



DORCHESTER RINGETTE ASSOCIATION

TEAM HANDBOOK

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK

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I. Introduction

Thank you for volunteering to coach/manage your player's Ringette team. 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 families that make up the Dorchester Ringette Association.

We want to ensure that you have a great experience in your role as Team Coach/Manager. This manual 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 and have a great year. ☺

Dorchester Ringette Association Executive

2021-22 Key Contacts

DRA Executive Staff

President	Brent Jackson	Cell: 548-388-8803	presidentdra@gmail.com
Vice-President	Daryl Badder	Cell: 519-281-9850	vicepresident@gmail.com
Registrar	Jakki Macdonald		registrardra@gmail.com
Treasurer	Keri Kowalski		treasurerofdra@gmail.com
Secretary	Danielle Johnston		dthermt@gmail.com
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Fundraising	Amy Campbell/Melissa Reaume		fundraisingdra@gmail.com
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Ice Allocation	Chris McMichael	Cell: 519-319-2540	cmcmichael@londonag.com
Referee in Chief	Sue Spencer		suespencer747@hotmail.com
Coach/Player Development	Kaitlyn Higgins		kaitlynhiggins06@gmail.com
WRRR/WRRL/WORL Rep	Shelley Handley		S.Handley@tvdsb.on.ca

Website & Ramp Team App

The Dorchester Ringette website is a wealth of information including tracking teams, schedules, forms and key event information for the duration of the season. Visit the website often to stay up to date.

www.dorchesterringette.com

In addition, Dorchester Ringette has provided access for each team to communicate at a team level using the Ramp Team App. Instructions for how to use the Team App are located on the website. The app can be downloaded from your mobile device app stores.



II. General Information

Coaching

Each team is different in terms of age, size, skills and attitude therefore it is up to the Team Coach to design a program which will best suit their team.

Team Manager

As Team Manager, your job is to organize the off-ice activities of the team and work as liaison between the players, parents and coaches.

Resources Available To Help You Succeed

This handbook is meant as a resource to aid both new and seasoned Team Coaches/Managers. You will also want to become familiar with the Dorchester Ringette Association website. More useful information can be found on the Western Region Ringette Association (WRRRA) and Ontario Ringette Association (ORA) web sites. Having good information will help everyone make better decisions.

Helpful Web Sites:	www.dorchesterringette.ca	Dorchester Ringette Association	(Local level)
	www.wrra.ca	Western Region Ringette	(B/C level)
	www.wrra.ca/bcgames	Western Region Ringette League	
	www.wrra.ca/alweb/	Western Ontario Ringette League	(A level)
	https://ringetteontario.com/	Ontario Ringette Association	
	www.ringette.ca	Ringette Canada	
	www.glrl.ca	Great Lakes Ringette League	(A Level)

III. Team Management

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, and availability, the Coach's perspective on responsibilities and by what other parents do.

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It is important for the Team Manager and the Coach to meet at the start of the season (and before the parent meeting) and establish a cohesive plan before they start talking to parents.

Each team should/may consist of:

Team Officials

- Head Coach, 2 Assistant Coaches, Team Manager, & Trainer – max. of five (5) total

Team Support Role -

- Team Equipment Manager/Fundraising Representative, Provincial Treasurer

IV. Important Requirements: Administrative, Legal & Accreditation

As a volunteer 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, Trainer and Manager) have the required certification for the team's level of play.

It is essential that by **November 30** of the Ringette season, all bench staff have obtained the necessary certifications. Questions regarding qualifications can also be put to our Coach and Player Development Executive.

Reminder: It is required by ORA for all Coaches & other on-ice staff to *properly* wear CSA approved helmets at all times while on the ice. All volunteers under the age of 19 must wear helmets on the ice and the bench.

Criminal Record Check (CRC)

All Team Officials (Coaches, Trainer & Manager) over the age of 19 are required to have a criminal records check done by **November 30**. Criminal Record Checks are valid for three years.

To complete a CRC the following needs to be done:

- 1.) take a copy of the Dorchester Ringette Association Criminal Record Check volunteer letter (with this you will not be charged \$25) located on www.dorchesterringette.com;
- 2.) take two pieces of ID (showing your picture, date of birth and address) – i.e. drivers license
- 3.) go to a local OPP community branch located at:
 - 823 Exeter Road, London ON

Offence Declaration

For use by volunteers for whom the Dorchester Ringette Association has previously collected a Criminal Record Check, which is older than three (3) years.

Refer to Appendix – Offence Declaration

On Ice Participation Waiver

For volunteers that will be assisting on the ice during practices but will not be listed as a member of the Bench Staff. Please note - a Criminal Record Check is also required for these volunteers.

Refer to Appendix – On Ice Participation Waiver

Coaching Certification Program

The Ontario Ringette Association, Ringette Canada and the Coaching Association of Canada offer several Coaching Development Programs, resources, seminars and clinics.

The Ontario Ringette Association offers the Coaching Certification through the Coaching Development Program which provides information geared to all levels and positions of coaching including:

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- | | |
|-------------------------------------|------------------------|
| 1. CSI - Community Sport Initiation | ORA clinic |
| 2. CI - Competition Introduction | ORA clinic |
| 3. CD - Competition Development | Ringette Canada clinic |

For a listing of local clinics available please visit: <https://www.coachingringette.ca/> and refer to *Coaching and Clinics* located on the left side of the page.

Making Ethical Decisions (MED) Certification

In accordance with Ringette Canada and the National Coaches' Certification Program (NCCP) requirements, all coaches must become MED certified. This certification involves completing an online training module or in-class as well as an online evaluation. The online evaluation is then completed through the NCCP website and the evaluation must be completed by **November 30** of the playing season.

Making Headway

In accordance with Ringette Canada and the National Coaches' Certification Program (NCCP) requirements, all coaches must become Making Headway compliant. This certification involves completing an online training module as well as online evaluation. The online evaluation is then completed through the NCCP website and the evaluation must be completed by **November 30** of the playing season.

Respect in Sport

In accordance with Ringette Canada requirements, all coaches are encouraged to be certified. This certification involves completing an online training module as well as an online evaluation. This new course will be a requirement in future years.

Note: Non-compliance with meeting the November 30 date will result in removal from bench staff.

Manager's Certification Program

All Team Managers are required to complete Ringette Canada's Manager's Certification Program.

Ringette 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 through the www.coachingringette.ca website. The course involves reading a handbook and completing the accompanying test.

Refer to Appendix –Manager's Certification Program

How to Get Reimbursed for Clinics

The Dorchester Ringette Association will reimburse volunteers for the cost of clinics they are required to take including coaching clinic, manager clinic and first aid. Upon completion of the course, send a copy of the receipt to the Treasurer (with your address) and they will mail you a cheque. Please note that most Coaching professional development courses are offered at no cost with affiliated associations.

Code of Conduct Contracts

All players, parents and team officials must read and sign Code of Conduct Contracts. Each contract covers conduct at practices, games, events and team functions and addresses issues such as harassment, alcohol and drug use among others. Dorchester Ringette Association expects players, parents and officials to conduct themselves in an ethical, appropriate manner at all times. Team Managers are not only responsible for upholding the code of conduct personally, but for being vigilant that the code is not being abused by the 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.

Refer to Appendix - Bench Staff Code of Conduct Agreement (Ontario Ringette Association)

Appendix – Dorchester Ringette Association Parent Code of Conduct

Appendix – Dorchester Ringette Association Parent Code of Conduct Acknowledgement

Medical Information Sheet

Each Manager will receive copies of the Medical Information Sheet that was filled out at time of online registration. This information could be critical in the event of an injury or a medical emergency. 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.

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.

Long-term Athletic Development (LTAD)

Refer to Appendix – Development/Competition Ratio (Ontario Ringette Association)

Suggested Training/Game Ratios by age group:

U7 (Minor Bunny) & U8 (Major Bunny)	100% training/0 % game
U9 (Minor Novice & U10 (Major Novice)	70% training/30% game
U12 (Petite)	70% training/30% game
U14 (Tween)	60% training/40% game
U16 (Junior)	60% training/40% game
U19 (Belle)	40% training/60% game

V. Season Start Essentials

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.

Refer to Appendix - Team Manager's Checklist Sample

Team Meeting

As soon as the team has been formed, the Team Manager will discuss the timing, location and goals for the first team meeting with the Coach. Dorchester Ringette Association teams often use the team meeting as an opportunity for the players to bond in addition to sharing key information with parents.

At the team's expense, The FlightExec Centre has meeting rooms available for a small fee. Contact FlightExec directly to book:

FlightExec Centre Facility Bookings and Inquiries 519 268 7334 Ext 701

Note: The library often has spaces that can also be used for free if booked.

Team Managers are welcome to make alternative arrangements for a meeting space.

Below is a draft agenda:

- Introduction of Team Bench Staff:
- Review purpose of meeting
- Coaching Overview: goals & objectives, credentials and philosophy
- Details of Program / Expectations for Players
 - Review and distribute Code of Conduct & Medical Information Forms
 - Change Room expectations
 - Communication – ongoing updates throughout the season (emails, website, newsletter)
- Budget: discuss fundraising and tournaments
 - If team fees are known and communicated in advance cheques can be collected
- Team Apparel: review dress code, water bottles, name bars (U7/U8 only)
- Questions

Questions to review and get answered:

- How many tournaments will the team attend?
- Will snacks be provided after each game?
- How will parents get regular updates?

Parents should be told at this meeting that they need 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.

Team Rosters and Team Registration Form (TRF)

As soon as the team roster has been established and bench staff confirmed, the Team Manager should forward the list of players and bench staff (name, address, postal code, phone number and date of birth) to the Dorchester Ringette Association Registrar.

The Registrar will then enter all information into the Ontario Ringette Association registration system and supply each team with an official Team Registration Form (TRF), which must be signed by the Coach.

