team apparel

For the parent meeting, please communicate the following Association policies.

6.1.1 Game and Practice Drop-Off Policy

At the U12 and younger age groups, parents not attending games and practices are required to make arrangements with an adult who will be staying, to be responsible for their children. It is not the responsibility of the coaching staff to assist the child when not on the ice, i.e. wait for them to be picked up, dress them, assist them to the bathroom, etc.

At U14 and higher levels, parents are encouraged to check in with the bench staff if they are not staying for the game or practice at drop-off. It is not the responsibility of the coaching staff to assist the child when not on the ice, i.e. wait for them to be picked up.

6.1.2 Dressing Room Policies (Superseded by COVID Protocol)

At U10 and below, parents are permitted in the change rooms to help their child dress. At least two adults, of which one must be female, must be present at all times. The bench staff may enter the room 15 minutes prior to and after a game.

At U12, no parents are permitted in the change room. At least two adults, of which one must be female, must be present at all times. Kids needing help with skates must come out of the change room to be helped by their parents. The bench staff may enter the room 15 minutes prior to and after a game.

At the U14 and higher levels, no parents are permitted in the change room. If an adult presence is required as deemed by the parents and bench staff, at least two adults, of which one must be female, must be present. The bench staff may enter the room 15 minutes prior to and after a game.

Mobile phones usage and photo taking is prohibited in the change room at all levels.

6.2 Creating a Team Roster

While there is an official team roster maintained by the Registrar, the Team Manager should create a team roster for the team's use. This should include:

- Contact information for contacting the coaches and Team Manager
- Contact information for any on-ice volunteers
- A named list of players
 - o Jersey number
 - o Preferred email address for distributing team information via email
 - o Preferred phone number to call on game days
 - o Parents name to facilitate parents getting to know one another

Send a copy of your team roster to the Registrar by mid-October to ensure your team roster is in synch with the official Karelo roster maintained by the Registrar.

6.3 Handing out Jerseys

In general, managers need a strategy for handing out jerseys. It will be better not to have a free-for-all grab because it will make it difficult for you to record which jersey number has been allocated to which player. You will need to know this when you prepare the game sheets and register for tournaments.

One potential way to allocate jerseys: Ask each player for their top 3 choices. Give returning players their previous jersey numbers when there are no conflicts. If more than one individual would like it as a top choice, draw to see who gets the jersey.

6.4 Purchasing Name Bars

A team may decide to have name bars on the jersey. Use basting to attach the name bar below the number on the jersey. The name bars must be removed at the end of the season without damaging the game jersey. Due to the multi-year divisions, in order to maintain consistency of the team branding:

- Name should be last name only, or initial plus last name
- Should be of the following colours:
 - o Dark jersey - Gold letters on black
 - o White jersey - Black letters on white

A popular place to order name bars are at Scoff's Hockey Shop at 3738 Parker Street in Burnaby, <http://scoffshockey.ca/>

6.5 Ordering Association Ringette Pants

The Association generally places a combined order to Streamline Ringette for Mosspro pants. If there is interest from the team, contact the VP Admin to express your interest.

Custom Mosspro Pants – Sizing Guideline

Most 2 most common sizes for each division are in **RED**

U9	YS	YM	YL	
U10	YS	YM	YL	YXL
U12	YM	YL	YXL	AXS
U14	YXL	AXS	AS	AM
U16	AXS	AS	AM	AL
U19	AS	AM	AL	AXL
18+ & Masters	AS	AM	AL	AXL

MOSSPRO PANTS (Suspenders or Belted) – Sizing Chart

Youth

Size	Waist (")	Hip (")	Height	Weight	Inseam/Tall
Small	16-21	22-25	Up to 3'10"	Up to 70 lbs	22"/26"
Medium	18-22	24-27	Up to 4'	Up to 90 lbs	24"/28"
Large	20-24	26-29	Up to 4'6"	Up to 110 lbs	26"/30"
X-Large	22-26	27-33	Up to 4'10"	Up to 120 lbs	27"/31"

