

Edmonton Federation of Community
Leagues Ringette Association
Edmonton Ringette

2023-2024 Season

Coach/Manager Manual





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1. Introduction

Thank you for volunteering as a coach with the Edmonton Ringette Association. We sincerely appreciate your dedication and the time you put forth in providing our players with a great ringette experience every season. The purpose of this Coaches Manual is to give you the tools and information to make your season run smoothly and give all of our coaches, players and parents another positive ringette experience. We have tried to structure the manual in a manner that will lead you through the season from start to finish to accomplish this goal.

1.1. Coaching Principles

The following courses/principles are the foundational pieces that set the expectations for EFCLRA coaches.

1.1.1. True Sport Principles

Why do the True Sport Principles matter? **They help us build the sport we want!**

The True Sport Principles express an approach to sport that the vast majority of Canadians already believe in and practice. Although widely embraced, these principles often go unspoken. So when they are violated — when people’s attitudes and actions threaten healthy and respectful competition — supporters of good sport can be caught off guard, unsure how to stand up for the sport they believe in.

For more information, please visit www.truesportpur.ca

1.1.2. Safe Sport Principles

The Universal Code of Conduct to Prevent and Address Maltreatment in Sport calls for all sporting environments to be free from physical, sexual and psychological abuse. The Safe Sport Training module aligns with those values. It equips coaches, administrators and others to make decisions that promote athletes’ physical and mental wellbeing and empowers sporting organizations to foster a culture that contributes to athlete success.

For more information, please visit <https://safesport.coach.ca/>

1.1.3. Respect in Sport

The Respect in Sport Activity Leader/Coach Program educates youth leaders, coaches, officials and participants (14-years and up) to recognize, understand and respond to issues of bullying, abuse, harassment and discrimination (BAHD). Our Activity Leader and Parent Programs are the Safe Sport Canada solution!

For more information, please visit <https://www.respectgroupinc.com/respect-in-sport/>

1.1.4. Responsible Coaching Movement (RCM)

The Responsible Coaching Movement (RCM) is a call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field of play.

For more information, please visit <https://coach.ca/sport-safety/responsible-coaching-movement>



1.2. Development Committee

The Coaching Development Committee is an operating committee of the EFCLRA and reports to the Board of Directors. The committee shall establish coaching tools, policies, and programs with a strong focus on recruitment, retention, and mentoring strategies.

Mission: To provide the highest quality coaches for our Ringette teams.

Vision: To provide our coaches with resources and support they need to create a safe and enjoyable learning environment possible for our athletes.

Goals and Objectives: Every athlete in our program deserves an opportunity to learn and grow in sport and in their personal lives. Our key objective is to provide the best learning environment that we can and foster a lifelong love for the sport of Ringette. We will do this by adhering to Ringette Canada's Long-Term Athletic Development Framework and to provide our coaches with the tools and resources they need to be successful in this pursuit. The coaching development committee is responsible for providing all coaches the opportunity to complete training and certification through the NCCP workshops and EFCLRA coach mentoring programs.

For more information please visit our website at <http://edmontonringette.com/content/for-coaches>



1.3. Critical Dates

For the most up to date schedules form BGL, visit - <http://blackgoldleague.com/content/critical-dates---season-timeline>



Critical Dates 2023/24

Code	Date	Description	Location
C1	Tuesday, August 1, 2023	Associations to provide contact information of Ice Allocators & Member Association Representatives to BGL and association home page link	
M1	August 22, 2023	Start Up meeting	
M2	Tuesday, August 22, 2023	Ice Allocators Meeting (if startup meeting is in person hold right before)	
C2	Friday, September 1, 2023	Deadline for Associations to submit all ice for first session league play	
C3	Friday, September 22, 2023	Deadline for Associations to submit blackout requests for session 1	
M3	Tuesday, September 26, 2023	Team Declaration	
C4	Friday, October 6, 2023	Deadline for Association to provide BGL with all team staff contacts	
C5	Saturday, October 7, 2023	Session 1 schedule distributed	
S1	Friday, October 13, 2023	Session 1 begins play all divisions except U10	
S2	Friday, October 20, 2023	Session 1 play begins for U10	
C6	Friday, November 3, 2023	Deadline for Associations to submit ice for second session league play	
C7	Thursday, November 9, 2023	Self Advance and Self Retreat Request Deadline	
C8	Friday, November 10, 2023	Second session scheduling blackout request deadline	
C9	Sunday, November 19, 2023	All Session 1 game results to be submitted to Statistician	
S3	Sunday, November 19, 2023	Last day for Session 1 games for repooling	
M4	Tuesday, November 21, 2023	Re-Pooling Meeting	
C10	Sunday, December 3, 2023	Session 2 schedule distributed	
S4	Friday, December 8, 2023	Session 2 begins play for all Divisions	
C11	Friday, December 15, 2023	Deadline for Associations to submit applications to host U10 and U12 events	
C12	Dec 22 to Jan 5, 2024	2023 Christmas Break	2 weekends off
C13	Friday, January 5, 2024	Deadline for Associations to submit ice for session 3 (playdown) play	
C14	Thursday, January 18, 2024	Session 3 schedule distributed - U14AA	subject to change
S5	Sunday, January 21, 2024	Last day for Session 2 games - U14AA	subject to change
S6	Monday, January 22, 2024	Session 3 begins - U14AA	subject to change
C15	Thursday, January 25, 2024	Session 3 schedule distributed - U16A & U19A	
C16	Friday, January 26, 2024	Deadline for Associations to submit ice for U10 and U12 championships	
S7	Sunday, January 28, 2024	Last day for Session 2 games - U16A, U16C & U19A	subject to change
S8	Monday, January 29, 2024	Session 3 begins - U16A & U19A	subject to change
C17	Thursday, February 1, 2024	Session 3 schedule distributed - U16C	
S9	Sunday, February 4, 2024	Last day for Session 2 games - U14C & U16B	subject to change
S10	February 5, 2023	Session 3 begin for U16C	subject to change
M5	Tuesday, February 6, 2024	General Discussion	
C18	Thursday, February 8, 2024	Session 3 schedule distributed - U14C & U16B	
S11	Sunday, February 11, 2024	Last day for Session 2 games for U14A, U14B, U16AA, and U19AA	subject to change
S12	Monday, February 12, 2024	Session 3 begin for U14C and U16B	subject to change
C19	Thursday, February 15, 2024	Session 3 schedule distributed - U14A, U14B & U19B	
S13	Sunday, February 18, 2024	Last day for Session 2 games for U10 and U19B	subject to change
S14	Monday, February 19, 2024	Session 3 begin for U14A, U14B, U19B	subject to change
S15	Sunday, February 25, 2024	Last day for Session 2 games for U12	
S16	Mar 1-3 or Mar 8-10, 2024	U10 Windup - each pool will only play on one weekend	
S17	Mar 8-10 and Mar 15-17	U12 League Championships - each pool will only play on one weekend	
M6	Saturday, May 11, 2024	Annual General Meeting	

M	Meetings
S	Schedule
C	Critical Dates for Associations



2. Coaching Operations

2.1. Holding Your First Team Meeting

Once your team is selected and you obtain your team's contact list etc. it is a good idea to set a date/time for your first team parent meeting. If possible, *plan your meeting to occur after a practice or during one* if you have an assistant coach that can run your practice for you while you are in the meeting.