Once the Team Registration Form is complete and accurate, the Registrar will provide the Coach with three (3) copies of the Team Registration Form to sign. It is critical the Coach and Manager review the Team Registration Form and ensure all the information is accurate The Team Manager is to carry a copy of the Team Registration Form with them at all practices and games. The remaining two (2) copies are to be returned to the Registrar who will keep one copy of file and the second copy will be sent to the Ontario Ringette Association.

Deadline for Team Registration Forms to be submitted to the Ontario Ringette Association is **November 15**, excluding U7-Bunnies, in which case late registration is accepted until **January 8**.

A *tournament team registration form* is a summary version of the original document that lacks the personal and confidential information that the official version supplies. This summary will need to be supplied when registering for tournaments. Many tournaments will accept a faxed/scanned/emailed copy. The tournament team registration form must also be signed by the Coach.

Additional Notes on Rosters and Picking up Players

All U9 to U19 teams can have a maximum of sixteen (16) players on their rosters. Open and Masters Teams can have a maximum of twenty two (22) players on their rosters. Once the roster is set and submitted to Dorchester Ringette Association, the team cannot have more than that number of players at a game. For example, the roster has twelve (12) players but the Coach would like to take a couple extra players to a tournament – this is not allowed.

A team may 'borrow' players from other teams if they are short players but the team cannot use a player who is in a division higher– i.e.) a U10-Novice team cannot have a U12-Petite player. The team may use a player who is on a higher caliber team as long as they are in a lower division. This decision is subject to the league's Games & Tournaments Committee approval prior to stepping on the ice with the team – i.e) a U16 Junior B Division team may use a U14 Tween A Division player.

There is a specified number of times a team can use a player from another team so be sure to monitor who is being picked up to play for your team. For U9, U10 and U12, the team can use a specific player for a maximum of five (5) league games or one (1) tournament. For U14 and above, the team can use a specific player for a maximum of five (5) league games and one (1) tournament.

A player can only play up one division – ie) you cannot have a U12-Petite player play on a U16-Junior team – this is an Ontario Ringette rule and voids the insurance – don't take that chance.

Important: if a team wants to 'borrow' a player, the Coach must first discuss it with the other team's coach before the player is asked.

Picking up Players - as stated in the Ontario Ringette Association Policy Manual:

Lateral Pick-up (non-tiered divisions only): In non-tiered divisions, teams from the same association are permitted pickup players from other equal caliber teams within their own division and associations, providing the following criteria are met:

- A team may only pick up to their regular roster size, unless the team has less than 11 players on their roster in which case they may pick up to a roster of 11 players.
- Roster of team picking up players must be 75% original roster players (no more than 25% pick-ups).

- The “borrowing” team must work through the entire roster of the “supplying” team before being able to pick-up the same player again. By “work through” it is understood that not every player on the supplying team may take the opportunity to play for the borrowing team, but that every player on the supplying team must be given this opportunity.
- All players are eligible to be picked-up for a maximum of five (5) league games and one (1) sanctioned tournament in a season.
- If a player plays with the same or another higher age division/level of play team in an additional tournament or third or more league games, the team will forfeit the games. The player will not have the right to become a member of that team and must return to their original team.

This policy applies to league and tournament play. All eligible players from the borrowing roster who are not participating must have a documented reason for not attending the tournament.

Note: The intent of this is to allow only for the replacement of players who are unable to attend the event, and to support the formation of smaller roster teams. It is not intended to create combination teams.

Equipment Distribution

The Team Equipment Manager is responsible for the safekeeping of this equipment and should make note of the equipment received. All equipment must be signed out at the start of the season as well as signed back in at the end of the season. 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 – to be returned at end of season
- First Aid Kit – to be returned at end of season
- Water Bottle Carrier – to be returned at end of season

Dorchester Ringette Association also loans out goalie equipment – to be returned at end of season

Jersey Distribution

The Team Equipment Manager will be responsible for the distribution and collection of all team jerseys, before and after each game. All jerseys will have sponsor bars removed and be washed prior to return. Name bars are not permitted to be used on DRA owned jerseys.

Care of Jerseys

- Jerseys must be hung to dry after washing.
- Nothing is to be ironed on the Jersey (i.e. name bars)

Ordering DRA Teamwear - Custom Ringette Jackets & Clothing etc.

- Various samples of Dorchester Ringette Association Teamwear will be available during **Team Photo Day**, at the FlightExec Centre, Dorchester. Orders to be submitted this same evening.
- Parents are also welcome to place direct orders at any time at Above & Beyond Promotions Inc. located at 555 Admiral Dr, London, ON N5V 4L6 Phone (519) 659-8111

Water Bottles: Players are to bring their own water bottle to each ice session. It is also important not to share water bottles as this poses a risk of serious illness. After each session, wash the bottle well using a bottle brush and warm, soapy water; rinse and dry thoroughly each day.

VI. Regular Season Management: The Basics

Record Keeping

The Team Manager will need to use some tools to stay organized. It is a good idea to create a binder with the following forms and documentation handy:

- Team contact list

- Ontario Ringette Association Team roster
- Contact lists - DRA, WRRRA, WRRL, other teams
- Schedules - practices, games, and parent volunteers
- Game sheets – including blanks and extra labels
- Notices
- Arena information, maps etc
- Tournament details
- Medical Information Forms (confidential)
- Injury Report Forms

Contact List: Create and distribute a list of contacts for all team members; review what contact information parents/coaches want included. It is a good idea to keep extra copies on hand.

Refer to Appendix - Team Roster Sample

Practice & Game Schedules

Practice Schedules: provided to Team Manager by Dorchester Ringette Association Ice Scheduler

Game Schedules: provided to Team Manager by Dorchester Ringette Association Ice Scheduler

All players, Coaches/Team Managers are to arrive at the arena **thirty (30) minutes** prior to the regular season scheduled ice time. Players are to be in full equipment **fifteen (15) minutes** before scheduled ice times.

Please note – The contract between the Municipality of Thames Centre and Dorchester Ringette states that teams will have access to change rooms thirty (30) minutes before the scheduled ice time and are required to vacate the dressing room within thirty (30) minutes of the ending ice time.

Exhibition Games

To arrange exhibition games with another team, it may be necessary to contact the Dorchester Ringette Association Ice Scheduler to determine full ice availability, as well as the Referee in Chief, to request the assignment of referees. The referee fees for an exhibition game are at an additional cost to the team. To save on additional ice rental costs, the Coach may want to consider using a scheduled practice time to be used for the exhibition game.

Cancelling Practice:

Contact the Dorchester Ringette Association 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.

Cancelling WRRL Games:

Sometimes it is necessary to cancel a game. Games are only to be rescheduled for one of the following reasons:

- Inclement weather
- Tournament participation
- League problems (no referee)

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Please follow the procedure below to make sure everyone, that needs to be, is informed.

1. Contact the Coach of the team you are scheduled to play. Coaches or Team Contact email addresses can be found at www.wrra.ca/bcgames/wrrlcoaches.pdf
2. The “Home” team Coach is to contact their association Ice Scheduler to ensure the ice is used.
3. The “Home” team Coach is to contact their association Referee in Chief to ensure the referees get notified in a timely manner.

Once a game has been officially cancelled, contact the Dorchester Ringette Association Ice Scheduler, who will in turn contact the Western Regional Ringette League Game Scheduler to have the game taken off the website.

Rescheduling WRRL Games:

The procedure for rescheduling games is much the same as for cancelling games – please provide a minimum of three (3) additional times.

1. Contact the Coach of the team you are scheduled to play. It is the expectation of the WRRRA, that coaches work together to find a suitable date and time to reschedule a game.
2. The “Home” team coach is to contact their association Ice Scheduler when looking for possible ice to reschedule a game.
3. When the ice is agreed upon by both teams, the “Home” team coach is to contact their association Referee in Chief to arrange for referees.

After all the details have been worked out contact the Dorchester Ringette Association Ice Scheduler, who will in turn contact the Western Regional Ringette League Game Scheduler to have the new game time posted on the Website.

Be sure to have the original game number to give to the Dorchester Ringette Association Ice Scheduler.

Dressing Room Security/Etiquette:

Team 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. Have a team mom check in on the players periodically to ensure the players are behaving appropriately & there are no problems.

For Divisions U10 and higher no males are permitted in the dressing rooms without a female adult present. 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 Team Manager.

Upon arrival for games or practices the Manager will need to secure a dressing room. In tournaments, a sign for the dressing room door can be useful so parents know which dressing room has been assigned. 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. It is necessary that two (2) or more people be present in the dressing room with the players whenever possible. It is the Manager’s responsibility to have a lock and key to lock up the dressing room while the players are on the ice and to unlock it when they come off the ice.

It is important that all teams use their designated dressing rooms as listed on the monitors located in the front lobby of the FlightExec Centre, as well as at all other arenas.

Please ensure the dressing rooms are left clean after each practice or game.

Refer to Appendix – Dorchester Ringette Association Dressing Room Parent Handout

Photo Day Picture day is normally in early October with pictures distributed before Christmas.

Dorchester Ringette Association organizes an annual picture day for all the teams. All players receive a Team Photo at no cost. Various additional packages are made available for purchase. Have parents fill out the picture request forms in advance as there will be limited time to organize this at the event. Picture day is often chaotic given the number of players and teams within the Association. It is suggested that players arrive 30 minutes prior to their pictures and get dressed in their full gear (with stick and skates; without helmet). Please have the team (and completed forms) lined up in order of jersey number. Team Managers will be contacted at a later date to pick up the photos for your team and to distribute them.

Dorchester Ringette Association Fundraising

Each year the Dorchester Ringette Association does one mandatory lottery fundraising activity.

