



GRA TEAM MANAGERS GUIDELINES

Welcome to your GRA Team Manager resource page. Please use the information as needed, and feel free to contact the GRA President should you need any additional information (president@guelphringette.ca).

TEAM MANAGERS – GETTING STARTED

Having an organized and informed Team Manager is one of the most important factors in the success of any team. To ensure all Team Managers understand what's involved in this role, the ORA (Ontario Ringette Association) requires that all Team Managers complete Ringette Canada's **Manager's Certification Program**. The program is an online, self-paced instructional package designed for managers specifically for the sport of ringette. It can be found at <https://coachingringette.ca/index.php?page=327>. **There is a course cost of \$25. The ORA requires that this one-time training is completed prior to November 1.**

The Team Manager will assist the coaching staff and helps run the off-ice activities of the team. It is important that the manager communicates with the Head Coach to ensure that the coach has input and is aware of all team activities on and off the ice. The Team Manager should ensure that as many parents as possible participate with the various team tasks. Co-managing and delegation of tasks and responsibilities to other parents is very helpful to ensure a successful and manageable year. The activities and responsibilities of the Manager are broken down into the following sections: Start of Season; Practices and Games; Tournaments; and Other Information.

► START OF SEASON

A) Team Contact List

- A team contact list should be generated by the Manager and distributed to all the parents. It should list the players with their jersey number and contact info (phone number, cell, e-mail). Creating a mini team list that the parents can take to the games until they become familiar with all players and parents is also helpful.
- An official team list called a "TRF" (Team Registration Form) is generated by the GRA Registrar and must be signed by the Head Coach. A copy is to be held by the Manager. The TRF is required when registering for tournaments and a copy should always be taken to tournaments. This form needs to be kept safe and accessible (only give out copies to tournament organizers, etc.– **keep the original**).
- Many teams use TEAMSnap which is an online APP that has scheduling and communication tools. This APP is free but more advanced features are available for a monthly fee. This can track all games and practices and you may also choose to enter the game stats. The players and parents have access and can view the upcoming schedules as well as any news you wish to post.

B) Forms - Distribute & Collect

- **Police Record Check:** All coaches, managers, trainers, as well as other on-ice volunteers, must have a **Police Record Check (completed every three years)**. Forms are available from the GRA Vice President. The applicant will need to provide two separate pieces of identification, one of which must be a photo ID (detailed instructions are on the form). Applicants should provide completed form to Vice President who will submit to Guelph Police. If there are bench staff from outside of Guelph, applicants will be required to obtain their own police check. There is a letter signed by the GRA Vice President available which will waive the fee usually charged by the police department. Please have Bench Staff submit their form ASAP as it can take up to 6-8 weeks to be processed.

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- **Player Medical Forms:** The **Player Medical Forms** should be distributed by the Manager and collected from the parents. These forms remain with the Manager/Trainer for use in case of an emergency during a game or practice. Please make note of allergies for team snacks and/or parties, as well as special medications (i.e. asthma inhalers, etc.). All coaches and other bench staff should be made aware of any player conditions or required medications that may be needed on the ice or bench.
- **Codes of Conduct:** Every bench staff member, player, and parent must read and sign the GRA Code of Conduct form. The ORA (Ontario Ringette Association) **Bench Staff Code of Conduct** form, the GRA **Parent Code of Conduct** form, and the GRA **Player Code of Conduct** form are available in the Policy/Forms section of the GRA website. The Manager should distribute these forms to all bench staff, players, and parents, and collect the completed signed forms as soon as possible.
- **Media Release Form:** The Media Release is approved online through the registration process. There are several times during the ringette season when players may be photographed, interviewed or videotaped. Photos, videos or interviews will only be allowed with permission of the team coach. Managers will be notified if a family doesn't want their child photographed and ensure their request is respected.
- **GRA Information Packages:** Distribute any GRA information packages to all team players or parents. Information packages relate to photo night, raffle tickets, and other GRA fundraising initiatives. Raffle tickets are to be collected from players and returned to the Fundraising Director prior to the draw date in March. Please note that the Team Manager works with the GRA Treasurer to ensure that all outstanding player fees are paid.