- The initial team meeting is a great venue for communicating your coaching philosophy and team expectations. Ringette is volunteer driven top to bottom. The more people that pitch in the better the experience will be for the players. It is recommended to use the team roles and responsibility form below (item #8) as a guideline for determining roles and responsibilities.
- Discuss your coaching philosophies include; establishing and maintaining an environment conducive for having fun while learning, while strengthen existing friendships, building self-esteem, and confidence. This in turn will create a lifelong love of the athletics through a fun, inclusive and development focused environment.
- Review your expectation of the team at team functions, in the dressing room, on the bench and on the ice. Emphasize effort and goals setting for games and practices. Winning can come in many forms If you communicate it correctly as achievement and not simply as the score in the game, your athletes will develop psychologically faster than others.
- Discuss how to deal with any concerns that may come up. Parents should apply the 24-hour rule before addressing an issue.
- Dressing room protocols and 2-up policy. Absolutely no siblings in room and we recommend when age appropriate no parents in room except for supervision and to tie skates.
- Share important dates that are available: Provincials, potential tournaments etc.
- Discuss and determine a "cash call" vs fundraising. Discuss possible Budget numbers for the season, SAMPLE .
- Set up some form of team communication and/or team availability for events. There are various apps that teams can join (Team Snap, Team Cowboy etc.) at a relatively low cost.

2.2. Edmonton Ringette Fair Play - Code of Conduct

Edmonton Ringette supports and promotes the essential elements of fair play:

Integrity, Fairness and Respect.

Children learn by example. The actions of coaches, officials and parents can affect our children's values, perceptions and behaviour. Our dedication to the essential elements of fair play will encourage our children to develop the positive values which teamwork in sport has to offer. The following principles of fair play apply to all participants: you can find the Fair Play – Code of conduct Waiver on our website and in Appendix A.

<http://cloud.rampinteractive.com/edmontonringette/files/Forms/General%20Forms%20and%20Policies/code2.pdf>

- A. Respect the Rules
- A. Respect the Officials and their decisions
- A. Respect your opponent



- A. Give everyone an equal chance to participate
- A. Maintain your self-control at all times
- A. Be positive! Positive feedback in sports is ESSENTIAL

2.3. Assembling Your Team Staff

ALL COACHES & ALL TEAMS NEED...

- All coaches to complete the typical coach requirements for that division, whether it's CSI Trained, CI Trained, or CI Certified.
- Female coach is REQUIRED*
- Head Coaches - Only 1
- Assistant Coaches – **Unlimited amount**
- Junior Coaches (Optional) – **Unlimited amount**
- Trainer (Optional)
- On Ice Assistants (Optional) - **Unlimited amount**
- Manager(s) (See section 3.0)

For games, a maximum of 5 Adults can be on the bench (combination of head coach, assistant coaches and trainer. Junior Coaches do not count towards this total. On Ice Assistants and Managers are not allowed on the bench.

PLEASE NOTE:

The following information on Team Staffing Requirement can be found at Albert Ringette <https://ringettealberta.com/team-staff-requirements/>

Additional Team Members

- Volunteers are not considered staff because they are not listed on the registrars Team Registration Form (TRF, aka “hard card”). These positions include: Treasurer, tournament liaison/coordinator, Parent coach Liaison, and Spectator Liaison – More detail is described in **Section 3.2**

2.3.1 Coaching Requirements – NCCP

Coach certification requirements for this season are summarized on the RAB website <https://ringettealberta.com/team-staff-requirements/> .

1. All coaches must have completed the required coaching requirements for that division ([listed here](#)).
2. Must complete either the [Coaching Association of Canada's Safe Sport module](#) (always FREE) or [Respect in Sport for Activity Leaders](#) module (parent Respect in Sport will **not** be accepted)
3. Must Complete [Understanding the Rule of Two - New for 2023/24](#)
4. Must complete the [Coach Initiation in Sport eModule](#)
5. Female coach is required (special circumstances are required to not have a female on the bench)
6. Must follow their provincial/local association screening policy (including police background checks)
7. Coaching clinics are now available.

Refer to the RAB [Clinic Schedule](#) page for more information as it becomes available.

DEADLINE TO COMPLETE TRAINING – DEC. 15, 2023



2.3.2 What if a Coach is not available?

Many teams have a limited number of coaches who can go on the bench during games. If a team only has 2 coaches and ends up in a position where they may not have a coach who is able to attend, please let your Divisional Director know and we will discuss options (ie. adding a coach to the TRF). We encourage you to have as many AC's as you can. Remember, an OIA and Team Manager are not allowed on the bench during a game. Junior Coaches do not qualify as a qualified coach.

2.3.3 On Ice Assistants Overview

On-Ice Assistants are parents or volunteers wishing to assist with practices and testing days and must complete the Coach Initiation in Sport eModule and the Safe Sport module (**New for 2023/24**) found on the NCCP Locker. The On-Ice Assistant role will:

- Be 18 years of age or older
- Assist teams registered in U19 or younger
- Only help during practices and Testing Days; not certified to be on the bench for games; league or exhibition, tournaments, etc.
- Follow the same screening process as set by the local association
- Be registered on the Team Roster as an On-Ice Assistant

2.3.4 Team Trainer Overview

Each Team Staff is able to have ONE designated trainer on their TRF, this individual must be 18 or older and counts towards the maximum of 5 staff members permitted on the bench at once. To be a trainer, Standard First Aid or higher is required. Alternatives include:

- a) Medical Doctor/Student
 - b) Fireman
 - c) Registered Nurse (send license)
 - d) Ambulance Training
 - e) Athletic Therapy
- a) Sport Physio Designation or Sport First Responder
 - a) Equivalency for any certified standard first aid course, thirteen (13) hours or more in duration (e.g. St. John Ambulance or Red Cross Standard First Aid programs), which includes the following content:
 - Principal of First Aid and Safety
 - Artificial Respiration
 - Wounds and Bleeding
 - Shock, Unconsciousness and Fainting
 - Fractures
 - Head and Spinal Injuries
 - Joint Injuries
 - Medical Conditions (Diabetes, Asthma, etc.)



A copy of the first aid training, college registration or other certification paperwork must be emailed to RAB Coaching Director before the trainer will be approved. When submitting it by email please include the association and team code you are with. For example, CBV-U12C-2.

2.3.5 Junior Coaches

The Ringette Alberta Junior Coach Program is available to young players who wish to be involved in coaching a team and starting their leadership experience. The purpose of the Junior Coach role is to provide valuable mentoring and exposure to quality coaching for young athletes. Once the coach has turned 18, they are expected to complete the full Community Sport or Competition Introduction Stream.

To qualify to be a junior coach, you must meet the following criteria:

- Be a minimum of 14 years of age – a coach may join a team mid-season (until December 15th) as a Junior Coach once they turn 14.
- A maximum of 17 years of age by September 1st of the current Ringette season
- A current ringette player (or taking one year off due to injury, etc.)
- Complete the Coach Initiation in Sport eModule in the NCCP Locker
- On a team in any division younger than the Junior Coach
- Registered on the team roster in the Junior Coach role

There is nothing preventing someone from taking the full CSI or CI courses once they turn 14, though they would not be considered the “female coach” until they turn 18. The purpose of the Junior Coach is to allow ringette players a chance to experience coaching without the burden of coaching courses.