Each player will be required to provide a cheque in the amount of \$125 for one child, \$175 for two (2) or more children, at the time of registration. This cheque will be cashed on December 1, 2021. Each player may then sell the book of lottery tickets and retain the cash or purchase the tickets themselves.

If a team wishes to fundraise with the funds solely going to their own team, approval must be given by the Dorchester Ringette Association first.

Volunteer Bond Hours

The purpose of the Dorchester Ringette Association Volunteer Bond Program is to encourage all Association members to become actively involved in the operation and success of the Association.

Every family with a registered player in Dorchester Ringette Association must provide a post-dated cheque for the Volunteer Bond; that includes Coaches, team staff and the members of the Dorchester Ringette Association Executive.

- Bond amount is \$300 for everyone, except U7 first-time players
- All bond cheques are postdated for March 1 of the next year
- Each family has until March 30th to complete their bond points. If bond points are completed by that date, your cheque will be given back to you.
- All families are required to volunteer **6 hours per child enrolled**.
- If you are a member of the bench staff (Head Coach, Assistant Coach, Trainer or Assistant Trainer, Team Manager) or an Executive member, you will earn Bond hours.
- A list of approved volunteer roles can be found at www.dorchesterringette.ca
- Bond points are non-transferable.

It is up to each family to ensure that they fulfill their volunteer obligation.

Off Ice Team Activities

Some teams will want to do it all, 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.

Activities to help with team building, relationships and fun outside of Ringette throughout the season:

- Flick n' Dip –Victoria Community Centre, Ingersoll

- Bowling
- Flying Squirrel, SkyZone, The Factory
- Laserquest
- Gingerbread house making
- Pumpkin Decorating
- Glow-in-the-Dark Mini Golf
- Tobogganing/Hot Chocolate Party
- Dryland Training
- Team Parties: Halloween, Christmas, End of Year
- Loot Bags: Halloween, Christmas, Valentine's Day, Easter, St. Patrick's Day
- Rent local gymnasium and organize fun games followed by a pizza party
- Parent/player Ringette game
- Scavenger Hunt: great way to pass time at hotel during long tournament breaks
- Team Meal: reserve a section of a local restaurant when away at tournaments
- Team Pot Luck:
 - At beginning of season to get to know the parents and players
 - At hotel at tournaments, instead of booking team meal at restaurant

Christmas party tip: A fun way to handle gifts

Put a \$10 limit on Christmas gifts (you can also choose a theme... i.e. something fun or wacky). All children attending bring one wrapped gift (including siblings). All presents go under the tree. All the kids' names are put in a hat and the kids sit in a semi circle around the tree. First name drawn picks a present (does not open). Next name drawn can take the present already picked or one left under the tree. If they take one from another child, that child then picks a new one from under the tree. Next name drawn does the same. Last person to pick can take any present already picked or last one from under the tree.

Conflict Management

Working with Team Parents

The primary role of a Coach is that of a problem solver. The key to having a fun year with a team is to avoid creating unnecessary problems and to solve any problems that arise quickly. Developing a working relationship with the team parents is vitally important to the success of your team.

As Coach, do not isolate yourself from the parents. A working relationship cannot develop if the parents are not given the opportunity to get to know the Coach and learn about the coaching program.

At some point during the year the Coach may wish to change how a player performs a skill or to discuss their attitude towards some aspect of the game. Talk to the parents and explain why these changes are necessary. If the player complains about the change to the parent, the parent can then support the Coach in the effort to make improvements.

If a player is doing well in some areas, let the parents know. Parents need positive encouragement just like players and Coaches. Talk to all the parents as often as you can and always thank them for anything that they do for the team.

As a Coach/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 can be dealt with through direct and open communication as early as possible. Evaluate criticism before reacting. It is hard to satisfy every person on a team so do not be surprised if you receive some critical remarks throughout the season. Do not be discouraged about coaching because of a critical remark. There would be no experienced coaches if all had quit the sport after receiving criticism in their beginning coaching years. Coaching becomes more enjoyable with experience.

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Players and parents are encouraged to deal directly with the Head Coach or Manager first, if there is a problem to be addressed. If they are not able to resolve the conflict at the team level, 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

Tip: 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. Ringette is an emotional game. It's best to let the emotions simmer before talking to a team official.

Social Media Policy

Dorchester Ringette Association encourages the use of social media by its Representatives to enhance effective internal communication, build the Dorchester Ringette Association brand, and interact with members.

Responsibilities pertaining to Social Media:

- Representatives shall use their best judgement to respond to controversial or negative content posted by other people on Dorchester Ringette Association branded social media and related posts.
- Representatives should only use social media in a positive manner when connecting with others in regards to Dorchester Ringette Association
- Coaches, team managers and any other representative posting to social media sites must always respect the wishes of parents who have identified they do not want their child's image posted online.

Social Media Guidelines for Coaches

The following tips should be used by coaches to inform their own strategy for social media use:

- a) Choosing not to engage with social media is an acceptable social media strategy.
- b) Despite what Facebook says, you are not actually "friends" with athletes. Resist commenting on athletes' personal activities, status updates, or tweets on Twitter
- c) Consider monitoring or being generally aware of athletes' public social media behaviour to ensure compliance with Dorchester Ringette Association's *Code of Conduct and Ethics*
- d) Coaches may not demand access to an athlete's private posts on social media outlets
- e) Do not "friend" athletes on Facebook unless they request the connection. Never pressure athletes to "friend" you
- f) If you accept some "friend" requests, or follow one athlete on social media, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
- g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or "friend" you on Facebook
- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
 - i) Do not use social media to 'trap' athletes if they say one thing to you in person but their social media activity reveals they were doing something different
 - j) Keep selection decisions and other official team business off social media
 - k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook fan page about your team or organization
 - l) If you create a fan page on social media for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
 - m) Ensure that parents are aware that some coach-athlete interactions may take place on social media

- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with social media groups or social media feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete's personal social media space unless explicitly requested to do so

Fair Play and Fair Ice Policy

The Fair Play Policy, as outlined in the ORA Operating Manual, under Sports Administration, includes a list of guiding principles for the playing of Ringette, which Coaches are required to follow.

Fair Ice Policy is defined as ***equal ice-time every game to the best ability of the Coach, allowing for the uncertainty in the frequency in stoppages of play.***

This policy applies to age divisions U10 through to U19 at the Regional levels. Use of discretion is defined and listed where and when this can take place. (League development games, league competition, or tournaments/ regions/ provincials)

Refer to Appendix - List of Common Parental Concerns

Long Term Athletic Development (LTAD) Philosophy

Long Term Athletic Development is a program based on recognizing the physical, mental, emotional and cognitive development of children and adolescents and how this development relates to their child's participation in sport.

Focus of LTAD program:

- Skill development and fun at younger age levels introducing competitiveness at later stages of LTAD
- Skill development based on size and skill level, not necessarily age

What is the Skills Matrix?

The *skills matrix* is a tool that has been developed to assess and document individual player skill levels by rating them in individual skills on a scale of 1-4. Each Association with teams participating in the U8, U9, U10 and U12 age groups in Ontario are to be evaluated using the Skills Matrix. These assessments will occur at the beginning of the season and again half way through the season. These two evaluations will provide coaches an understanding of a player's skill development areas and progress throughout the season.

The combined player score for a team will provide *a team composite score* that will be submitted to the Ontario Ringette Association on each team's Team Registration Form (TRF). This composite number will be used in tournaments to place teams in pools of a similar skill set as possible for tournament competition. Teams at the U8, U9, U10 and U12 level must have this number of their Team Registration Form (TRF) in order to participate in a tournament.

The following terms used in the Skills Matrix explain the stages of skill development that a Ringette player will progress through when learning technical skills.

Initiation	First contact with the skill Training Emphasis: Basic stances / positions. Getting the idea of what the movements are about and look like.
Acquisition	The athlete can coordinate and execute key components in the correct order. Timing of the skill lacks synchronism, rhythm, and flow. The athlete needs to think about what they are doing during the execution of the skill. Training Emphasis: Global Execution and general form of movement.
Consolidation	Performance is inconsistent but movement is starting to show coordination. Skill is performed with rhythm under stable conditions. Some elements of performance are maintained (when the athlete is under pressure, conditions change or demands increase). Training Emphasis: Maintaining the form and movements and some performance consistency under a variety of conditions under stress.
Refinement	Performance is very consistent and precision is high in demanding conditions. Movements are automated with only minor fine-tuning necessary. Critical reflection and correction is possible by the athlete. Training Emphasis: Creating conditions that stress the specific elements that need adjustments.

In the event an Association is going to ice two or more teams in the U9/U10/U12 division, the players must first be divided by age to determine if there are a sufficient number of players registered to meet the Viable Team Guidelines, as set out in the Ontario Ringette Association Operating Manual. If there are an insufficient number of players in one age group, the player evaluations must be used to form a combined team based on a ranking formula, regardless of the age.

VII. Regular Season Management: Organizing League Games

The Team Manager is to ensure that all games run as smoothly as possible.

Referees and Timekeepers

It is the responsibility of the home team to provide the scorekeeper and timekeepers for all Dorchester Ringette Association games. The Referee in Chief is responsible for scheduling referees and shot clock operators (U12 and above).

The Team Manager is responsible for paying each of the two (2) Referees and the one (1) Shot Clock Operator (when needed) at each HOME game. Each Referee will be paid \$20 (\$25 for Provincial level) and the Shot Clock

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Operator will be paid \$10. Please prepare three (3) separate envelopes for each person being paid. If only one referee works the game, then the referee will receive both envelopes. You may arrange with your teams' Coach to hand them the envelopes to then hand over to each of the three listed above. Please note that referees, timekeepers and shot clock operators for exhibition games are at the cost of the team and not covered by the Dorchester Ringette Association.