Adult

Size	Waist	Hip (")	Height	Weight	Inseam
X-Small	23-28	30-36	Up to 5'2"	Up to 120 lbs	28"/32"
Small	25-30	30-38	Up to 5'5"	Up to 132 lbs	29"/33"
Medium	28-35	34-42	Up to 5'8"	Up to 145 lbs	29"/33"
Large	33-38	38-46	Up to 5'10"	Up to 160 lbs	29"/33"
X-Large	36-41	42-50	Up to 6'	Up to 175 lbs	30"/34"

6.6 Ordering Team Apparel

The Association has approved a number of items should the team decide on purchasing team apparel. Only approved items may have the Association's logo. Please see the Association's online store at: <http://urstore.ca/sports/ca/british-columbia/new-westminster/bnwr-ringette> Specialty team apparel is also available from Real Hip clothing but must be approved by the Association.

6.7 Flagging Medical and Other Concerns

Review the medical forms that are collected. If there are any medical concerns, discretely speak to the player's parents to discuss if these should be brought to the attention of the coaching staff or other parents on the team.

Food allergies should be communicated -- this will be especially important if the team decides to provide snacks after each game to the players.

7 Creating a Team Budget

If possible, prior to the first scheduled game, propose a team budget after informally speaking with the parents on the team. It will be easier to collect team funds once or twice a season, than for every expense. The budget could potentially cover:

- Post-game snacks
- Tournament fees
- Team parties
- Coaching staff appreciation
- Player trophies

As you are holding team funds, you will need to keep the team up-to-date on your expenditures.

7.1 Snacks

Teams in the lower age divisions generally provide snacks to players after the game. If the team decides to offer snacks, it can be included in the budget, where a parent volunteers to purchase / bring the snacks and is reimbursed by the team, or purchased by each family, in rotation, and left off the budget.

However, it is important to establish a minimally acceptable snack, i.e. a cookie and a lunchbox drink. In some years, at the lower divisions, home teams have provided snacks for visiting teams. This is determined year-by-year with the divisional coordinator (emails on LMRL website).

7.2 Tournaments

Tournaments vary in price from \$450 to \$900. Teams at the U10 and above level typically enter up to 3 tournaments a year but it varies by team.

Dates

No tournaments planned so far for 2020-2021 season.

7.3 Ice Breaker Tournament

There is no Ice Breaker Tournament for the 2020-2021 season.

Every team in our Association, except for FUN, is required to enter the Association's Ice Breaker tournament. In addition to the tournament fee, you need to budget for a \$100 (including tax) raffle basket to be contributed by the team. Watch for more information from the Tournament Director.

The Association also expects each parent to volunteer at the tournament as required as stated on the Association's registration form. The roles vary but may involve selling raffle tickets, selling 50-50 tickets, hosting at the venue (sign-in table). Three hours per player are expected from the team.

Do communicate the Ice Breaker tournament dates as early as possible to the team and set the expectation that parents are to find their own replacements, i.e. the manager should not be filling un-filled hours. Families who are on vacation during the tournament still need to fulfill their obligation.

7.4 Parties

Due to safety protocols, team social events are NOT recommended this season.

You may want to consider joint social events with another team in your division or another division. A Christmas party and Year-End party may be appropriate. Seek help from parents who may want to form a social committee to help with parties. Ideas include bowling, swimming, snow tubing, etc or just renting a room in a community centre. Rooms are available at a discounted rate from the City of Burnaby if booked through our Association. Contact the Secretary for room bookings.

7.5 Coaching Staff Appreciation

The team may want to include coaching staff appreciation in the budget. Encouraging families to appreciate coaches individually at Christmas, with a team appreciation at the end of the season may be appropriate.

7.6 Player Trophies

The team may want to include trophies in the budget for younger divisions. One place that several teams have used is Imperial Trophies in Burnaby. They have ringette-specific trophies engravable with the player's name and number, team name, and year for approx. \$10 plus taxes.

7.7 Provincials

Provincials and tournaments are not permitted until we are in Progression 4.

7.8 End of Season Reconciliation

At the end of the season, the Team Manager must provide the team with a statement so that the team's funds are fully accounted. It may also be necessary to refund the team – better to be over than under budget.