2.4 Roles and Responsibilities of Team Staff

2.4.1 Female Coach on the Bench –

Ringette Canada’s Female Coach on the Bench Policy is designed to increase the number and quality of engagement of certified female coaches on ringette team benches. The Policy is a current progressive revision to the original initiative to increase the number of qualified female coaches on ringette team benches. The purpose of this document is to provide a set of recommendations and associated actions to support members in implementing the Policy. Ringette Canada has developed this policy to clearly define the coaching requirement to have a certified female coach on the bench for all Ringette Canada teams, and for the requirements for events under Ringette Canada’s control. A secondary purpose is to provide added guidelines, along with the Female Coach on the Bench Action Plan, to help our members achieve the goal of having at least one female coach associated with each registered team. EFCLRA, Alberta Ringette and Ringette Canada are committed to the on-going development and encouragement of females in coaching roles. More information can be found here.

<http://www.coachingringette.ca/c/index.php?page=377>

It is highly recommended to have at least 2 female coaches (combined HC and AC’s) on the roster to fulfil the Gender Equity clause required for games. That way if one coach cannot make the game the



other can be there

2.4.2 Coaching Female Athletes

Good coaches for girls must emphasize fun and positive reinforcement. Motivating factors for male and female participation tend to be different so it is important to take the time to understand the goals of each girl. Understanding the difference in competitive behavior between Girls and Boys

Girls - Acceptance -> Effort -> Performance

Boys - Effort -> Performance -> Acceptance

- Enjoyment of a sport is often enhanced through a personal, democratic relationship with her coach.
- Usually more self-conscious and will internalize more than boys.
- A training/learning environment that creates a climate of acceptance and social connection -- this is the cornerstone for a rewarding and lasting female sporting environment.
- Team unity and identity are vital – (team shirts, slogans, traditions, cheers, team craft gatherings, team volunteer opportunities)
- Prevent cliques from forming – ongoing.
- Do not be afraid to have fun - a non-traditional practice can go a long way towards team morale.
- Create external sources of fun: pre-season activities, team meals, movie nights, bowling, or overnight trips.
- There are additional courses on coach.ca

2.4.3 Status Renewal Check and PD Points (Professional Development)

The NCCP and Ringette Canada require coaches to maintain a coaching status over a 5-year cycle. The first cycle expired January 1, 2019 for anyone who completed training in 2014 or earlier, and everyone since then will expire 5 years from the date of their training/certification. Coaches renew their status by doing Professional Development (PD) and receiving points.

To check your status, follow this link. <https://ringettealberta.com/status-renewal/>

Your Coaching status and renewal requirements are tracked by Ringette Alberta. Ringette Alberta then contacts the local association's Coaching Directors for follow-up on compliance.

2.4.4 Coaching Clinic Schedule

Courses currently available. The deadline to complete the requirements for your pathway is **December 15th 2023**.

Check our [Team Staff Requirements](#) page and click the 2023-2024 Coaching requirements for this season requirements. to ensure you know what you need. To see what you have, check your [NCCP Locker Account](#), and review your [Pathway and Status](#).

Please note that you MUST have a "Trained" or "Certified" status to be approved.



Information on [how to register is here](#), or check this [one-page walk-through](#). If you're having trouble logging into either your NCCP or Ringette Canada coaching accounts, **do not create a new profile**. Email [Bronwen](#) for an account reset.

Need to switch dates or withdraw from a clinic: email [RAB Coaching Director](#).

Prerequisites: before taking the CSI or CI clinics, coaches must complete the Coach Initiation in Sport eModule. It is not necessary to take CSI before taking CI, and they are not interchangeable, but intended for different contexts.

For other courses/modules that can be used for Professional Development (PD points), check our [Status Renewal](#) page.

2.4.5 Clinic Registration Process

Information on Courses and Schedule can be found here:

<https://ringettealberta.com/coaching-clinic-schedule/>

2.4.6 Security and Screening for Volunteers

Police record Checks (PRC) and screening checks are mandatory and shall be performed to identify individuals who may pose a risk to the Club and participants. Information from our Screening policy is summarized below. The full document can be found in Appendix A of our bylaws.

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:

- a) All individuals in paid staff positions;
- a) All board members; and
- a) Any persons performing the duties of coach, assistant coach or trainer with a Club team.

Individuals in designated categories will be screened using PRCs and the Screening Disclosure Form. Refusal to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position. The Club will not knowingly place in a designated category an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Edmonton Ringette (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The Screening Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants. The purpose of screening is



Failure to complete or pass the security or reference check will automatically result in disqualification of the coach candidate.

The EFCLRA Screening policy can be reviewed in Appendix A of our by-laws and a copy of the Screening form can be found on our website <http://edmontonringette.com/content/forms>

2.4.7 Coaching Mentorship Program

The purpose of this Coach Mentoring plan is assist the EFCLRA in developing its Coaches so that they may better serve our athletes by understanding what they are doing well and what could be improved upon. Until someone provides feedback, a coach can feel alone and unsupported. The power of encouragement and positive reinforcement combined with experience appropriate constructive criticism, can result in a more positive experience for the players, parents and spectators.

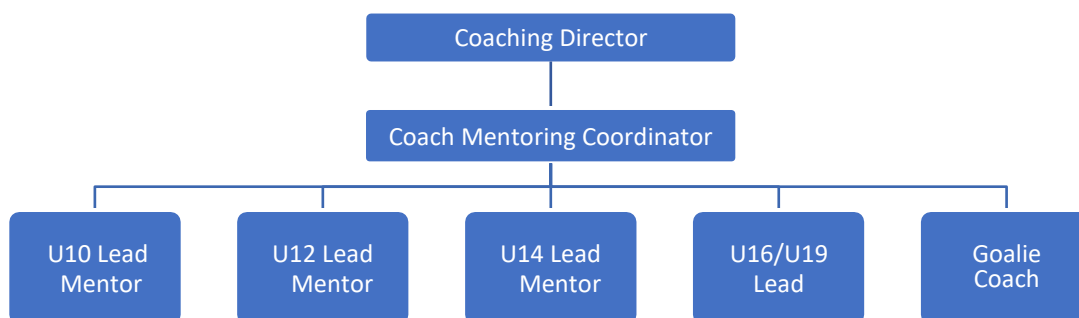
EFCLRA - Coach Mentoring Program Roles

Coaching Director – Provides the program structure and reports to the Coaching Development Committee and Board of Directors

Coach Mentoring Coordinator – Organizes, recruits, and qualifies mentors for the program and responds to requests from coaches to be in the mentoring program. They are also responsible for teaching the Mentors how to use the Coach Mentoring Report.

Division Lead Mentors – These are our Mentors who are paired with a willing mentee for the season. They will work with he coaches and fill out the Coach Mentoring report.

Goalie Coach Mentor – This is a specialized mentoring position specific to helping coaches of all age divisions communicate and coach goalies. It is not a technical session, rather an opportunity to share with the coach their experiences, techniques on communication, psychology, and motivation of Goalies. Goalie Coach Mentoring may not require Coach Mentoring Report.



Time commitments – In recognition of the time required by the mentor to travel to the arena, conduct the session and review the checklist sheet, we recommend pairing no more than 3 Mentees per Mentor and provide 3 sessions of 1.5/ hours each. This equates to approximately 12-14 hours of Mentoring per season. Compensation and recognition of our Mentor’s is highly recommended and should be pursued.