C) Team Meeting

- As soon as possible after the team is confirmed, it is important to have a team meeting where the parents can be introduced to the coach, manager, and the rest of the bench staff. This can be done in the dressing room during one of the first practices. At this meeting, it is a good time to identify the responsibilities of the team for the year and get parents to sign up for some of the following positions:
 - **Treasurer:** opens the team bank account and handles team's finances (usually Manager)
 - **Jerseys:** responsible for bringing jersey sets to **all** games and cleaning when appropriate (can have separate individuals responsible for Home and Away set)
 - **Game Clock operators, Shot Clock operators, and Scorekeepers:** have a few parents on the team who know how to work the game clock and score sheet. Shot Clock operators are required for all teams U12 level and higher
 - **Social Coordinator:** plans activities like Christmas and year end parties, team dinners, etc
 - **Social media coordinator:** takes and/or gathers pictures/videos from the parents to send to the Director of Communications
 - **GRA Tournament Committee rep:** serves as team rep for GRA tournament – organizing team raffle items and team volunteer hours
- As well as possibly:
- **Fundraising Coordinator:** organize ways for the team to make some money
 - **Food Committee:** organize team snacks and meals for tournaments

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► PRACTICES AND GAMES

D) Ice Schedule

- The practice schedule is organized by the GRA Ice Scheduler and is posted on the GRA website. The game schedule is arranged by the WRRL/WORL/CORL and posted on both the GRA website and WRRRA web site. It is a good practice that the Manager **provides** schedule updates or reminders to the parents and to remind them to regularly check the GRA website for updates.
- The Manager should contact the GRA Ice Scheduler as soon as conflicts arise, such as tournaments, to reschedule practices and games as well as redistribute available ice times to other GRA teams.

E) Dressing Room

- Managers are usually the last one out of the dressing room to lock up while everyone is on the ice. However, this could be assigned to one of the coaches or another parent. Keys for change rooms can usually be found with arena staff.
- Once the game/practice is over, unlock the door in a timely fashion. Try to be the last person out of the room, so that if any items have been forgotten you can collect them to bring to the next ice time, and then return the change room key.
- The manager should confirm jersey colour with the other team and then help the jersey parent set the jerseys up in the dressing room prior to games. They should be collected at the end of the games (regional teams only) and washed if necessary.
- Men are not allowed in the dressing rooms unless a woman is present. At U12 and older levels, no males are allowed in the dressing room until the players are completely dressed and when permitted by the coaching staff, and still only when a woman is present in the room.
- The coaching staff may ask that all parents/family/friends not enter the dressing room or have team - specific conditions regarding this.
- If male players are on the team – separate change rooms need to be arranged and player(s) will join team once all dressed prior to start of game.

F) Game Sheets

- The Manager is responsible for filling out a game sheet for all of team's home games. Blank game sheets will be provided at the start of season.
- When filling out the game sheet, each of the 3 copies of the game sheet should have a list of the Players' names and jersey numbers. Game sheet labels could be used to make this easier. They should be the appropriate size so as not to cover the signature area on the game sheet. The brand name Avery #5163 or #8163 is the right size. These can be affixed to each of the 3 copies of the game sheet. Remember when making changes to the line-up that the changes must be made and visible on all 3 pages.
- Goalies should be noted on the game sheet by putting a 'G' beside that player's name. Substitute players should also be distinguished with an 'S' beside their name (there are a maximum number of times a player can substitute on one team). Game sheets must be properly completed, signed and ready **before** game time. Once the top section and the home team section of the games sheet are completed and signed by home bench staff, provide it to the visiting team manager or coach so they can fill out their section. It is the home team's responsibility to have the game sheet completed and in the hands of the referee prior to the game. If it is not completed correctly and information is missing, home team may be penalized



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for delay of game. Bring an extra game sheet just in case! Sample completed game sheets are available to have on hand for review to ensure sheet is completed correctly.