7.9 Sample Budget

Cost Per Snack	\$1.50
Number of Games	24
Number of Kids on Team	12
Fixed Costs	
Snacks	\$432.00
Ice Breaker	\$700.00
Ice Breaker Basket	\$100.00
End of Year Jamboree	\$0.00
Additional Richmond Tournament	\$400.00
Appreciation Gifts	\$100.00
Total Fixed Costs	\$1,732.00
Allocated Fixed Per Child	\$144.33
Variable Per Kid	
Christmas Party	\$10.00
Year-End Trophies	\$10.00
Season End Party	\$25.00
Total Variable Costs	\$45.00
Total Per Child	\$189.33
Payment 1 (Oct 15)	\$75.00
Payment 2 (Jan 15)	\$100.00
Total Payments	\$175.00

8 Start of Games

The Team Manager will use Team Snap which is provided by the Association to track availability for games and practices. The Association has setup the team roster in advance. Team Snap can also be used for minor official assignments or tracking the collection of team fees.

8.1 Game Schedule

The game schedules are published on the LMRL website. Our Ice Allocator will typically send emails when schedules are available. Enter the schedule for the team into Team Snap.

8.2 Player Availability

The coaches use player availability to determine their lineups. Generally, they need more time to plan than in the dressing room right before a game. Team Managers need to remind families to update their availability in advance. To help with this, there is a setting in Team Snap to lock availability at a configurable number of hours prior to a game. While this may help remind that players/parents need to call the coach for unexpected changes, it could also mean no updates from the family. Also see Section 9.6.

In Progression 3, players from outside the cohort cannot be picked up to participate in games/events with the cohort. Teams can borrow players from within their cohort to replace missing players, regardless of which Club Association the player is from.

If you don't have enough players, there are pick-up rules where players can be picked up from the same or lower level team. Ringette BC policies are available at:

<http://www.ringettebc.ca/the-office/policy-manual-resource-catalogue-player-release/>

8.3 Parent Duties

Each home game will require minor officials to:

- Keep score on the game report
- Operate the timeclock
- Operate the shotclock (U12 and above)

In addition, there may be at the lower divisions:

- Snack parent
- Team moms

You will likely want to schedule the parents on your team for these roles. Knowing each parent's comfort with these tasks will help and do track to ensure families are equally assigned to minor official roles. You may want to consider opting out the bench staff family, including your own, from minor official duties.

Note: Tournaments may have their own rules; typically both home and away teams have duties.

8.4 Creating Game Report Stickers

Each game report requires the completion of the player roster. It will be more time efficient to create label stickers which can be easily affixed to game reports. Follow the convention of the game report, i.e. number and player name. In addition, captains, assistant captains, goalies, affiliate players or overage players should also be indicated.

8.5 Creating a Team Name Sign

If there is an artist on the team, have them create a team sign, or make it a contest. Otherwise, create a sign yourself to help your team identify the correct dressing room.

8.6 Rescheduling Games

Games should only be cancelled/rescheduled under emergency conditions, which are defined as extreme or unusual circumstance per <https://www.lowermainlandringette.ca/resources/cancelling-or-rescheduling-games/>

When you cancel or reschedule a game, ice allocation and refs are affected. If home ice is cancelled with less than a 2-week notice, the Association must still pay for it, even if the ice sheet sits empty. As we are limited in our sheets of ice this year, there may be no other sheets of ice available to play the game.

When home ice is cancelled due to visiting team, please check with the Ice Allocator whether the sheet should be used by the home team for an extra practice or needs to be given up as we are short of ice this season.

The LMRL link above provides the procedure to cancel or reschedule games. When it's home ice, i.e. our Association's ice that is cancelled, managers and coaches are to inform:

BNWRA Ice Allocator: iceallocator@bnwr.ca
BNWRA Referee in Chief: refinchief@bnwr.ca

9 Game Day

The Team Manager can help the game go more smoothly by showing up early to the game.

9.1 Bring a Lock

Assuming you have access to a dressing room this season, bring a lock with you to games (and perhaps practices). As the rink is typically a busy place during the season, you will want to be able to lock up the dressing room. A standard key lock with multiple keys is best. You can retain one and the coaches can have one as the bench is often closer to the dressing room. Some rinks have a cover over the lock so combination locks will not work as the lock will not be visible. Long neck locks will also not work at these rinks because they will not fit.