2.4.8 Coaches Evaluation Form for 2023-2024

The Coaches evaluation form was a success this year. We will implement the same format with perhaps a few minor changes in language. We hope to reach out to all those coaches who wish to learn more about the great things they accomplished last year and review areas for improvement. Generally speaking we have an excellent coaching group and our coaches are well loved.

An example of the Coaches evaluation form can be found in Appendix A

2.4.9 Respecting our Coaches' and Team Staff Statement

EXERPT From Respect in Sport:

“One of the most common reasons coaches, managers, officials and athletes, of all ages, cite for leaving sport is unacceptable parent behaviour. The Respect in Sport Parent Program will help define a standard of behaviour for all parents and create a more rewarding, safe and respectful environment for everyone involved. Parents want to do a great job supporting their kids. Respect in Sport provides parents with the tools to create and maintain Safe Sport environments.”

A copy of the EFCLRA Respecting our Coaches and Team Staff – A Guide for Our Parents can be found in Appendix A



3. The Manager

The team manager is essential to the overall success of a team throughout the ringette season. The manager plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition he/she provides administrative support for coaching staff, counseling, and support of team players, and becomes a catalyst for involvement of all parents. Their role includes but is not limited to the following.

3.1. Training/Certification

All team Managers must complete the NCCP Managers course. 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. The information contained in the Managers Certification is valuable and beneficial for any individual in the team sport setting. It is highly recommended that those people who are currently in a coaching role obtain this certificate to help increase their knowledge in the area of team administration. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette team.

- Go to the Ringette Canada coaching website and sign in to or create your profile. [SIGN UP THERE](#)
- After creating your online profile, you will be able to access the Manager’s Certification Program by clicking on the “register” tab and select either ‘other’. When prompted, you will have to make an online payment of \$25.00 through PayPal. You will then have access to the program.
- Please read through the material online and answer the respective questions. You will not be able to advance to the next section without having successfully answered the questions. Thus, you will be re-directed to the appropriate material to assist you in correcting your answer.
- If you leave the online program stagnant for a period of time, you will be able to resume where you left off.
- Once complete, a certificate of achievement will be generated, but you are not required to print this as you will receive a wallet card accrediting you as a Certified Manager by Ringette Canada. These individuals will be registered with their provincial/territorial association and with Ringette Canada as certified managers.
- You will have the ability to review the Manager’s Certification Program by logging onto the system at any point in the future.
- All certified managers will be added to the Manager’s database and will have the ability to receive emails regarding updates or professional development opportunities. All provinces will be provided with a master list of all certified managers in their province.
- As per Ringette Alberta Policy, Managers must have completed their certification by December 15 of the current playing year to be an eligible Team Staff member.

3.2. General Responsibilities

- Contact coaches and assist them in setting up an initial parent meeting as soon as possible
- Prepare a team list with the players and parents’ names, telephone numbers, emails and



addresses

- Set up and Manage team website (RAMP, TeamSnap, etc)
- Assist the coaches in getting all volunteer position filled on your team.
- Utilize all of the parents' in some capacity
- Hold several informal parents meeting throughout the season. Document decisions made at these meeting regarding fundraising, tournaments and anything else that concerns team funds or is of team importance; ensure all parents are aware of all the decisions that are made. The parents must vote on any decisions re: tournaments, fundraising etc. (remember majority rules).
- Provide a budget for the team and update it throughout the season. Be transparent.
- Promote sportsmanship and fair play both within the team and towards officials
- Initiate dialogue, communication, and involvement among all parents
- Encourage and promote team spirit
- Be sensitive to individual player problems and attempt to resolve them
- Secure or delegate minor game officials and other necessary volunteer duties
- Communication is the key to having a team that enjoys their season
- Get all forms completed (Code of Conduct, Medical etc.)
- Arrange for electronic game codes and their submission to league must follow BGL submission rules on reporting a score at blackgoldleague.com . View the [electronic gamesheet instructions here](#).
- Arrange referees for exhibition games.
- Arrange details for out of town trips (transportation, lodging, etc.).
- Collect any money required for tournaments, travel, team photos, etc.
- Arrange for volunteers for Silver Ring tournament.
- Obtain parent consensus on any team funds used to support/provide travel etc for a non-parent coaches
- Any personal information collected during the season by the manager (especially on the medical form) should be shredded at the end of the season. There are FOIP issues if this is not done.

Additional considerations:

- Ask your parents for help....most parents are happy to help out
- Form a travel committee to assist with travel details
- Provide or obtain training for ALL parents in scorekeeper and timekeeper duties
- Promote team spirit by organizing activities
- Consider fundraising committee to organize funding activities or secure a major sponsor
- Use parent meetings to communicate information and gather opinions and assistance
- Use team meetings to explain team rules and ensure everyone is aware of team goal.

3.3. Volunteer Credit Program

Edmonton Federation of Community Leagues Ringette Association (EFCLRA) is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and growing ringette in Edmonton and it takes thousands of hours to organize a ringette season. The more volunteers we have, the better our association becomes!

Overview of the 2022-2023 Volunteer Credit Program



- For the 2023-24 EFCLRA ringette season, the volunteer deposit will be \$300.00.
- For the 2023-2024 season, EFCLRA will not be collecting volunteer cheques. There will be a mandatory volunteer commitment package to add to your registration. If the commitment is not met in full by April 1, 2024, you will be charged.
- Each player is required to meet 6 VOLUNTEER CREDITS for the season.
- Volunteer commitment is per player, not family.
- There is no rollover of credits from season to season.

1 Credit	\$50.00
6 Credits total per season	\$300.00

A Volunteer Opt-out fee is available and can be indicated at the time of registration. This fee is \$300. EFCLRA would rather have a volunteer commitment completed than have the opt-out fee paid.

Volunteer Commitment Credits

Commitment	Credit
Head Coach	12 credits (one per team, must be on hard card)
Executive Board Member	12 Credits
Team Manager *Manager can provide up to 6 of their credits to other team members for various duties (see volunteer tab on website)	6-12 credits (one manager per team, must be on hard card)
Board Member	6 credits
Assistant Coach	6 credits (must be on hard card)
Junior Coach	2 credits
Silver Ring Coordinator	Qualifies for 4 credits depending on duties
Oilers/Oil Kings 50/50	6 credits
Evaluations/CTR- On Ice	1 credit/ice time (1 shift)
Evaluations, CTR, UAA off ice help	1 credit/ice time (1 shift)
Photo Coordinator (EFCLRA)	6 credits
Silver Ring Shift	Qualifies for 3-6 credits depending on duties
Silver Ring Arena Manager	6 credits



Silver Ring Minor Officials (medal games)	1 credit for 1 shift
Jersey Parent	2 credits (up to a maximum of 4 credits/team)

Each team is to have the following Team Staff

- Head Coach (on hard card) - 12 Credits
- Assistant Coach (3 max, on hard card)- 6 Credits each
- Manager (on hard card) - 12 Credits
- Silver Ring representative - MUST attend both Silver Ring planning meetings to get credit, credit ranges from 3-6 credits depending on duties

Casino Credit

Any person volunteering at an EFCLRA casino, earns a \$100 credit, to be used towards player registration the following season. Please note, that if a person would rather have their casino shift count towards 6 credits of their volunteer credit, they may do so, but will waive the \$100 registration credit. EFCLRA will have a casino in August or September 2024. Any credit earned working the casino would apply to the 2025-26 ringette season.

Team Manager and Volunteer Coordinator will track volunteer commitments, but it is up to each parent to ensure the hours are worked.