***Game Sheet and Time Clock Operators will be parent volunteers as scheduled by the Team Manager. It is recommended that the Team Manager take a practice time, early in the season, to have all parents learn how to operate the time clock and how to fill out the game sheets properly. ***

Refer to Appendix – Time Clock Operation Instructions as well as Official Game Report

Each Team Manager will receive a lump sum cheque at the beginning of the season to cover all referee and timekeeper fees. It is the Team Manager's responsibility to cash this cheque and distribute the fees into the appropriate number of labeled envelopes prior to the start of the Ringette season.

The Team Manager will be asked to provide a verification signature that they have received this cheque during the season start-up Coaches and Managers meeting.

Tip: Pre-printed Labels: You can create labels with player's names and numbers and stick them on Game Reports (4 copies each game – one for each page). It is important these are updated for each game to take into account missing players, affiliates or jersey number changes (for example, if a player has forgotten their jersey) and the goalie should be noted. The team name should be at the top of each label and all team officials should be included on the bottom. Refer to Appendix –Team Labels

Shot Clock

When the Ice Scheduler sends in the game schedule, they will state whether they require the shot clock to be set up for a particular game (used in divisions U12 and higher). The Team Manager must check with the arena staff immediately upon arrival, that the shot clock has been set.

The purpose of the shot clock is to increase the spectator appeal of Ringette by reducing the amount of "ring-ragging". The 30 second shot clock forces the team in possession of the ring (normally the attacking team) to make a conclusive play quickly and to attempt to score. This will give the team not in possession of the ring (normally the defending team) more opportunities to gain control of the ring.

Refer to Appendix 30 Second Shot Clock Rules

Official Game Report

Games Reports need to be filled out for home games and provided to the away team at least 15 minutes before game time for completion of their team information. Bench staff (usually Head Coach) from each team must sign the Game Report.

What to do with copies of the Game Report (after the game)

Yellow: give to home team

Pink: give to visiting team

White: give to home association

White: to be placed in Dorchester Ringette Association Mailbox located in Dressing Room hallway

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Refer to Appendix - How to Fill Out the Official Game Report

Posting Game Results on the WRRRA web site at www.wrra.ca

The home team is required to post game results within forty-eight (48) hours following each game.

- Each Team Manager will be e-mailed their WRRL login & password

Most importantly: all Game Reports MUST HAVE A GAME # in the top right hand corner or they will be sent back to the home Association. Considerable amounts of time goes into taking stats and reading through each Game Report and the Referee In Chief does not have the time nor desire to look up the game #'s for ones that come to them blank, no game #, no divisions, no rink, no date/time, no coaches, and very occasionally no refs have signed.

Refer to Appendix – Entering Game Results on WRRRA Website

Post-Game Nutrition

Some teams like to arrange for post-game nutrition. This can be coordinated by the Team Manager and be assigned to a different family for each game. This procedure is not mandatory – it is up to the Team Manager as well as the parents, as to whether they feel that a post-game nutrition snack is necessary. If your team decides to go ahead with the post-game snack, please remember, nutritionally, it is recommended that the players eat and drink a combination of carbohydrates and protein within a half hour of coming off the ice.

Fun Tip: Player of the Game Award - Buy a Ringette trophy and have your team name and year put on the faceplate. At the end of each game the coaches present the trophy to the 'player of the game' (as chosen by the coaches). This player takes the trophy home and then brings it to the next game where the coaches present to another player. Track who has received the trophy so that all players get their chance.

On Ice Officials (Referees and Linesmen)

Teams are not permitted on the ice without on-ice official(s) also on the ice.

Concerns Regarding Conduct of Officials

If you have a concern or complaint about something that has happened at the rink concerning officials please e-mail the Referee in Chief. If you have officials showing up late (i.e. not 15 minutes before the start of a game) please send the Referee in Chief an e-mail with the time & date of the game so he/she can remind the officials to be on time.

VIII. Tournaments

REGISTER EARLY (if the Coach has not already done so) on behalf of the 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 and, if a cheque is required, you may consider sending a postdated cheque from your personal account. 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. The Team Manager should also note the deadline for withdrawal without penalty in case the team changes plans.

List of Ontario Ringette Association Sanctioned Tournaments:

<http://www.ontario-ringette.com/> for updated listing

It is important to let the ice scheduler know what tournaments you may be attending as soon as possible so that games and practices will not be scheduled while your team is unavailable.

When registering the team into a tournament, be sure to list the entire team roster as a player who, at the time, may have decided not to attend the tournament, and then later changes their mind, will likely not be able to register in that tournament.

As mentioned previously a *tournament team roster form* will need to be sent into the tournament officials as soon as the official Team Roster has been registered with the Ontario Ringette Association. This summary version of the original document lacks the personal and confidential information that the official version supplies. Many tournaments will accept a faxed/scanned/emailed copy. The tournament team roster form must also be signed by the Coach.

Tournament Fees

The Dorchester Ringette Association is not able to cover the cost of additional tournaments that are outside of regular season play.

Team Managers are asked to inform their team parents, at the start of the season, the number of tournaments/events that the Coach(es) have planned to attend. At this time, the Team Manager may request an additional lump sum of money, or **Team Fee**, from each player's family to help cover the cost of entry to all tournaments/events. By requesting this lump sum at the beginning of the season, the Team Manager will alleviate the need to ask for additional funds throughout the remainder of the season. The amount of this lump sum will depend on which tournaments/events are planned for the year but may be in the range of \$150-\$200/player.

Note: Although all the children enjoy the opportunities of travelling to various tournaments throughout the season, please keep in mind the additional costs of travel, hotel and food that each family will also have to incur onto of the \$100-\$200 fee.

Year End Regional Ringette Tournament

Door Prizes

Each year, every team that is entered into this tournament is required to purchase a gift for the prize table. The Team Manager will need to communicate that this dollar amount will be included in each player Team Fee. Appropriate dollar amounts can range from \$2 - \$5, depending on the number of players on each team.

At the Tournament

Official Game Report

Official Game Reports will be provided for the Team Manager at the tournament registration desk. It may be beneficial for Team Managers to bring extra printed team roster labels to add to each copy of the Official Game Report to save time.

Official Game Reports will need to be filled out the same as for regular season play, as previously described. Please be sure to have all necessary Coaches/Trainers sign the Official Game Report at the registration desk as well.

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A copy of the Official Game Report may be picked up, after the game, at the registration desk. Tournament scores are not to be entered on the Western Regional Ringette Association website.

Change Rooms

Please follow guidelines as previously listed. The registration desk will also ask that a set of car keys be handed over, in exchange for the change room key. Car keys will be returned once change room key is handed in.

Tournament Arrival

Please be advised that all players, Coach(es), Team Manager and Trainer must arrive early to all tournament games - **a minimum of 45 minutes**. It is not uncommon during tournament play that schedules become disrupted and/or game times move forward/back. By arriving a minimum of 45 minutes before scheduled ice time, any change of scheduling will be dealt with efficiently.

Hotel Accommodations

If the tournament (s) that have been chosen are out town there is the option for parents to stay overnight with their children. When inquiring about hotel reservations for the team, the Team Manager has two choices:

1. Call the area hotels near the tournament arena and request a block of rooms for your specific team. A few useful tips when booking:
 - Request that all rooms to be on one floor
 - Request that all rooms have two (2) queen beds
 - Request that the rooms be non-smoking
 - Search for a hotel with a pool, if possible
 - Enquire as to whether the hotel has a hospitality room/ common area for the team and parents to socialize
 - Enquire whether there is a free continental breakfast included in the price

The process of calling around to different hotels can be time consuming if hotels have already begun to fill up for the tournament.

2. Use the services of All Sport Accommodation (ASA) www.bookasa.com

All Sport Accommodation is an alternative for Coaches, Team Managers and parents when planning team travel and accommodations. This booking service will also provide the team with driving directions, maps to the tournament venues, as well as local restaurant locations.

The ASA website will help you chose the hotel that your team requires based on all the necessities entered into the search. ASA will deal with the hotel themselves, on your behalf.

For Team Managers that do not have the time to research the best price, location etc., ASA will save you a considerable amount of time booking the right hotel.

Please note: The only tournament that requires each team to use this service is for the year end regional tournament in Guelph. The Team Manager should look into booking rooms for the year end regional tournament as soon as possible, as this massive annual event has hotels filling up extremely fast.

Restaurants/Dining

Where team dining is considered, the Team Manager may choose to discuss with their team's parents that there are a number of options from which to choose:

- Each family is left to themselves to eat at their own preferred restaurant
- Organize a team pot luck to take place at the hotel's hospitality room or common area, with permission from the hotel front desk.
- Locate a kid-friendly restaurant near the hotel to reserve a number of seats for a meal.
 - Be sure to ask if there are only selected menu items available for large group reservations.
 - Book as early as possible to have the best choice of restaurants in the area.

IX. Risk Management for Managers

Accident & Injury Report Form

- To be filled out online at <https://ontario-ringette.com/form-test/>
- Accident and injury reports MUST be submitted by a designated team staff member and within 30 days of the occurrence. Please supply as much supporting information as possible.

Refer to Appendix - Sample Sports Injury Form

Returning to the Ice after an Injury

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

X. Wrapping Up the Season

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

Returning Jerseys at the end of Season

At the end of the season the Team Equipment Manager will set up a time with the Dorchester Ringette Association Equipment Manager to return all league equipment used that season. All equipment must be signed back in and accounted for. Each jersey will need to be **washed**, and sponsor bars removed, and placed in numerical order on wire hangers. All rings, first aid kits, water bottle carriers and goalie equipment will be returned at the same time.

Year End Team Party

Teams usually schedule an end of season party. The details are up to the team. The Team Manager 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. Coaches and officials are also given gifts, usually in the form of gift cards, but do try to get info on what they like first.