9.2 Put Up Team Name Sign

Arenas generally mark their dressing room doors as visitors or home so make sure you are in the right dressing room. Some arenas are very specific so check if there is a published allocation.

Most dressing room doors are metal so a magnet strip on the back of a laminated sign works well. You may want to bring tape just in case.

9.3 Pre-Fill Game Reports

The home team pre-fills the game report in advance and drops it off to the other team in their dressing room at least 30 minutes prior to the game. They will generally bring it back to you before the game starts.

When you are the away team, you may get the game report on short notice – this is where those handy labels are a great time saver. You will need to cross off any player who are not playing. Make sure you return this to the home team as they need to score keep.

9.4 Ensure Minor Officials Available

Check to make sure the parents you are expecting to be minor officials are still available.

9.5 Ensure Snacks Available (Lower Divisions)

Check to make sure the parent you are expecting to bring snacks have brought them. If not, there's time to run to the store during the game or grab the emergency snacks you have stored in the trunk of your car!

9.6 Call Missing Players

If players expected at the game have not arrived by the designated time, consider calling them. A quick follow-up would be appreciated by most parents.

9.7 On-Ice Officials

Teams are not permitted on the ice without on-ice official(s). If the refs are not out for a Home Game, go knock on their door. If there is no one, contact the Ref in Chief: refinchief@bnwr.ca

9.8 Score Reporting

After a home game, distribute a copy of the game sheet to the visiting team. The game reports clearly indicate which copy should go to the visiting team (pink copy).

Last season, LMRL switched to using Team Snap tournaments in order to report game scores. The head coaches are generally provided with account access to update scores. The home team coach should report the score at the end of the game.

Scoresheets must be scanned or photographed and sent to:

- Division Coordinator for pre-season exhibition games
- LMRL Referee in Chief for regular season games.

You can find the appropriate email on the LMRL website.

9.9 Payment of Refs

The payment of referees for home games is the responsibility of the team manager. The Treasurer for BNWRA via the Ref in Chief provides a cheque at the beginning of the season made out to the team manager. The Ref in Chief will share a Google doc with coaches and managers that show which refs are assigned to each game. This info is generally available a few days prior to each home game.

The refs are to be paid in cash; keep a signed log in exchange for payment as you will need to return any un-used ref fees at the end of the season to the Ref in Chief.

10 Training Minor Officials

As the Team Manager assigns minor official roles, there may be reluctance from parents. The information below can be used to educate parents, especially those new to the sport.

For newbie parents, show up early to a game to review the operations with them. If there is a large number of new parents, ask the U7-U10 Coordinator to bring in a guest speaker to a practice who can go through score keeping, time keeping and shot clock, if appropriate.

10.1 Score Keeping

See <http://bnwr.ca/files/gamesheetdemo.pdf> for details on how to complete a game report. The main rule to follow is to ignore the player roster when scoring.

10.2 Shot Clock Operator

U12 and above divisions use a 30-second shot clock in their games.

- At Burnaby Lake Arena, the shot clock is attached to the main clock.
- At Moody Park Arena the remote for the shot clock is kept behind the desk. To obtain the remote, a set of car keys must be left at the desk. This is to ensure the remote is available for the next game.
- At Queen's Park Arena the remote is left in the timekeepers box.

The shot clock shall be reset to 30 seconds when:

1. There is a change of control
2. Shot on net occurs; ring either touches any part of the goalie or acting goal keeper (stick, pads, gloves, etc.); ring hits any part of the front post
3. A delayed penalty is assigned
4. Ref yells "reset" and circles finger in air

Time outs are given 30 seconds and most of the time the shot clock will run to keep time

Definitions

Shot on Goal. A Shot on Goal is taken when the team in possession of the ring legally propels the ring towards the other team's goal and:

- a. The ring enters the net.
- b. The ring contacts a goal post or the cross bar.
- c. The ring contacts the goalkeeper or acting goalkeeper within the goal crease.
- d. The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

Control. Control of the ring is gained when:

- a. A player places the stick into the ring, propels the ring with the stick, or bats or kicks the ring.
- b. A goalkeeper, within the goal crease, prevents the ring from entering the net.
- c. The ring comes to rest inside or contacting the goal crease.

