



Nepean Ringette Association  
Managers' Guide

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## About this Document

The **Managers' Guide** is a reference guide for managers. It lists the important start-up tasks for a new season and the ongoing tasks, such as reporting game results. As well, the guide lists some key policies teams need to follow. Full policy documents and other detailed information is listed on the Nepean Ringette Association's (NRA) website.

## Getting Started

The beginning of the season is a busy time for the team managers. There is a lot to do to get the team off to a good start. The following chart lists what needs to be done and who does it. The chart is several pages long.

Task	Due date	Person responsible	Comments	Output
<b>Find a manager buddy.</b>	Managers' meeting	Manager	Experienced and inexperienced managers pair up. Before asking the manager coordinator about something, talk to your buddy.	Team manager paired up with another manager to answer questions and to solve problems that arise.
<b>Establish good communication with the Head Coach.</b>	As soon as team is formed	Manager	Find out if the coach will manage the schedule and initiate communication with parents, or not.	Manager and Head Coach know their roles on the team.
<b>Review NRA Code of Conduct and Concussion policies with all players.</b>	Code of Conduct done at registration electronically - Rowan's Law concussion forms filled out at tryouts and sort outs	Head Coach and Manager	Code of conduct forms need to be reviewed.	All parents or guardians and players agree to codes.

<p><b>Read the following NRA policies:</b>  <b>-Team Finances &amp; Fundraising Policy</b>  <b>-Fines incurred by teams</b>  <b>-Supervision</b></p>	<p>Before appointing team volunteers</p>	<p>Head Coach and Manager</p>	<p>NRA policy documents are available on the NRA website under Info - Policies  See also <b>Rule of Two.</b></p>	<p>Manager and Head Coach understand all official NRA policies.</p>
<p><b>Appoint the team Treasurer.</b></p>	<p>As soon as team is formed</p>	<p>Manager</p>	<p>Choose someone who attends most games and practices.  <b><i>Cannot be related to or be a bench staff member.</i></b></p>	<p>Team treasurer identified.</p>
<p><b>Create the team budget and get approval from parents.</b></p>	<p>Immediately after identifying team treasurer</p>	<p>Team Treasurer</p>	<p>Get input from the Head Coach, manager and parents. Decide on the number of tournaments the team will play. Review the NRA Team Finances and Fundraising Policy. Utilize budget templates.</p>	<p>A team budget that respects NRA policy and is approved by at least 75% of parents of team members.</p>
<p><b>Appoint two change room supervisors (den moms).</b></p>	<p>As soon as team is formed</p>	<p>Head Coach and Manager</p>	<p>Follow NRA's <i>Supervision Policy</i> and rule of two. Have volunteers apply for police record check (VSC)</p>	<p>Two adult, female change room supervisors begin supervising the change room.</p>

<b>Select assistant coaches and trainer.</b>	As soon as team is formed	Head Coach	Get input from the NRA coaching coordinator.	Complete bench staff selected.
<b>Have bench staff get up- to-date police checks. Tell coaching coordinator (Peter Kelly) when this is done.</b>	As soon a volunteers appointed	Manager and all coaches, trainers and change room supervisors.	Apply before October 31 <sup>st</sup> at: <a href="https://pages.sterlingbackcheck.ca/landing-pages/r/ringetteontario/">https://pages.sterlingbackcheck.ca/landing-pages/r/ringetteontario/</a>	All persons interacting with the athletes need a vulnerable sector check.
<b>Review Ringette Ontario Code of Conduct with all bench staff. Have bench staff sign Code of Conduct forms.</b>	Before the first game	Head Coach and Manager	Code of Conduct form is available on the NRA website under <b>Info – Policies</b> . Manager files completed forms and gives it to NRA registrar with TRF.	All bench staff have understood and signed the code of conduct form.
<b>Ensure that all bench staff information is up to date and added into RAMP and been assigned to the team.</b>	As soon as volunteers are appointed or selected	Manager and Head Coach	Once member is registered, Head Coach can let <a href="mailto:registrar@nepeanravens.ca">registrar@nepeanravens.ca</a> know to assign them to their team.	For all games and tournaments.
<b>Appoint Nepean tournament representative, and send rep's contact information to the NRA Tournament Coordinator.</b>	As soon as team is formed	Manager	NRA tournament representative acts as the team's point of contact for the NRA tournament in the fall, and attends meetings.	Nepean tournament representative confirmed.

