

Edmonton Federation of Community
Leagues Ringette Association
Edmonton Ringette

2025/26 Season

Manager's Manual





1. Introduction

Thank you for volunteering as a manager 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 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.

2. Coaching Principles

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

3. 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.truesport.ca

3.1 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/>

3.2 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/>

3.3 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>

4. 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.

4.1 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 Manager’s 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. You will get a NCCP number. [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.
- Managers must also complete the [Safe Sport Module](#).
- Managers must also complete a vulnerable sector check (PIC). Edmonton Ringette has a waiver for these – ask the Internal Director to email you a voucher if you have not received it. VSS are



valid for 3 years.

- As per Ringette Alberta Policy, Managers must have completed their certification and safe sport module by December 15 of the current playing year to be an eligible Team Staff member.

4.2 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 positions 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](#).
- Apply for exhibition games using the form on BGL website.
- 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.

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.



4.3 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 ENTERED on the game sheet under MINOR OFFICIALS.**

The spectator liaison must be easily identifiable 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

- Ensure your name is entered on the game sheet
- 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.

4.4 Preparation of the Team Budget

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

4.5 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.

4.6 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, U10 Step 1 and U10 Step 2, play in the Black Gold League (“BGL”). BGL schedules all games based on ice submissions from each Association.

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.

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 ONE (1) NON-WEATHER RELATED RESCHEDULES PER SEASON. A SECOND RESCHEDULE REQUEST MAY BE PERMITTED WITH A \$250 FEE.

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 entered into the game sheet. There are fields that need to be completed in the electronic gamesheet. Please instruct your parent volunteer who is the



SCOREKEEPER that this must be done.

Managers need to indicate in the electronic 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 21-23, 2025 and for Active Start, U10 and Open B and C January 16-18, 2026. Volunteers are required for both tournaments.