DUTIES THAT ARE NOT RECOGNIZED:

- Any team work that benefits individual teams –ie: team fundraising
- Score/Time Keeping/Shot Clock Operation
- Team Fundraising

Keep in mind that some duties need to be filled whether everyone has fulfilled their volunteer commitments. This is especially important during Silver Ring. Every team is expected to fill slots to help out.

VOLUNTEER COMMITMENT OVERVIEW:

- At the event, it is the responsibility of the volunteer to sign in when he/she arrives and sign out when he/she has finished.
- When the volunteer commitment is completed the volunteer post-dated payment will be deleted by the Volunteer Coordinator/Registrar.
- It is the responsibility of the volunteer to find a replacement if they cannot work the shift they have signed up for. **NO EXCEPTIONS.**
- If the volunteer or their replacement fails to work the event, their charge will go through.
- If you do not show up, for the next season, you will be required to post a \$300.00 CASH deposit for your volunteer commitment. Once you fulfill your commitment you will be issued a cheque for the money.



- NSF cheque will mean that your child will not be allowed to play until all financial obligations are made to EFCLRA - this to include the following season.

PARENT INFORMATION:

As with all sports teams, participation by parents is necessary to help your child's team run throughout the season. <http://edmontonringette.com/content/for-parents>

To sign up for Volunteer Duties throughout the season, go to:

<http://edmontonringette.com/content/volunteer>



3.4. Spectator Liaison Program

The abuse of game officials by coaches and spectators is the main reason why referees (especially those in their early teens) drop out of the development program. As a result, associations face shortages of game officials at all levels. Addressing this unacceptable behavior is a top priority for BGL, if ringette is to have an adequate supply of referees.

Both Home and Away teams, participating in all divisions U10-U19 are required to provide a spectator liaison for every BGL league game and playoff game (if applicable). The spectator liaison can be any person associated with a player on the team, over the age of 18, and can be different each game. **Their name must be PRINTED on the game sheet in the space provided (vertical space beside black HOME or VISITOR bar).** The spectator liaison must wear the identifying BGL neck lanyard and sit in a visible area in the stands with the spectators. The spectator liaison must be an individual who is willing and able to control and monitor the behavior of the parents and team spectators throughout the game. This role is to be taken very seriously and the goal of this role is to keep the parents and coaches in the game following the rules as set forth in code of conduct as well as maintaining respect for the officials and opposing team. This role is not in place for the spectator liaison to question any calls made by the officials.

Description of Duties

- **Wear the BGL referee liaison neck lanyard** –this is to be provided by a team official each game.
- Ensure your name is printed on the game sheet (vertical space beside black HOME or VISITOR bar)
- Place yourself in a visible area in the middle of your team’s spectators.
- Monitor the behavior of your team’s spectators and coaching staff.
- Quickly diffuse potential issues before they escalate by either making your presence more visible, or calmly addressing the behavior with the person(s) involved.
- Address inappropriate comments, gestures, and/or any other unsporting behavior directed at the game officials, players, coaching staff or any other individual by your team’s spectators.
- Submit a brief report in writing, outlining any incidents involving any individuals, to the referee after the game or to the BGL VP, if requested.
- **Failure to provide a spectator liaison may result in a default win for the opposing team.**
- All teams are granted a 15-minute grace period to provide a spectator liaison, during which time the game shall commence.

3.5. Preparation of the Team Budget

If you would like an example, please let us know and we will send you one.

3.6. Fundraising and Sponsorship

Fundraising is an important activity for teams. It not only helps to raise money for things like tournaments and team travel but helps with team bonding and teaches them great life skills. The EFCLRA continues to attract sponsors and partnership to help fund our programs and its activities.

Information on obtaining a fundraising letter and banners can be found on our website.

4. The Player

Rules of Ringette and the history of the game can be found here <https://www.ringette.ca/our-sport/basics-of-ringette/>

4.1. Long Term Athletic Development (LTAD)

Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada. CS4L links sport, education, recreation and health and aligns community, provincial and national programming. Long-Term Athlete Development (LTAD) is a seven-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. CS4L, with LTAD, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity in Canada.

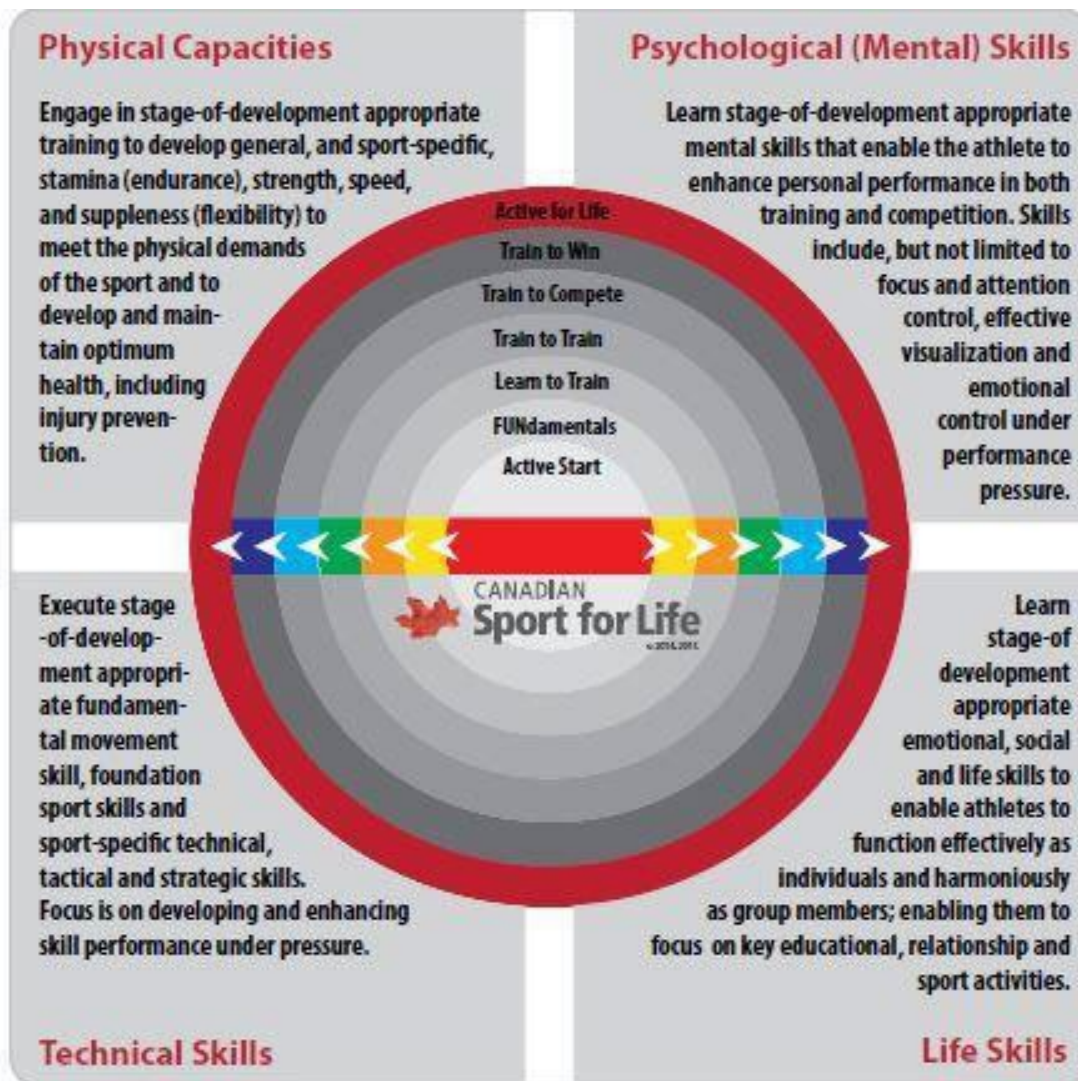
4.1.1. Long Term Athlete Development Pathway



4.1.2. Athlete Development Matrix

An Athlete Development Matrix (ADM) is a matrix of key skills or building blocks that a player or athlete must develop through her participation in sport at the local and high-performance levels.