<b>Appoint team tournament coordinator.</b>	As soon as team is formed	Manager	Be ready to book team tournaments and reserve blocks of hotel rooms as soon as the team budget is approved.	Team tournament coordinator confirmed.
<b>Appoint social convenor.</b>	As soon as team is formed	Manager	Social convener organizes 3-5 social events a season.	Social convenor confirmed.
<b>Hand out team jerseys to players and record jersey numbers on the team website.</b>	At the first practice	Manager	Record jersey numbers assigned to players. Remind players to care for jerseys. Remind players and parents of \$55 charge for lost or damaged jerseys.	Players have white and blue jerseys. Player numbers are recorded on the website.
<b>Ensure players with no name bars order them for their jerseys.</b>	As soon as jerseys are distributed	Manager/Parents	Name bars are to be hand-sewn on the back of the jerseys. (*See Name and Sponsor Tag info on page 9.)	Entire team has regulation jerseys with name bars.
<b>Make a team contact card. (Optional)</b>	Optional - after assigning jerseys	Manager	Handy reference; use NRA team website to create it. (Information is also available in RAMP team app)	A small card created with team members' names, numbers, phone numbers, names of parents/guardians, names and contact information for bench staff.
<b>Send approved team budget to NRA treasurer for NRA approval.</b>	Immediately after team approval of budget and <b>before</b> opening bank account.	Team Treasurer and NRA treasurer	Needed before opening a team bank account.	NRA-approved budget and a letter from the NRA treasurer to open a bank account.

<b>Open team bank account.</b>	Upon receiving letter of authorization from the NRA treasurer.	Team Treasurer and co- signer	Open a community bank account in the team's name. Bring letter of authorization from NRA. See NRA banking standard for team names.	Team bank account. Team cheques.
<b>Collect the first installment of team fees.</b>	Upon opening bank account.	Team Treasurer	Follow NRA <b>Team Finances and Fundraising Policy.</b>	Tournament fees and competitive fees covered.
<b>Register for all team tournaments and book blocks of hotel rooms.</b>	Immediately after NRA approval of the team budget. Act fast on this point, these can fill up very quickly!	Team Tournament Coordinator or Manager	Tournaments and hotels fill up quickly. <b>Teams must register and pay for the NRA tournament.</b>	Tournament and hotels booked.
<b>Pay RO competitive fee and extra ice fee to NRA treasurer.</b> <i>(Competitive teams only)</i>	After collecting first installment of team fees.	Team Treasurer and co- signer	RO fees vary by team. See <b>Finance and Fundraising Policy</b> for current fees. The NRA treasurer communicates extra ice fees to competitive teams.	RO fees and extra ice fees paid.
<b>Assign minor officials for all home games.</b>	As soon as games are posted.	Manager	Sign-up online on team websites for shot clock operator, scorekeeper and timekeeper. Shot clock training available. Shot clock is used at all games U12 and up.	Minor officials assigned for all posted games.
<b>Prepare labels for game sheets.</b> <i>(Competitive teams using game sheets only - labels not used)</i>	Before the first game.	Manager	Prepare labels with players' names and jersey numbers for game sheets. For instructions, see NRA	Labels with players' names and jersey numbers to attach to game sheets.

<i>for RAMP online game sheets)</i>			website under <b>Info – Manager Resources</b>	
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## **Information You Need to Know**

### **Supervising Minors**

Players under the age of 19 shall be supervised at all times, including in the change room, at pre-game warm-ups and at off-ice events. The NRA *Supervision Policy* lists all of the requirements for supervising players under the age of 19 at any NRA event. Please read the [policy document](#). When choosing change room supervisors, pick adult women who will supervise effectively, while maintaining a positive atmosphere for all of the players.

The [Rule of Two](#) applies in this instance.

### **Bench Staff and Manager Qualifications and Certifications**

All bench staff and regular change room supervisors need to have current police record checks on file. Record checks are good for three years. A bench staff member must have either a record check, or an official receipt while waiting for the record check to be completed, by October 31st. If not, the manager shall remove the bench staff member from the bench. Additional information is available in the tasks chart.

**Every team U19 and below playing in the NCRRL must have a female on the bench and on the TRF for all games.** This woman must be 18 years of age or older and may be a coach, an assistant coach, a trainer or a manager. At U14 AA, U16 AA and U19 AA teams must have a qualified female Head or Assistant Coach (CI Certified) on the bench.

The [Eastern Region Ringette Association](#), one of our governing bodies, requires certification for coaches, assistant coaches, trainers and managers. The specific certification required depends upon the bench staff member's role and the level of the team. Make sure your bench staff are properly qualified. Ringette Ontario offers a variety of resources and information to help coaches and bench staff - find them at [Coach Resources](#). The coaching coordinator for the NRA is responsible for keeping a database with all coaches' qualifications. Please have coaches contact the coordinator directly via email at [coaches@nepeanravens.ca](mailto:coaches@nepeanravens.ca).

If a bench staff member is missing qualifications, register right away for the required course and notify the NRA coaching coordinator that you have registered for a course. NRA pays for the course, so there is no charge to the bench staff member. Look on the Eastern Region's website for up-to-date course information, under the Coaching tab: <http://easternregionringette.ca/>

**Manager Certification** also needs to be completed by **November 1<sup>st</sup>** of the playing season:

<http://www.coachingringette.ca/c/index.php?page=327>

## Reporting Injuries

Please complete the [Online Injury Form](#) if a child or team member has been injured during a ringette related activity. Please note that all injuries must be reported within ten days of the incident.