10.3 Time Keeping

Games consist of two 18-minute stop-time periods from U9 to U14. U16 and up play 20 minute stop-time periods.

BURNABY LAKE ARENA SCORE CLOCK OPERATION GUIDE

The Score Clock

Activate Turn switch **ON** (right of panel.) Enter Key **CODE NUMBER** (middle of panel)

Prompt: Do you want to use Shot Clock? Hockey? Lacrosse?

 Do you want to use Penalty Time Out?

Period Time

Setting The word **PERIOD** will appear. Or for the Period number

Game Count Down & Buzzer

Start Turn hand-held unit to on.
Stop Turn hand-held unit to off.

Goals

Setting or

Adding or

Correcting or enter correct score

Clearing or

Penalties

Setting or duration () Player #

Viewing or until required penalty displayed.

Clearing or until required penalty displayed

TURN CLOCK OFF

2007-MARCH

MOODY PARK ARENA TIME CLOCK OPERATION

HOW TO SET TIME FOR CLOCK

- Flip switch to “ON” located at the back left-hand side of the console
- Then press “ENTER” = YES
- Then press “CLEAR” = NO
- Then press “SET MAIN CLOCK”
- Then use number pad to select desired time (for fifteen minutes press “1”, “5”, “0”, “0”.)
- Then press “ENTER” = 15:00 on scoreclock will show up.

HOW TO ENTER PENALTIES – MAJOR AND MINOR

Minor Penalties

- Press “PLAYER PENALTY” Guest or Home
- Press player’s jersey number (two digits) on the number pad, then press “ENTER”
- Press “MINOR PENALTY” then “ENTER” then “ENTER” and a 2:00 minute penalty will show on the scoreclock.

Major Penalties

- Repeat step #1 and #2 above
- Press “MAJOR PENALTY”, then “ENTER”. A five minute penalty will show up on the scoreboard.

Specific Penalty Times

- Repeat steps #1 and #2 as for other penalties.
- Press specific time on number keypad, then “ENTER”.

TO SWITCH BETWEEN SCORECLOCK AND TIME OF DAY

To Set Time of Day

1. Press **MENU**
2. Press **□** and select **TOD**, press **ENTER** button
3. Press **1** for 12hr, **2** for 24hr clock
4. Input TOD using number pad, hit **ENTER**
5. Press **2** for TOD

To Switch to Scoreclock

1. Press **MENU**
2. Press **□** and select **TOD**, press **ENTER** button
3. Press **1** or **2** or **ENTER**
4. Hit **ENTER** when screen displays “Menu-Time of Day”
5. Press **1** to go to scoreclock

SHOT CLOCK

The 30 second clock controller is in the front office – please leave your keys in exchange for the remote.

THANK YOU FOR YOUR UNDERSTANDING

QUEEN'S PARK ARENA SCOREBOARD OPERATION

Scoreboard Code 4402

Power

Turn "on" power switch located on the rear of control panel
Control panel screen will illuminate
Control panel screen will read "RESUME GAME?"
Press the <CLEAR / NO> key
Control panel screen will read "SELECT CODE / CODE 4402?"
Press the <ENTER / * / YES> key

Set Main Time

Press <SET MAIN CLOCK> key
Control panel screen will read "MAIN CLOCK -SET CURR --:--:--"
Enter the desired time using the keypad and add an extra 0 for the 10th of seconds
Press the <ENTER / * / YES> key

Start and Stop Time

Press the green <START> key
Clock will run
Press the red <STOP> key
Clock will stop

Set the Period

Press the <PERIOD +1> key until desired number is displayed
The numbers 0 – 9 can be displayed

Set the Goals

See green key cluster for "HOME" and red key cluster for "GUEST"
Press appropriate <SCORE +1> or <SCORE -1> key until desired number is displayed

Shots on Goal

See green key cluster for "HOME" and red key cluster for "GUEST"
Press appropriate <SHOTS ON GOAL +1> or <SHOTS ON GOAL -1> key until desired number is displayed