Player Gift Ideas:

- Medal
- Trophy

Coach Gift Ideas

- Coffee mug with team photo
- Plaque with team picture

Add Some Fun with Player Certificates: at year end parties, many teams present players with a participation certificate. It is nice for the coach to include a positive comment for each player. Generic templates can be found on the internet.

Dorchester Ringette Association Annual Banquet

At the end of the season, the Dorchester Ringette Association hosts its annual banquet for all players, bench staff and their families. This banquet is a fun evening for all Ringette families to gather for dinner, raffle/door prizes and to hear how everyone's season finished.

Tickets

Team Managers will be given tickets to sell to families near the end of the season.

Raffle/Door Prizes

Team Managers may want to let parents know that donations of new, unwrapped toys, games, gift cards etc., are always appreciated by the Dorchester Ringette Association that will be used as raffle/door prizes. Please keep in mind that there is always the chance that male siblings will be at the banquet and have the opportunity to win prizes, therefore, if possible, some male or gender neutral donations would also be greatly appreciated.

Refer to Appendix – Annual Banquet Sample Agenda

Coach Evaluation Forms

Coach evaluation online survey will be emailed to all parents at the end of the season.

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

APPENDIX



OFFENCE DECLARATION

For use by VOLUNTEERS for whom the Dorchester Ringette Association
has previously collected a Criminal Background Check

Name	
Address	
Telephone	

I DECLARE, **since the last Criminal Background Check** collected by the Association, **or since the last Offence Declaration given by me to this Association**, that

- ☐ I have **NO** convictions under the *Criminal Code of Canada* up to and including the dates of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

OR

- ☐ I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted.

LIST OF OFFENCES:

1.Date	
Court Location	
Conviction	

Date	
Court Location	
Conviction	

Date	
Court Location	
Conviction	

Signature of Volunteer _____ Date _____

Signature of President _____ Date _____

Name of Association _____

(To be retained on file with the Dorchester Ringette Association)



ON ICE PARTICIPATION WAIVER

Participant Name (Print): _____ Age: _____
Address: _____ Phone: _____
City: _____ Prov: _____ Postal Code: _____
Email Address: _____

The Participant and /or their parent(s) or guardian(s) understands, acknowledges, and agrees that ice skating is an inherently dangerous and physically demanding activity and assumes full responsibility for any risk of injury, property damage, or death while participating at this establishment.

Participants agree to abide by the below itemized "Code of Skater Conduct" for the use of the ice skating rink and will follow the instructions of the operating staff of the rink. Failure to follow the Code of Skater Conduct may result in the termination of Participant's use of the ice skating rink.

Code of Skater Conduct

1. All Participants must fill out and sign a participant waiver
2. Anyone under the age of 18 must have a parent or guardian sign a waiver on their behalf.
3. All Participants must wear a proper and currently dated CSA approved helmet and neck guards. Other protective gear (shin guards, gloves and chest protectors are strongly recommended).
4. No profanity, obscene gestures/clothing, alcohol or drug use permitted.
5. Please be considerate of others at all times.

Release and Waiver

In consideration of acceptance of the applicant as a guest of the Dorchester Ringette Association, hereinafter referred to as "the Corporation", the applicant (and Parent or Guardian) agrees to save harmless and keep indemnified the Corporation, Ontario Ringette Association, its officers, directors and members, and their respective agents, officials, servants and representatives from and against all claims, actions, or causes of action, cost expenses, and demands including costs attendant thereto on a solicitor and his own client basis, howsoever caused, arising out of relating to any activity of the applicant taking part of being connected to any activity of the Corporation, Ontario Ringette Association, whether caused by any negligence of any of the parties hereto, or their respective agents, officials, servants or representative; and it is understood and agreed that this agreement is to be binding on the applicant, his heirs, executors and assigns. In skating with the Dorchester Ringette Association and Ontario Ringette Association, I agree to abide and be governed by all prescribed by-laws, rules, regulations, policies, principles and philosophies as outlined in the Corporation's Operating Manual.

Parent/Guardian Consent

Date

Manager's Certification Program



What is the Manager's Certification Program?

As outlined by Ringette Canada, this managerial course has been designed specifically for those who may not wish to coach, yet wish to contribute and be involved in a team's organization. This program is intended to prepare an individual for a managerial or administrative position on any Ringette team.

Where do I take this course?

It's as simple as heading to www.coachingringette.ca , click on Manager's Certification on the menu on the left side of the screen and follow the instructions listed.

How much does this course cost?

?

The Manager's Certification Program cost \$22. This fee is reimbursable from the Dorchester Ringette Association.

How long will it take me to complete the course online?

Reading and answering the questions will take most people approximately three (3).hours to complete. The program will not advance to the next section without you having successfully answered the questions. Thus, you will be re-directed to the appropriate material to assist you in correcting your answer.

What happens when I finish the program?

Once completed, a certificate of achievement will be generated. This certificate does not need to be printed as a wallet card stating you are a **Certified Manager** will be mailed to you. As a Certified Manager, you will be registered with the Ontario Ringette Association and Ringette Canada.



Bench Staff Code of Conduct Agreement

Team Bench Staff members are expected to uphold the highest standards of conduct whenever involved in a team function or representing their team in any way. The ORA's expectations and rules for Bench Staff Code of Conduct may be found in the ORA Operating Manual at:

- Sport Administration, Chapter 2, Section 8, "Code of Conduct and Ethics"; and
- Coaching Development, Section 6, "Bench Staff Code of Conduct".

Each member of the Team Bench Staff must sign below to indicate they have read these parts of the ORA Operating Manual and that they agree to abide by them.

Code of Conduct: Key Points

1. Bench Staff must abide by the rules set by the Ontario Ringette Association.
2. Bench Staff must abide by the decisions of the game officials; i.e. referee, timekeeper and other minor officials.
3. Bench Staff should ensure that all players and team spectators are the best possible representatives of their team, association and the sport of Ringette at all times.
4. Bench Staff should respect the roles played by the Volunteers, Host, Officials and other Bench Staff at all sanctioned events, and deal with everyone involved in a courteous and friendly manner on and off the ice.
5. Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arena.
6. The use of illegal drugs is strictly prohibited. Alcohol must not be consumed within 8 hours prior to game time.
7. Alcohol consumption by minors is strictly prohibited. Alcohol consumption by those of legal age must be handled with discretion and in a manner not demeaning to the Ontario Ringette Association, following all laws according to the Liquor License Act of Ontario.
8. Any breach of the above alcohol and drug rules is a severe breach of the Code of Conduct. The minimum consequence for such behaviour will be the suspension for the remainder of the event and an automatic referral to the appropriate regional or provincial committee where further sanctions could be imposed.
9. *NEW* Bench Staff must abide by the ORA Concussion Policy and Guidelines as set by the Ontario Ringette Association.

A Bench Staff member who breaks the Code of Conduct must appear before the appropriate association, regional or provincial committee for a discipline hearing. This body may impose sanctions that may include suspensions or fines.

I HAVE READ THE BENCH STAFF CODE OF CONDUCT PART OF THE ORA OPERATING MANUAL
AND I AGREE TO ABIDE BY THESE CONDITIONS.

ASSOCIATION	TEAM	LEVEL
Signatures of Bench Staff		
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE
PRINT	SIGN	DATE

Dorchester Ringette Association Parent Code of Conduct

As a parent, you play a special role in the development of your daughter or son, and of his/her teammates. Your encouragement and good example will do more to ensure good sportsmanship and self-discipline than any other influence. The other team is the opponent, not the enemy, and should be treated with respect. While winning is important, playing well and fairly is the essence of the game

1. Support your child

Support your child by giving encouragement and showing interest in his/her team. Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory.

2. Always be positive

Children learn more by example than by criticism. Work to be a positive role model, and reinforce positive behavior in others. Applaud good plays by others on your child's team as well as good plays by the opposing team. Do not criticize any child's performance from the sidelines. Accept the results of each game. Teach your child to be gracious in victory and to turn defeat into victory by learning and working toward improvement.

3. Don't be a sideline coach or ref

Refrain from coaching or refereeing from the sidelines. Parents who shout or scream from the sidelines often give inappropriate advice at the wrong time. The coach should be the only sideline voice. Remain well back from the sidelines and within the spectator area. You and your child will both enjoy the game more if you put some emotional distance between yourself and the field or play. Officials are symbols of fair play, integrity and sportsmanship - Do not openly question their judgment or honesty.

4. Coaching

The following issues are sensitive and should not be discussed in a negative or counterproductive manner among parents or team officials.

- The team's philosophy.
- Coaching strategies, tactics and styles.
- Line combinations.
- Individual play of any player.
- Ice time during games.

5. Consequences

Any parent who verbally abuses or harasses an official, player or coach will be given one warning to stop. If they continue they will be asked to leave the arena and not to return. If a parent refuses to leave the arena, the game will be called and the team that the parent is from will automatically lose the game. Coaches may also enforce this during a practice if required. Their conduct will be brought to the attention of their home association and disciplinary action will be enforced.

6. Remember that your child wants to have fun

Your child is the one playing Ringette, not you. Children must establish their own goals; to play the game for themselves. Don't impose unreasonable demands on your child. Let your children experience the fun of playing as well as the challenge of excelling.

I/we will set a good example to my/our child in his/her Ringette development by adhering at all times to the following:

- We will not criticize the referee openly or directly, during or after games. Any criticism shall be done in writing, sent to my manager and my club representative, not verbally.
- We will give only positive feedback to players.
- We will cheer at all games within the spirit of fair play and shall do our best to cheer the effort regardless of the outcome. We will be mindful in "lopsided" game where cheering our own "winning" team might be misunderstood.
- We shall do our best to teach our players to become students of the game.
- We shall show the quality of our sportsmanship during and after each game and help our child remember to thank the referee after the match without regard to the result.
- We shall do our very best to have our child prepared for every game.
- We shall support the learning efforts of the players, the coaches, and the referees by demonstrating our patience.
- We understand that improper behavior at a game may result in a parent being asked to leave the rink by the referee or a club official this includes practice also.
- We shall leave the coaching to the coach during the game. We shall not give our child instructions during the game.
- We understand that the leagues can, and will if necessary, suspend our individual privilege to watch our child play should we behave in a manner that is rude or otherwise offensive.
- We agree to do our best to have as much fun watching the game as the players should have playing the game.