The Athlete Development Matrix is split into 4 components: Psychological, Life Skills, Technical/Tactical/Strategic and Physical. Further to that, Ringette Canada has added a fifth component, which is the Ethical Literacy, an initiative from the True Sport Foundation.



More information can be found here - <http://ltrd.ringette.ca/athlete/athlete-development-matrix/>



An example of the Matrix e for Learn to Train – 11-15 Years of age is below.

I AM ON THE TEAM:

TRAIN TO TRAIN (11 TO 15 YEARS OF AGE)



PHYSICAL

1. I am developing my stamina and strength through high intensity interval training.
2. I am recording, monitoring and assessing my strength training progress through my own record keeping.
3. My speed is being developed with activities that require multi-directional speed on- and off the ice.
4. I am maintaining a strong and functional range of motion.
5. I am using plyometrics and resistance training with excellent technique to improve my athletic ability and ringette performance.

PSYCHOLOGICAL

1. My team gives me a strong sense of belonging.
2. I am building my individual and team goal setting skills by using the SMART (Specific, Measurable, Attainable, Realistic, Time-sensitive) framework.
3. I can describe my errors and learn new ways to increase my success.
4. I communicate effectively with my teammates and am better able to recognize and regulate my emotions.
5. Setbacks are common and I am developing some reliable skills to respond and cope.
6. I can focus on the necessary cues during a practice and game for longer periods of time.
7. I am learning to read the movement patterns of the game and this is helping me make good choices when practicing and competing.

TECHNICAL/TACTICAL/STRATEGIC

1. I can often demonstrate appropriate transitions between forward and backward stride, start and stop (2-foot & parallel) for my level of play.
2. I can consistently utilize the passing lanes, quiet zones, and the shot clock to my team's advantage.
3. I take short shifts, changing when safe and effective.
4. I can transition from offense to defense and defense to offense.
5. I can control the ring and maintain possession from free passes and during game play to create opportunities.
6. I can frequently execute advanced individual and team offensive tactics.
7. I understand the responsibilities of offensive and defensive roles.
8. I have decided that I want to specialize in the goalie position.



LIFE SKILLS

1. Most times, I can motivate myself to practice and compete to the best of my ability.
2. I can listen to another person's side of a conflict, often understand the needs of my teammates and take the necessary actions to support myself and the team.
3. I can identify my setbacks and suggest ways to learn from them.
4. I am developing supportive relationships with my teammates and have a positive adult role model.
5. I am learning that rules of the game, fair play, diversity and acceptance are important to sport.
6. I can support younger players with their athletic development.
7. I make wise choices about healthy foods and sleep to help my training, recovery and performance.
8. I can track my menstrual cycle.
9. I am responsible with my use of social media.
10. I can balance the goals of a "student-athlete".

ETHICAL LITERACY

KEEP IT FUN:	Ringette is still fun for me. I want to keep playing!
GO FOR IT:	I give my best at all times because it's honours the game and my team.
PLAY FAIR:	I choose to make ethical choices (e.g., no bending the rules, no drug use, no cheap shots).
RESPECT OTHERS:	I strive for good team chemistry and a positive interaction between everyone involved in the game (coaches, parents, officials).
STAY HEALTHY:	I find that sport can be a stress reducer for me.
INCLUDE EVERYONE:	My teammates and I take part in team-building activities to help us and our families get to know one another and build our ringette community.
GIVE BACK:	My teammates and I use the True Sport Principles to find ways to give back to our.

4.1.3. LTAD Ringette Framework

LTAD is a framework for the optimal development of athletes of all ages, interests and abilities.

- LTAD is a guide for program structure and design at the national, provincial community and club levels. The LTAD framework identifies specific athlete needs and therefore influences coach education programs.
- LTAD helps ensure that all participants have the opportunity to reach their potential and that Canada is continually represented on World podiums.

LTAD is a vehicle for change in our organization.

- By understanding and respecting the principles of LTAD, we are in a better position to make sound decisions about the future directions of our sport.
- LTAD allows us to set goals that are clear and attainable, to plan programs that will allow us to achieve these goals, and to identify and address gaps in our system.

Download the Framework [here](#)

4.1.4. Guiding Principles for Competition

Guiding Principles represent the ideals of how Ringette is intended to be played and experienced. They serve as a guide when difficult decisions regarding the structure of competition need to be made. The following Guiding Principles inform how we plan and format competition in Ringette:

1. Ringette experiences are meaningful for all participants and teams from the beginning to the end of each season.
1. Ringette is always a fun, positive experience.
2. Every ringette participant, coach, official, volunteer and administrator have an opportunity to improve.
3. The system of competition (tournaments, leagues and championships) supports each participant in seeking their level of personal excellence based on their definition of success. Participants can choose to enroll in a program which places them on the excellence pathway.
4. Nobody is disadvantaged by playing at a “lower” level. Participants are provided access to appropriate development pathways to progress to a “higher” level if they desire.
5. The system of competition supports, and rewards LTAD-based training informed by Ringette Canada’s Athlete Development Matrix.
6. Competition reflects the True Sport Principles and the values of Ringette Canada.

1.1.5. Important considerations and guidelines on positioning

Ensuring all players are given the opportunity to develop a wide range of ringette skills is a primary goal of the LTAD model and Edmonton Ringette. Early specialization (U12 and below) in sport is counter to these principles. It is important that players, parents and coaches are aware that at early stages of athlete development, allowing players to play only one position is detrimental to their development. Coaches are strongly encouraged to base their decisions on this point.

1.2. Goalie Coaching

Given the special circumstance of goalies, the following limits are placed on goalie play. While not fully compliant with Ringette Canada’s LTAD recommendations, Edmonton Ringette has adopted these guidelines to attempt to balance the sometimes-competing concerns of teams, players and parents.

- a. U10 – some form of rotation through the position of goal must occur. A MAXIMUM of 40% (2 out of every 5) of games may be played in goal (inclusive of all league/exhibition and tournament games) by any one player.
- b. U12B/C – a MAXIMUM of 66% of games may be played by any one goaltender (inclusive of all league/exhibition and tournament games). The remainder may be played by a rotation of some sort or by another single player. Players wishing to play the position
- a. U12A – To provide some flexibility given that teams in this level are typically second year players who could be ready for the specialization acceptable in U14, greater than 66% play by one goaltender may be acceptable. This additional play cannot occur at the expense of other part-time goaltenders. I.e. A coach with a declared “full time” goaltender must still play any “part-time” goaltenders on the team.
- b. U14 – goaltenders can specialize but can still alternate with other players. Assuming a player has requested to play full time, and no other player wishes to play the position, that player may play 100% of games.