- After the game, the referee(s) will validate and sign the game sheets. The scorekeeper provides back to the Home team Manager for league update. It's the Manager's job to make sure the appropriate copy of the game sheet gets to the visiting team and to keep the team's copy on file.
 - **White sheet:** Must be signed by the referee and original placed by the home team in their association's game sheet folder. The GRA folder box is located at the West End Rec Centre hanging outside GRA storage arena in Rink 2 (or can be handed in to the GRA president). These are then sent to the WRRRA by the GRA President.
 - **Yellow:** Goes to the home team and kept by the home team Manager
 - **Pink:** Goes to the visiting team at the end of the game
- **Reporting game results to WRRRA:** The home team Manager is responsible to report home game results to the WRRRA **within 24 hours** after the game is completed. All details in the comments section of the game sheet are also to be reported. Results are submitted electronically, from information on the yellow game sheet. The link is located on the WRRRA website. Reporting late electronically could result in a fine to your team. Major penalties are to be reported as well through the WRRRA website. Suspensions are also reported – which includes suspensions awarded to players who do not fully serve a major penalty during the game. Evidence of the suspension being served also needs to be submitted to WRRRA G&T (copy of game sheet – that includes comments regarding player/coach serving suspension).

G) Scorekeeper / Game clock / Shot clock

- It is home team's responsibility to provide a scorekeeper, game clock operator, and shot clock operator (for U12 teams and higher) for each of team's home games (including exhibition). Instructions on how to run the clock are available on website. It is also important to have shot clock operators trained on the shot clock rules. This can be coordinated with the GRA executive.
- It is good to have a couple of parents who know how to run the clocks so there is a backup in case one cannot attend.

H) Injury reporting

- If any injuries or there is a situation where medical attention is required during team activities – game/practices/off-ice an ORA Sport Injury Report Form needs to be completed and submitted. Form should be completed by parent or member of bench staff:

(<http://www.ontario-ringette.com/administration/documents/M-F-13.pdf>)

If a Concussion is suspected – the player/parent needs to complete the concussion assessment and follow the Return to Play Form/Policy

(http://www.thinkfirst.ca/programs/concussion_resources.aspx)

Additional resources available at: (<http://www.coach.ca/concussion-awareness-s16361>)

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► ADMINISTRATIVE DUTIES

I) Team Finances

- Team finances include funds which can be used to cover costs to the team and families such as tournaments, additional ice time, team social events, off-ice uniforms, power-skating, baseline concussion testing and other team expenses which are above and beyond the GRA registration fees.
- Team finances are the responsibility of the team. A copy of a team budget template is also available on the GRA website.

i. **Bank Account**

- It is advisable that a team bank account be opened, for depositing of all team fees, fundraising and sponsorship money.
- Steps for setting up the team bank account:
 - **Obtain letter from GRA President – for authority to open GRA team bank account.**
 - **Contact the bank** - book an appointment with a bank to open a team account. Team bank accounts are sometimes known as community accounts.
 - **Signatories** - a best practice is to have two signatories for the team cheques. This practice ensures transparency and protects both the team funds for perceived issues. Many banks will require two or more signing signatories for team accounts. Team finances should never be flowing through an active personal bank account and therefore mixing with other personal transactions.
 - **Account Name** – a best practice is to open the bank account under the team name. It is recommended to include your age level and year in the account name (i.e. "Guelph Ringette U14A 2018). This is a unique name for the season.
 - **Close the account** - At the end of the season, close the account and redistribute any remaining funds as cash to the parents. The bank will provide you with proof that the account has been closed. It is advisable to not keep the account open and 'carry over' funds to next year.
 - All receipts or supporting documentation for all disbursements must be kept for review/audit purposes.

ii. **Reporting**

- A team budget should be prepared at the beginning of the year to support team fees charged to parents and to identify if any additional fundraising is required. This budget should be provided to parents, and team fees agreed to by parents.
- **Mid-season report:** A mid-season report should be prepared, showing actual expenditures against budget, forecasted expenses to the end of the year, and bank account balance.
- **End of year report:** An end of year report should be prepared, showing actual expenditures for the year against budget, and bank account balance. This report should be distributed to all the players' parents.