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK

Dorchester Ringette Parent Code of Conduct Acknowledgement

TEAM NAME: _____ SEASON: _____

I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by Official, Head Coach and/or Head of League organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through Official or Coach
- Parental season suspension

Parent Name	Parent Signature	Date

Rowan's Law

Rowan Stringer was an athlete who died because of a head injury while playing rugby with her school team. She had suffered two injuries in the previous week, likely a concussion each time that went unnoticed, prior to playing her final game.

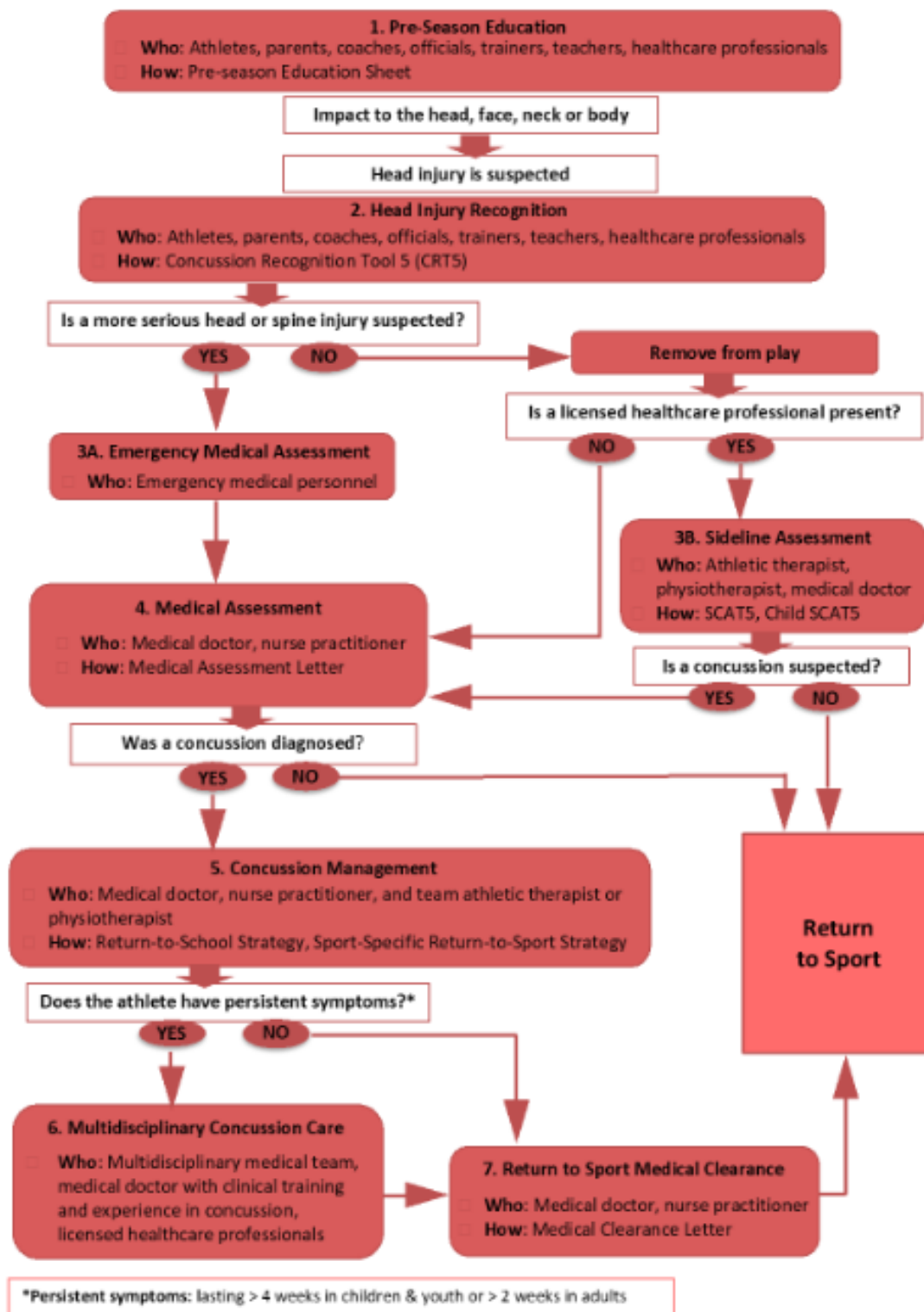
As of July 1st, 2019, Ringette Ontario associations/teams **must not register athletes** under the age of 26 years of age (**with the exception of University/College/Post-Secondary) in Ringette activities unless they receive confirmation from the athlete and their parents/guardian (if under 18 years of age) that they have reviewed the Minister approved Concussion Awareness Resources within the previous 12-months.

Between July 1st, but no later than August 30th, 2019, Ringette Ontario associations/teams **must not permit** individuals to serve as **coaches, officials and team trainers** in Ringette activities that includes any athlete under 26 years of age**, unless the individual gives Ringette Ontario association/teams confirmation in the calendar year, but before the first time they serve in that position in the year, that they have reviewed the Minister approved Concussion Awareness Resources within 12 months before the confirmation is given.

Team Requirements:

1. Bench Staff Sign Concussion Policy Code of Conduct
2. All Parents Sign Concussion Policy Code of Conduct
3. Trainers are aware of the Concussion policy and workflow

<https://ringetteontario.com/resources/concussion-sport-safety-information/>





Development/Competition RATIO

Overview

As the Long-Term Athlete Development (LTAD) process evolves for Ringette, it raises as many questions as it answers. One issue that repeatedly surfaces is the need to address 'competition'.

Competition is a critical issue in all sports, especially team sports. Unfortunately, the system of competition in Ringette was never properly designed; it simply 'evolved' on an improvised basis without consideration for the sport science of athlete development. Now many competition schedules are considered part of the tradition of Ringette, and these habitual patterns are passionately adhered to. *"This is the way we have always done it!"*

One of the most common problems is that adult competition schedules have often been superimposed on young athletes.

According to Canadian Sports for Life LTAD, sport organizations need to:

- *Ensure competition scheduling is balanced to consider the development of abilities required in the technical developed by each sport.*
- *Determine the training and competition required for the development of top international performers.*
- *Identify the optimal training to competition ratio at each stage.*
- *Design competition schedules to ensure optimal systematic planning of athletic or physical training, or periodization occurs.*

In order to make the transition as seamless as possible for Coaches as they move towards LTAD, a number of publications, tools and definitions will be developed and distributed to the Ringette community. These are a 'work-in-progress' and likely will evolve to better meet the needs of the Coach and athletes alike.

Definitions (Ontario Ringette LTAD)

WHAT IS COMPETITION?

This term refers to a sanctioned game that is used to determine standings, ranking or qualification including:

- *Any sanctioned league game, the outcome of which will be used to determine rankings for a championship, such as:*
 - *League finals or championships*
 - *Regional's*
 - *Provincials*
- *Any sanctioned tournament game, the outcome of which will be used to determine tournament rankings, including:*
 - *Round-Robin games*
 - *Semi-Final games*
 - *Mini-games*
 - *Final (championship) games*

WHAT IS DEVELOPMENT (training)?

This term refers to non-competitive team-oriented events that are organized with the goal of achieving greater success in competitions. In order for an event to be classified as a training event, the entire team must be invited to participate. Training events must be supervised by a member of the bench staff

Training includes, but is not limited to:

- Any on-ice session aimed at improving technical skills and strategy, including:
 - Practice sessions (including skating clinics and skills competitions)
 - Scrimmages (no officials)
 - Exhibition games (with officials)
 - Consolation games during tournaments (usually needed to meet tournament game guarantees)
 - Any game that is used solely for seeding and not for ranking purposes (often during first half of season)
- Any off-ice session aimed at improving technical skills and strategy, including:
 - Any gym sessions or 'dry land training' aimed at improving physical literacy
 - Any team meetings used to discuss strategy or techniques
- Any team bonding session used to enhance the athletes' abilities to work together as a team. Including:
 - team parties
 - team dinners
 - team excursions

RATIOS

We recognize the challenge of ice time within your association and the worries of meeting objectives when so much is not in control of the coach. During the 2009/2010 season Athlete Development reviewed the practice to game ratios used within the associations and we believe that the ratios listed below are easily achievable.

ACTIVE START & FUNDAMENTALS

U7 (Minor Bunny)

U8 (Major Bunny)

Although there is no suggested practice/game ratio at this level, the majority of the time will be spent on practices. For this reason we have chosen a training/game ratio of 100/0. 100 percent development periods versus 0 percent competition sessions

The focus for the U7 & U8 level will continue to be having FUN and becoming comfortable on the ice using simple group skating games and activities. Develop basic skating skills such as:

- basic stance
- falling and getting up
- edges
- balance on skates
- start, stop, walking all directions,
- forward/backward stride and glide.
- introduce sticks and rings
- playing fun games to learn how to send, receive and carry a ring

If Associations want to schedule exhibition games they may do so with any Association within the province (no official schedule will be issued). If needed, Coaches can be on the ice to assist players with the development of the sport. LTAD also supports the need for officials to officiate this level as this allows our young officials to utilize their skills and train for the higher levels of play.