The Division Director or member of the Executive may view the electronic gamesheets to ensure compliance with the above. Conditions which prevent compliance with the above must be brought to the attention of the Executive by the coach or team manager. Failure to comply with the above may result in disciplinary action.

You have a great responsibility in creating goalies for the future. What you do or don't do this year will determine whether future teams have enough players playing in net, or not. Ringette has ongoing challenges with attracting, developing and retaining players to play goal. Your goal should be to have several players who can play and would like to play goal at the end of the year.

1. Address parents early in the season (parent meeting). Ask for support in encouraging all players to try / continue playing the position;
1. Teach your players that it's every player's job to stop the ring from getting to the goalie – if it gets there and goes in, teach them to say “sorry” to the goalie for letting the shot get there; teach them to say “great save” when the goalie stops it. Eliminate at all cost's player perception that “it's the goalie's fault for the goal”. It's a team sport!
2. Ensure the focus is on something other than how many goals go in. Set a goal of stopping 10 shots, being positioned correctly, or keeping the stick down and flat. Ensure that every player takes responsibility for goals against.
3. In U10 your primary goal should be training and developing several potential goalies within your team. It's important NOT to specialize players in this position too early, as it can impede their overall development, and prevent others from playing the position.
4. Teach basic goalie techniques and players should be coached wearing full equipment at least one practice prior to playing a game to ensure the basics are familiar to them when put into a game. Goalie instruction by the Federation endorsed instructors early in the season should help generate interest and confidence in players.
5. Provide proper basic goalie training every practice - delegate the duty to an assistant. If your players are prepared, they will have success, and you will have players who want to play the position at the end of the year, and in the future.
6. A rotation through all players in U10 Step -1 is perhaps a good place to start but not mandatory, and if several (but not all) players show interest, those can continue through the rest of the year. For this level it is probably best to not put pressure on any one player. The hope is that several players will want to continue play the next year.
7. It's recommended that you don't do a rotation through all players at U10 Step 2 & 3, as no player plays enough to improve, and the team may not advance any potential goalies to the next year. Choosing those with the greatest chance of success in the position is key to developing someone who may want to continue in the future. We would suggest selecting 3 – 4 second year players, and 1 – 2 first years that shows interest early in the season at the team sessions and concentrate practice time coaching these players.

1.3. Practice Planning

One of the most challenging aspects of coaching is knowing what to teach and how to teach youth athletes. The following resources have been provided by Ringette Canada for each specific age group. These documents can be downloaded from our site

Practice Plans for [U10](#), [U12](#), [U14](#), [U16/19](#)

Example) when you follow the links above, they will take you to an age appropriate document. Each document contains several practice plans and drills. To supplement these documents, there are several ringette resources on the internet. Please be sure they are age and skill level appropriate.

1.4. Injuries and Concussions

Edmonton Ringette has implemented player injury guidelines that all teams must follow. Adults making decisions for young athletes must be proactive in identifying injury and ensuring safe return to play, especially from concussion. In order to address this critical issue, Edmonton Ringette has implemented the following guideline that covers actions to be taken when an injury occurs, along with specific protocols that must be followed to ensure the player's safe return to play.

Our players' wellbeing is the primary focus of this guideline and as such it is mandatory that every team official (Coach/ Manager) review and understand it. The purpose of this guideline is to ensure our athletes are not put into game situations before they have fully recovered from an injury.

Below is the "Return to Play Form" (RTP) that must be used when an athlete returns from injury or concussion. This form contains specific instructions that must be followed before an athlete is allowed to return to play. The form must be completed by a health care provider for any athlete that has been removed from play due to injury. The RTP form must be signed by the athlete's parent/guardian consenting to the health care provider's recommendations. A copy of this form must be retained by the coach/manager with a copy to the Registrar of Edmonton Ringette



For more information on Injuries and concussions please visit our website page - <http://edmontonringette.com/content/return-from-concussion---injury-to-play>

- Return to play guidelines can be found here – <http://edmontonringette.com/content/forms>
- Canadian Guide on Concussions in Sport can be found here - <http://edmontonringette.com/content/return-from-concussion---injury-to-play>
- Player Medical Forms - <http://edmontonringette.com/content/forms>

Pocket Concussion Recognition Tool can be found here – <http://edmontonringette.com/content/return-from-concussion---injury-to-play>

Please download this tool, print it off and keep a copy on you at all time This tool can be used to help identify concussion in Children, youth and young adults. **If you suspect a player has had a concussion, Seek Medical attention immediately.**

Pocket CONCUSSION RECOGNITION TOOL™
To help identify concussion in children, youth and adults



RECOGNIZE & REMOVE
Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion
Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion
Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness	- Headache
- Seizure or convulsion	- Dizziness
- Balance problems	- Confusion
- Nausea or vomiting	- Feeling slowed down
- Drowsiness	- "Pressure in head"
- More emotional	- Blurred vision
- Irritability	- Sensitivity to light
- Sadness	- Amnesia
- Fatigue or low energy	- Feeling like "in a fog"
- Nervous or anxious	- Neck Pain
- "Don't feel right"	- Sensitivity to noise
- Difficulty remembering	- Difficulty concentrating

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3. Memory function
Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"
"Which half is it now?"
"Who scored last in this game?"
"What team did you play last week / game?"
"Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS
If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain	- Deteriorating conscious state
- Increasing confusion or irritability	- Severe or increasing headache
- Repeated vomiting	- Unusual behaviour change
- Seizure or convulsion	- Double vision
- Weakness or tingling/burning in arms or legs	

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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5. Administration

5.1. Ice Allocation Process

A summary of the ice allocation Process sheet is below. The full information package can be found in Appendix A

All Edmonton teams, except for Active Start, play in the Black Gold League (“BGL”). BGL schedules all games based on ice submissions from each Association.

U10 Step 1 and Step 2 games will all be played on half ice this year. If you are playing on Half 1 then it is the side closest to the main entrance of the rink and Half 2 is the side farthest from the main entrance.

Managing your ice - It is up to you to take care of your team’s games and practice ice. BGL expects all games to be played as scheduled and will impose fines if they are not played and scores reported. It is very important to keep your schedule organized.

Development ice: All teams will be assigned team power skating this year run by Wade Burt. Teams will be sharing with another team and the sessions will be typically scheduled on Monday nights at Terwillegar. Coaches are expected to go to the ice with their team as well.

Additional information can be found in the Ice Allocation Process in **Appendix B:**

- **Black Gold League Policies**
- **Weather reschedule Policy 1404**
- **Trading Ice**
- **Ice time for each division**
- **Communication with the Ice Allocator**

5.2. Codes of Conduct

EFCLRA Association Code of Conduct can be found here - <http://edmontonringette.com/content/forms>

Ringette Alberta Code of conduct which can be found in here - <https://ringettealberta.com/wp-content/uploads/2019/06/14.0-Code-of-Conduct-June-15-2019.pdf>

EFCLRA Bench Staff Code of Conduct - 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 EFCLRA’s expectations and rules for Bench Staff Code are listed below. Team Staff must work well together and not undermine each other’s efforts to provide a safe and effective program for their teams. Each member of the Team Bench Staff must sign this form to indicate they have read and understood this code of conduct and agree to abide by them. The full code can be found in Appendix A

5.3. Two Up Supervision

The vast majority of abuse incidents occur in isolated, one-on-one situations with a child. This procedure is intended to remove that risk by ensuring that there are always two adult supervisors in any team setting. This also protects coaches and parents from wrongful accusations which may also arise in some situations.