Set a Penalty

See green key cluster for "HOME" and red key cluster for "GUEST"
Press appropriate <PLAYER PENALTY> key
Control panel screen will read "PLYR / PEN 1 P -- PN --:--"
Enter the jersey number of the penalized player
Press the <ENTER / * / YES> key
Enter the penalty time or accept the default time of 02:00 minutes
Press the <ENTER / * / YES> key
The score clock will store up to 6 penalties per team

Delete a Penalty

See green key cluster for "HOME" and red key cluster for "GUEST"
Press appropriate <DELETE PENALTY> key
Control panel screen will read the first penalty assessed
Scroll thru penalties using the large UP and DOWN around the <MENU> key to locate desired penalty
Press the <ENTER / * / YES>

11 Ringette Equipment

11.1 Mandatory Ringette Equipment

A good visual reference for equipment is on the BCR website at:
<http://www.bcringette.org/web/PlainHTML.aspx?idPage=90>

The general list:

- Helmet with a ringette facemask/cage
- Neck protector
- Girdle and ringette pants OR hockey pants*, black hockey socks, jock/jill
- Shinpads*
- Skates
- Shoulder pads*
- Elbow pads*
- Protective gloves*
- Ringette stick
- Mouthguard (recommended)

*In FUN, to save money, parents may want to consider a protective kit, which is a bundle that includes: shin guards, shoulder pads, elbow pads, gloves, pants and a carry bag. Protective kits are available from stores such as Canadian Tire. Note that girdle and shell pants are better for skating and mobility; hockey pants are generally less flexible for new skaters.

For equipment such as skates and helmet with a ringette facemask/cage, consider a full service shop. These items are tricky to fit especially if you are new to the sport. Common complaints from players just starting out are their feet hurt and their helmet is too tight. For new skaters, skates and helmets will need a 'breaking in' period too so not to worry if it takes time to break in new equipment.

11.2 Buying Ringette-Specific Gear

The only equipment specific to ringette are:

- Ringette facemask/cage
- Ringette sticks
- Ringette goalie helmet
- Ringette girdle and pants

Note: There is currently one Ringette goalie helmet and mask combination approved by the Canadian Standards Association (CSA). The approved OTNY goalie helmet model is the OR2000 (in size JR and SR) with approved Type C face protector model OR01 (in size JR/SR).

Some places that carry ringette gear:

- The Hockey Shop in Surrey
- Cyclone Taylor in Richmond
- Ice Level Source for Sports in Richmond

It's also possible to purchase equipment on line at the Ringette Store or at tournaments from Streamline Ringette.

11.3 Ringette Cage

A ringette cage is designed so that a ringette stick will not be able to fit through the openings. The larger, square openings of a hockey cage will not stop a ringette stick from entering.

11.4 Length of a Ringette Stick

The maximum length of a ringette stick is the height of the underarm when the player is on skates. Officials may check the length of a player's stick prior to a game.

11.5 Girdle and Pants Option

Generally starting at U10, when female players outgrow their hockey pants, parents opt for the girdle and ringette pants option. The girdle is a one piece slip-on that provides hip, tailbone and genital protection.

12 Frequently Asked Questions

12.1 Number of Practices

There is generally one practice a week, but at times, there may be additional ice for player development. Additional ice times are often made available to coaches on a first come, first served basis.

12.2 Number of Games

There is generally one game a week though due to the schedule, a team may have two.

12.3 Registering for Tournaments

Registration forms are generally available from the website of the association hosting the tournament. Don't wait too long to check as tournaments do fill up; in fact, register as soon as possible.

You will need an official roster which is available from the Registrar in addition to a completed registration form and cheque. It's best to coordinate the team roster with the Registrar as soon as team formation is finalized

For whatever reason, most of the ringette tournaments schedule games for a school day, for example, Friday of a weekend tournament. It is important to point these out to parents early so that concerns can be discussed before registering for the tournaments.

Don't assume that you are accepted into a tournament just because you register. All tournaments will send out an acceptance after the closing date but before the game schedules are finalized.

12.4 Care of Jerseys

Game jerseys are for games only. Communicate to parents that jerseys should be washed in cold water hung up to dry.