LEARNING TO TRAIN

U9 & U10 (Novice)

A training/game ratio of 70/30

70 percent development periods versus 30 percent competition sessions

U12 (Petite)

A training/game ratio of 70/30

70 percent development periods versus 30 percent competition sessions

TRAINING TO TRAIN

U14 (Tween)

A training/game ratio of 60/40

60 percent development periods versus 40 percent competition sessions

U16 (Junior)

A training/game ratio of 60/40

60 percent development periods versus 40 percent competition sessions

TRAIN TO COMPETE

U19 (Belle)

A training/game ratio of 40/60

40 percent development periods versus 60 percent competition sessions

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK

TEAM MANAGER'S CHECKLIST

TEAM NAME	Dorchester Dragons
YEAR/SEASON	
ORGANIZATION	Dorchester Ringette Association

DONE	TASK	DEADLINE	NOTES
ITEMS TO BE DONE ASAP			
	Register for selected tournaments	ASAP	
	Book tournament accommodations	ASAP	
	Send tournament registration fee	By deadline	
	Send TRF to tournament organizer	By deadline	
	Update team roster online	By deadline	
	Notify DRA Ice Scheduler of tournaments	ASAP	
ITEMS TO BE DONE IN SEPTEMBER			
	Prepare for Team Meeting	For 1 st meeting	Together with Coach
	Email any forms for completion to 1 st meeting		
	Draft team Contact List	For 1 st meeting	To be verified by parents
	Get Medical Info Sheet – copies to Trainer	For 1 st meeting	
	Have TRF signed and submitted	By deadline	
ONGOING ITEMS			
	Set up Google/Outlook Calendar/DRA website – send email weekly email updates by email		Practices, games, tournaments, off-ice training
	Team Contact Cards		Laminate and distribute
	Collect players' fees – if applicable		
	Prepare game sheet labels		
	Verify Police Checks have been completed	ASAP	
	Secure Referees for any exhibition games		
	Ensure bench staff qualifications	ASAP	
	Post game results & deliver game sheets		
	Coordinate social events		
	Coordinate tournament itineraries		

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK

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TEAM ROSTER	
TEAM NAME	Dorchester Dragons
YEAR/SEASON	
ORGANIZATION	Dorchester Ringette Association

COACH'S NAME	PHONE NUMBER	EMAIL ADDRESS

#	PLAYER'S NAME	BIRTH DATE	PHONE NUMBER	EMAIL ADDRESS	PARENT'S NAME

ADDITIONAL STAFF NAMES	PHONE NUMBER	EMAIL ADDRESS	POSITION

AUTOMATED PLAYER COUNT	NOTES:
0	

Team Labels Sample

G 1 Team Player
G 2 Team Player
3 Team Player
4 Team Player "A"
5 Team Player
6 Team Player
7 Team Player
8 Team Player "C"
9 Team Player
10 Team Player
11 Team Player "A"
12 Team Player
14 Team Player
15 Team Player "A"
16 Team Player
17 Team Player
18 Team Player
19 Team Player
31 Team Player
Coach Head Coach
AC Assistant Coach
AC Assistant Coach
AC Assistant Coach
AC Assistant Coach

Copy Team List Here

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Electronic Version Available

DORCHESTER RINGETTE ASSOCIATION DRESSING ROOM 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, trainers 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.

- No male coaches or parent is permitted in the dressing room while the players are getting dressed (U10 Novice level 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/video cameras or pictures of any kind are to be taken while players are undressed or changing.
- Voices will be kept to a reasonable level. No screaming or yelling.
- 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 or tobacco.
- Garbage must be cleaned up before you leave the change room. No tape left stuck to anything. Leave the dressing room the same way you would expect it to be when you arrive – clean.

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

Most Common Complaints from Parents and How to Handle Them

“Why do we share practice ice so much?”

The cost of ice time, fees and expenses around the sport will continue to climb. The Dorchester Ringette Association is a small club doing the best we can to ensure all teams are on the ice as much as possible throughout the season. Currently our registration fees are low compared to those who play hockey. Unfortunately, this registration fee does not cover the cost of our ice rentals for the season. We also run into the issue that our ice facilities are in high demand from outside of Dorchester organizations that have more funds available to purchase this time.

There can be many benefits of shared ice as well:

- Treating the players as one big group, as in a Ringette camp, with 20+ kids and 3-6 Coaches, the ice time can be run very efficiently, resulting in players having exposure to both team's Coaches and players.
- Small area games enhance decision making skills as more decisions must be made at a higher tempo.
- More repetition/frequency drills in one ice session
- Individual technical skills develop more quickly

“My child is a better player than player X. Why is player X getting more ice time?”

All Coaches must follow the Fair Ice Play Policy as set out in the Ontario Ringette Association manual, regardless of the child's skill level. Bench staff must work together in monitoring shift changes throughout the game. Unfortunately, it will happen that a player will play on the ice more than another. It is impossible to keep shifts exactly even for every player. Parents will also need to understand that the position the child plays vs how many other children play the same position, has a significant impact on the playing time.

“Why do we have so much fundraising?”

There are so many behind-the-scenes expenses when running a sports organization that fundraising is unavoidable unless parents are willing to pay a large increase in the registration fee.

Sample of DRA expenses:

- Registration of all teams with the Ontario Ringette Association
- Insurance for all players
- Ice rentals
- Referees/timekeepers
- Lottery licenses for fundraising
- Coaching clinics/team manager certifications
- Association fees to ORA and WRRRL
- Year end regional tournament for all DRA teams

Why does it take so long to get our ice schedule?

All Ringette Associations have until the third week of September to declare what teams they will be registering to play. Once the Dorchester Ringette Association has sent in their list of teams as well as available ice times for scheduling to the Western Region Ringette League, we must wait for the League to send out game schedules to all the teams (U8 to U19). Once the Dorchester Ringette Association receives this schedule, our Ice Scheduler is able to plan the practice schedules for all teams.

Once all games have been played in December, the Western Region Ringette League will rank all teams and begin the scheduling process again, based on all Associations' available ice times for January to the end of the season.

TIME KEEPING INSTRUCTIONS
NORTH RINK

TIME

To enter in the period **Period → 1 → #**
To enter in the time **TIME → 15:00 → #**
To start/stop time press **Start/Stop**

SCORE

Home Score instructions **HS → 1 → #**
Visitor Score instructions **VS → 1 → #**

PENALTIES

HOME PENALTY

Home Penalty **HP → 1 → # → 2:00 → #**
Second Home Penalty **HP → 2 → # → 2:00 → #**

VISITOR PENALTY

Visitor Penalty **VP → 1 → # → 2:00 → #**
Second Visitor Penalty **HP → 2 → # → 2:00 → #**

RESET PENALTY back to ZERO - enter it like a regular penalty

Reset Home Penalty **HP → 1 → # → 0:00 → #**
Reset Visitor Penalty **VP → 1 → # → 0:00 → #**

30 SECOND SHOT CLOCK RULES

Description:

The purpose of the shot clock is to increase the spectator appeal of Ringette by reducing the amount of "ring-ragging". The 30 second shot clock forces the team in possession of the ring (normally the attacking team) to make a conclusive play quickly and to attempt to score. This will give the team not in possession of the ring (normally the defending team) more opportunities to gain control of the ring.

Minor Official: The Shot Clock Operator is responsible to start, stop and reset the shot clock in accordance with the rules below or as directed by an on-ice official. The Shot Clock Operator is a minor official, in addition to the timekeeper and scorekeeper.

Equipment:

Control Unit. The control unit must enable the operator to start, stop and reset the shot clock. The shot clock time shall appear simultaneously on both display units.

Location.	The control unit should be located in the penalty bench.
Start.	The shot clock shall count down to zero.
Stop.	The shot clock shall suspend the countdown.
Reset.	The shot clock shall reset to 30 seconds. If counting down, when reset, the shot clock will count down from 30 seconds. If stopped when reset, the shot clock will remain at 30 seconds until started.
Zero.	When the countdown is complete (the shot clock reaches 0 seconds) the shot clock shall generate an audible signal.

Display Units

Two identical display units are required. The displayed numbers must be of sufficient size, and brightness or contrast, that the on-ice participants and spectators can easily see them.

In each end zone, one display unit shall be mounted behind and above the end boards. The position of the display units relative to the goal must be identical in each end zone. The preferred location of the display units is approximately 4 to 6 feet off center to the net on the opposite side to where the net official is normally positioned.

Definitions:

- 1 Shot on Goal. A Shot on Goal is taken when the team in possession of the ring legally propels the ring toward 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 AGK within the goal crease.
 - d. The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.
- 2 Batting the Ring. The ring is batted when a player intentionally moves the hand or arm to make contact with the ring, and makes such contact while the hand or arm is in motion.
- 3 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.
4. Kicking the Ring. The ring is kicked when a player intentionally moves the foot or leg to make contact with the ring, and makes such contact while the foot or leg is in motion.

Playing Rules:

Shot Clock

- a The shot clock shall be reset to 30 seconds at the beginning of each period.
- b The shot clock shall count down only when the game clock counts down. The shot clock shall be started when play is started and stopped when play is stopped.
- c The shot clock shall be reset to 30 seconds when:
 - 1) The team in possession of the ring takes a shot on goal.
 - 2) Control of the ring changes from one team to the other team.
 - 3) A delayed penalty is signaled. If additional delayed penalties are signaled before play is stopped, the shot clock shall not be reset again.
 - 4) A penalty causes the non-penalized team to commit a violation and play is stopped as a result.
 - 5) A player on the team not in control of the ring commits a violation, and play is stopped as a result.
 - 6) A player on the team not in possession of the ring is injured and play is stopped as a result.
- d When the shot clock reaches zero seconds, an audible signal will sound:
 - 1) Play is stopped, as the team last in control of the ring has committed a violation.
 - 2) The shot clock is reset to 30 seconds.
 - 3) The ring is awarded to the non-offending team in the zone in which the ring was last contacted or controlled.
- e If the shot clock's audible signal sounds in error:
 - 1) Play is stopped.
 - 2) The shot clock is reset.
 - 3) The ring is awarded to the team last in control of the ring in the zone in which play was stopped.
- F If the shot clock is reset in error, play continues.
- g The shot clock shall be turned off when there is less time remaining in the period than there is on the shot clock. If the display units cannot be turned off, then the shot clock shall be reset to 30 seconds and stopped.