- All team activities require a minimum of two adults when interacting or supervising a child or



children

- All interactions need to be done in an area and in a manner that they can be observed and interrupted
- If two team representatives (coaches, assistant coaches, managers) aren't available, then parents should remain in the area to provide backup.
- For U12 and up, males (coaches, dads, etc) are not permitted in the dressing room while players are changing. Players are expected to have skates tied outside the dressing room, or tie skates themselves.
- Coaches (in pairs) males or female are permitted in dressing rooms for pre and post-game discussions provided players are not changing.

Note: This policy applies to on-ice and off-ice team functions (dressing room discussions, social events, tournament hotel supervision, etc.)

Coach.ca has an online course under their Elearning tab – “Understanding The Rule of Two” that coaches must take.

5.4. Cell Phones/Electronic Devices in Dressing Rooms

Due to the potential for cellular phones and electronic devices to be used as a photographic device, their use is prohibited in all restrooms and change room areas.

Public Areas (Pool, Lobby, Arena, Gymnasium, Courts, Classrooms, Party Room): Photos are permitted in these public areas with the permission of a staff member.

The photographer must receive permission from individuals that will appear clearly recognizable in the foreground of the picture. If the photographed individuals are under 18 years, the photographer should receive permission from the parent or guardian.

Patrons and players may use these devices in other public areas but must adhere to restriction regarding photography and videotaping. If a player's family requests that their child keep a phone/device for a legitimate reason, the phones should be turned off and stored while in the dressing room and/or the team should make use of a bucket or bag to keep the phones safe until after the ice time. The single exception is the use of one device to play team music – any other use is potentially grounds for discipline.

Edmonton Ringette has adopted this policy that reflects the concern for privacy and the need to protect children from online bullying and abuse. Additionally, it is intended to support coaches in their efforts to have players interact with one another while participating in the sport.

5.5. BGL Postponing and Rescheduling a Game 1404

For up to date information on League operations including forms, visit <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms> and click the Black Gold League Operations Manual (Revision 8.6; 2020 Mar06) and the Appendices of the Operations Manual (V5 2018)

A minimum of a 72 hour notice shall be given to the opposing Team for reasons other than weather advisory or road closure.



Every attempt shall be made by the postponing team to contact and receive confirmation that the request to postpone has been acknowledged. Contact shall be made by phone and followed-up via email should the BGL Vice President request proof of communication.

Other extreme circumstances arising after the 72 hour notification window must be communicated to the opposing Team as soon as possible. Examples may include unforeseen unsafe building or ice conditions.

Requests based on any of the reasons below (1406) can be declined by the opposing team.

EACH TEAM WILL BE ALLOWED UP TO THREE (3) (FOUR (4) for AA) NON-WEATHER RELATED RESCHEDULES PER SEASON. ANY FURTHER RESCHEDULE REQUESTS MAY BE DENIED, OR FINES IMPOSED.

For more complete information please visit the BGL Operation Manual found here - <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>

5.6. Game Postponement Due to Weather Conditions 1407

Inclement weather is a fact of life in Northern Alberta winters. It is expected that drivers will take adequate precautions and allow adequate time for travel in adverse weather conditions. Where weather conditions are extremely adverse, particularly in the case of lengthy travel (one hour or more each way) such that a visiting coach has a legitimate concern that the safety of the players and drivers are at risk, game cancellation may occur less than 72 hours before the game takes place. However, such an approach requires a good faith exercise of judgment of both the home and visiting coaches involved

Where weather conditions are extremely adverse, particularly in the case of lengthy travel (one hour or more each way) such that a visiting coach has a legitimate concern that the safety of the players and drivers are at risk, game cancellation may occur less than 72 hours before the game takes place. However, such an approach requires a good faith exercise of judgment of both the home and visiting coaches involved.

Information on game postponement due to weather can be found in BGL's Operations Manual located here - <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>

5.7. BGL Fines and Fees

The fees and fines schedule can be found here <http://www.blackgoldleague.com/content/bylaws---operations-manuals---appendices--forms>

PLEASE NOTE:

All fines will be the responsibility of the person/team issued the fine.

5.8. Score Reporting, Game Sheets, and Shot Clock

Remember your reporting deadlines according to the HOW TO REPORT A SCORE instructions. Detailed information and instructions can be found here <http://www.blackgoldleague.com/content/how-to-report-a-score>

- HOME team game sheet entry with 24 hours of game conclusion
Check back after the VISITOR team has done their verification, you may have errors that

- need correcting.
- VISITOR team verification of game sheet data entry within 72 hours of game conclusion
If you reported errors and the HOME team has corrected them, please go back and change status to VERIFIED.

You must always click “Game is Finished” after you enter the score so that it will show up on the front end of the website.

The hard copy game sheet must be uploaded. This file is opened and reviewed for each and every game. It must be clear and legible. Please be sure to check the file before uploading. Please remember to have your parent volunteers review the Ringette Alberta “How to fill out an Official Game sheet”.

For U12 and higher, GOALIE information is to be enter on the hard copy game sheet. There are fields that need to be completed on the bottom of the game sheet. Please instruct your parent volunteer who is the SCOREKEEPER that this must be done. Then after the game is completed the HOME team must enter (as part of the How to Report a Score instructions) the following:

1. Click menu button GOALIES
1. ONLY enter the following information for all goalies that played during the game. Do not enter any of the other fields.
2. # (Jersey number of Goalie)
3. Min (Minutes Played)
4. Click UPDATE GOALIES

Managers need to clearly indicate on the hard copy game sheet if an AFFILIATE PLAYER has played a game. AP should be marked beside the player’s name on the roster. Please review the Ringette Alberta policy for AFFILIATION. If a team is found to have used an affiliate player incorrectly, it will be reported to Ringette Alberta.



All teams need to review and become aware of section 1805 Automatic Suspensions of the BGL Operations Manual. More information can be found here: <http://blackgoldleague.com/article/47584>

5.9. Silver Ring tournament

Silver Ring for U12 to U19 will be held November 24-27, 2023 and for Active Start and U10 January 19-21, 2024. Volunteers required for both tournaments.

6. Referee (officials) Development

In a typical year there are approximately 100 new officials that take a Level 1 clinic in Alberta. They join approximately 450 officials currently registered in the province. When a new official enters the system, they take an online module, an in-class module, a one hour on ice component and an exam. Then it is up to each association to provide mentorship, suitable games for each official and games with senior partners. This new official is learning how to become a ref, and in his or her first year is starting to slowly build their confidence. Below is a chart defining the Long-Term Officiating Development program from Ringette Canada. We hope that by sharing this, we can encourage better understanding from coaches and parents regarding the expectations of officials at different levels of ringette; thereby, facilitating better retention and more positive experiences amongst both newer and more experienced officials. For further information on this process or officiating, please contact your Referee-In-Chief or the

Officials Development Coordinator at Ringette Alberta.

Alberta Ringette has made available to coaches a feed back form. The intent of this form is to offer commendation to officials for a job well done or to notify the Officiating Committee of issues that should be addressed. A link to the form can be found here - <https://ringettealberta.com/officials-comments/>

7. Rules and Regulations Governing Ringette in the City of Edmonton (Zone 6)

A copy of the Rules and regulations can be found on our website here - <http://edmontonringette.com/content/bylaws-rules-amp-regulations>



APPENDICES