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J) Liaison

- The Manager at times needs to act as a Liaison between the players/parents and bench staff for issues they would like to discuss. The “24-hour rule” is advisable - if there is a conflict which needs to be addressed, you should wait 24 hours after the event to address it with the coach, bench staff, or other parent. However, in any situation where the well-being of a player is at stake, these issues must be addressed immediately.

K) Team Apparel / Jerseys

- The Manager should organize ordering jerseys (rep teams) or getting their sets of jerseys from the Equipment Director. Talk to the Equipment Director if other options are needed to be considered i.e. jersey rentals (see the GRA Jersey Policy for guidelines).
- Teams may also like to purchase GRA apparel such as shirts, sweatshirts, jackets or other items with the GRA logo. Apparel options are available on the GRA website. All GRA- branded apparel must be sourced through our approved GRA vendors.

L) Special Events

- The insurance policy that covers everyone in the GRA is part of the membership with the Ontario Ringette Association. This policy provides limited coverage for off-ice team events, provided the GRA executive knows of, and approves the event. Accordingly, teams must notify the GRA Executive of any off-ice event, or unscheduled game or practice, to ensure insurance coverage. Please email the President to notify the Executive of off-ice events by the team at: president@guelphringette.ca. Depending on the location of events, proof of ORA insurance may be required to be submitted. Contact president if copy required.

► TOURNAMENTS

M) Tournament Registration

- Coaching staff will need to review with the parents how many and which tournaments the team wants to do. Once the team has chosen which tournaments they would like to attend or have been assigned, notify the GRA Ice Scheduler so that no league games or practices are scheduled during tournaments.
- For a listing of tournaments, consult the ORA Sanctioned Events

N) Tournament Requirements

- When signing up for a tournament you will usually need to complete:
 - Registration of team in Score2Stats or with the hosting association
 - Payment (Cheque or E-Transfer) for tournament fees to the hosting association
 - Distribution to the hosting association of your team’s “TRF” which is the list of eligible players and authorized bench staff members (provided by GRA Registrar)
- When preparing for the tournament you should:
 - Book hotel accommodations by asking for a block rooms for the team well ahead of time if overnight travel is required. For year-end Provincial events hotel allocations will be coordinated by the ORA but need to be booked as soon as provided.
 - Arena locations/directions and rules should be supplied to the coaches and parents once they have been made available to you so that everyone know the details
 - Team meals should be arranged by booking a restaurant for the team meal if time permits or plan other meal options such as pot-luck or assigned cooking duties



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► OTHER DUTIES

O) The Manager is asked to help support distributing and collecting GRA initiative items such as raffle tickets and other fundraising events.

P) In the post season, the Manager supports the Head Coach with the collection of all equipment issued to team at the beginning of the season such as the jerseys, pylons, rings and first aid kit. The team should ensure all jerseys are washed before they are returned.

Q) The Manager is also invited and encouraged to attend GRA meetings (including Coach and Player Development and Executive). There are occasional mandatory bench staff meetings that CPDC or the Western Region Ringette Association holds that are typically attended by the Head Coach, but some are mandatory for all bench staff including the Manager.

Your dedication and time spent throughout the season are very much appreciated by the Association. Resources are available throughout the season should you require any assistance. Feel free to contact managers from other teams for tips and pointers. As well, please reference the GRA web site which will provide access to the Bylaws, Policies and any forms you may require throughout the season.

► SOURCES OF INFORMATION

Canadian Ringette Association

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

Ontario Ringette Association (ORA) – now called Ringette Ontario (RO)

www.ontario-ringette.com

Western Region Ringette Association (Our Regional Association)

<http://www.wrra.ca/index.html>