Shot Clock Operator

The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow play, while being protected from interference or distraction by spectators or team staff. The on-ice officials must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall sign the Official Game Report.

On-Ice Official's Signal:

If the shot clock is not reset immediately when a shot on goal is taken or control of the ring changes from one team to the other team, the on-ice official shall signal for the shot clock to be reset by extending an arm straight up with forefinger extended and making a circular motion with that finger. Note: Although both on-ice officials are responsible to monitor the shot clock, the net official will be more easily seen by the Shot Clock Operator.

- a) If the net official signals for the shot clock to be reset, the free play line official need not repeat the signal.
- b) If the free play line official signals for the shot clock to be reset, the net official shall repeat the signal.

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK

How to Fill Out the Official Game Report

For each HOME game the Team Manager is responsible for filling in the *Official Game Report* prior arriving at the game. Please fill in the following information at the top of the sheet:

Game #	Found on your team's official schedule also listed on www.wrra.ca
Division:	Choose either U9, U10, U12, U14, U16 or U19
Tourn./League:	Western Region
Date:	Date of Game
Level:	Circle AA, A, B or C – confirm with Coach which level if not sure.
Location:	FlightExec Centre, Dorchester, Ontario
Signatures:	Located at the top of the HOME TEAM section, on the bottom half this sheet, the Team Manager, the Coach, Assistant Coach(es) and Trainer are required to sign their names.
Home Team:	Dorchester Dragons
Colour:	Main colour on jersey
Trim:	Accent colour on jersey
Players Roster:	The player roster needs to be filled out prior to arriving at the HOME game. Team Managers may find it helpful to have pre-printed labels made to save time in filing in these sheets. Please remember that three (3) labels will need to be made for EACH Official Game Report, as the report has been produced on carbon paper.

At the end of each **HOME** game please remember to take the **YELLOW** copy of the Official Game Report. The **PINK** copy will be given to the AWAY team and the **WHITE** copy is the Ontario Ringette Association (ORA) copy.

All copies collected by each Team Manager are to be submitted to Dorchester Ringette Executive President.....

The Team Manager for the AWAY team will only need to fill in the following information

VISITING TEAM:	Dorchester Dragons
Colour:	Main colour on jersey
Trim:	Accent colour on jersey
Players Roster:	The player roster will need to be filled out at arrival at all AWAY game. Team Managers may find it helpful to have pre-printed labels made to save time in filing in these sheets. Please remember that three (3) labels will need to be made for EACH Official Game Report, as the report has been produced on carbon paper.

At the end of each HOME game please remember to take the **YELLOW** copy of the Official Game Report. The **PINK** copy will be given to the **AWAY** team and the **WHITE** copy is the Ontario Ringette Association (ORA) copy.

All copies collected by each Team Manager are to be submitted to Dorchester Ringette Executive President.....

Hints for Completing Game Sheet

- *****Most important - when a penalty is called or goal scored, mark down the time immediately*****

Goals

- When entering a goal, ensure you enter the correct jersey number (as well as for the assists). Have a look to make sure that the number actually exists on the game sheet. Ask the referee if it is wrong.
- Remember to fill in the lines one at a time. DO NOT SKIP A LINE or you may not have enough room. This is especially true for penalties!
- Do not put the goal in line with the corresponding player. That is why we have the heading "Goal". It identifies who scored the goal
- After the first period, remember to draw a line across separating period 1 from period 2.

Penalties

When entering a penalty, ensure you complete all boxes:

- **No:** Who was assessed the penalty
- **Served by:** Who is going in the box.
 - Sometimes if the penalty is given to the goalie, another player serves it as well if someone is hurt
- **Min.:** Number of minutes
- **Pntly Code#** Type of penalty.
- **Time off:** Time that the penalty was given. Remember Rule #1
- **Time start:** Time that the penalty starts.
 - Often it is the same time as time off, however if there are already 2 people in the box, then the third penalty doesn't start until the first penalty is over.
- **Time finish:** Time that penalty is supposed to end. This can be completed ahead of time.
- **Time on:** Time that the player went sent back on the ice.
 - Often it is the same as Time end, but when a goal is scored, normally the player get out of the box. (Also see #4.)

A player that is serving a penalty can go on the ice early only if a goal has been score AND only if the teams are NOT even strength (have the same number of players on the ice). For example, if Team A has a penalty and Team B has a penalty, and Team A scores, Team A penalty is not over as they are even strength. However, if Team B has 2 players in the box, team A has one player in the box, and Team A scores, then one of the Team B penalties leaves the box.

Once a penalty is over, a player can normally go on the ice. However, if there are more than 2 people in the box, a stoppage in play must occur before the player is sent out. It must be a whistle.

Remember to fill in the lines one a time. DO NOT SKIP A LINE or you may not have enough room. This is especially true for penalties. If you run out of room, use the blank sheet that is left on the box. Do not worry about completing the rest of the game sheet. Just remember to put the penalties on the right team.

Do not put the penalty in line with the corresponding player. That is why we have the heading "No". It identifies who received the penalty.

After the first period, remember to draw a line across separating period 1 from period 2.

Remember when in doubt of letting a player on the ice when you have box full, ask the referees.

Post Game Wrap Up

After each home AND away regular season game, each Team Manager is to enter the score the results of the game on the Western Regional Ringette Association website www.wrra.ca.

DORCHESTER RINGETTE ASSOCIATION TEAM HANDBOOK



OFFICIAL GAME REPORT EXAMPLE

Timekeeper: _____
Scorekeeper: _____
Shot Clock: _____

Game #	124	Division:	U12	Tournament:	Talbot Trails	Time:	1:30pm
Date:	Dec. 10/08	Level:	AA A B C	Location:	Carling	Time Ended:	2:30pm

Visiting Team: London #1 71606 Colour: Orange Trim: Purple

Bench Staff:		Head Coach:				Asst. Coach:							
Asst.Coach:		Manager:				Trainer:							
PLAYERS		GOALS				PENALTIES							
#	Name	Goal	Asst.	Asst.	Time	No.	Served By	Min.	Penlty Code #	Time Off	Time Start	Time Finish	Time On
All players on the official		4	19	2	0:33	TS	2	2:00	5	15:00	15:00	14:21	14:21
TRF must be listed and		5	4	---	12:02	4	4	2:00	13	14:00	14:00	12:25	12:25
only crossed off if they		19	---	---	0:45	4	4	2:00	12	14:00	12:25	10:25	10:25
are not participating		7	---	---	0:10	7	7	2:00	2	9:41	9:41	7:41	7:41
						16	16		19	5:03	5:03	5:03	5:03
Captains, assistants and													
goalies must be clearly													
identified													

Entering Regular Season Game Results Using Western Regional Ringette Association Website www.wrra.ca

When do I enter game results?

After each home AND away regular season game, each team manager is to enter the score the results of the game.

How do I enter the score?

It's as simple as heading to www.wrra.ca and follow the steps listed below:

1. Click on **WRRL B/C LEAGUE 2013/2014**
2. Under the Western Conference Score Submittals click on your team's division:

U9 (Novice) **U10** (Novice) **U12** (Petite) **U14** (Tween)

Under Cross Conference Score Submittals click on your team's division:

U16 (Junior) **U19** (Belle)

Once you have clicked on your division you will be brought to a WRRL Game Reporting page for your division
Please double check that the correct division is listed at the top of the page.

3. Fill in your **Contact Information**
4. Select correct **Game** from the drop down menu.


Important: Game Date, Game Time and Arena fields are only to be changed if the information is different than what was scheduled. Otherwise DO NOT change the information in these fields.

5. Enter the score for both the **HOME** and **AWAY** team.

Important: You may not enter a winning score of more than 7 goals above the amount of goals scored by the losing team regardless if the winning team has won by more than these 7 goals.

6. Click **SUBMIT** when all information has been entered. An email confirmation will be sent afterwards.
7. To view league standings return to **HOME** page, scroll down to Western Conference Standings and click on your team's division to see entire league's results.

Accident Injury Report Form - Sample




Ringette Ontario Injury Tracker

RINGETTE ONTARIO'S ONLINE INCIDENT REPORT FAQs:

This form is to be completed by a club official at the time of the injury and submitted to Ringette Ontario at the end of the game.

Please complete and submit the information below in its entirety. All injuries must be reported within 10 days of the initial incident. You must be the head or assistant coach/trainer/official/family member or player (18+) to submit this form. If you have any questions about the information required, please email Ringette Ontario at injury@ringetteontario.com prior to submitting your sport injury form. Please note that all employees of Ringette Ontario are subject to the Personal Information Protection and Electronics Document Act (<https://ringetteontario.com/privacy-policy/>).

Next

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Quick Reference Guide

Dorchester Ringette Association www.dorchesterringette.ca

Visit often for Practice and Game schedules, contact information and MORE

Western Regional Ringette Association (WRRRA): www.wrra.ca

- Game Schedules
- League standings
- Maps for all WRRRA Arenas
- AA Program Info
- Game rules
- Equipment

Ontario Ringette Association (ORA): <https://ringetteontario.com/>

- Coach Qualification requirements detailed for each level of play
- Training schedule & course descriptions (coaching, manager)
- List of Sanctioned Tournaments
- Game rules
- Equipment
- Coaching resources
- On-line forms

Ringette Canada: www.ringette.ca

- LTAD information
- Coach Qualification requirements
- Ringette at the National & International level
- Respect for Sport
- Making Headway