## Resolving Conflict on the Team

If you see any conflict developing between players, alert the head coach and address it as soon as possible with the head coach's help. If you see anything that concerns you involving the coaching staff, bring it to the attention of the Nepean Ringette Executive as soon as possible. If you need any advice or help, contact the **NRA Player Advocate** at any time at [player.advocate@nepeanravens.ca](mailto:player.advocate@nepeanravens.ca). Your division convenor can also help.

## Clothing and Equipment

The complete list of required ringette equipment is listed on the NRA website under What is Ringette? - [Equipment Standards](#). All players in levels U19 and lower must wear shoulder pads, as stated in ORA policy. Players playing in NCRRL league games are also recommended to wear mouth guards, although it is not mandatory. Wearing a mouth guard is not mandatory in RO-sanctioned tournament play. NRA has a [Facebook page](#) for general information and also a "Nepean Ringette Association Equipment Exchange". Welcome parents to "like" the pages. Ringette equipment can also be purchased at [Source for Sports Barrhaven](#), [Play It Again Sports Barrhaven](#) and [B-Sharp Ottawa](#).

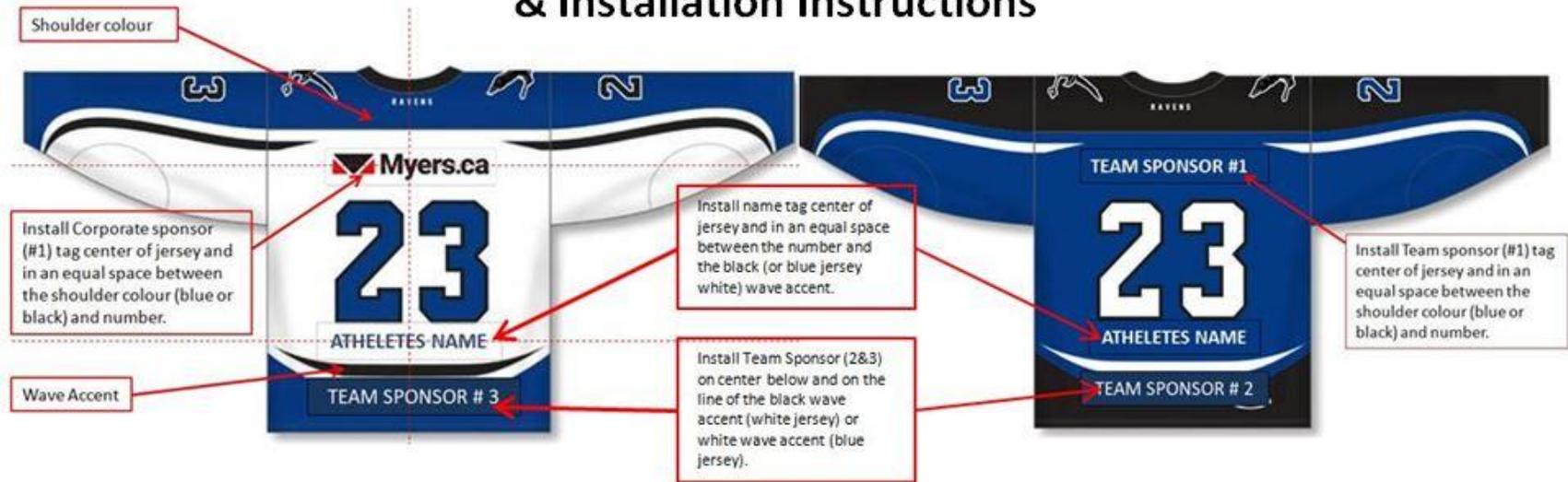
NRA game pants are mandatory for provincial teams, and recommended for regional teams. Players may continue to use any rulebook-legal ringette pants if they choose. Official NRA game pants are available at [The Ringette Store](#).

The team provides each player with white and blue game jerseys. NRA no longer collects a jersey deposit, but a player will pay to replace any lost or damaged jersey. Explain these details about game jerseys to the members of your team:

- Never use a game jersey for practice. At practices a player uses a practice jersey supplied by that player such as their numbered sort out jersey.
- Protect game jerseys by transporting them separately from other equipment.
- Use an individual garment bag or, possibly, a team garment bag. Never toss game jerseys in with the rest of the equipment in a bag. Skate blades cut jerseys, and velcro damages the fabric.
- Name bars for jerseys can be purchased at [Mega City Promotions](#).
- Hand-sew name bars at the bottom of the back of the jersey.

- Hand-sew any sponsor bars above the number on the back of the jersey.
- Hand-sew any captain or assistant captain letters on the front of the top left shoulder (optional).

## Name and Sponsor Tag Locations & Installation Instructions



All sponsor tags should be installed, hand stitched only, within ten (10) days of receipt, in a professional like manner as to be visually acceptable.

Tags must be monitored and reaffixed in the event of coming loose.

Tags are not to be machine sewed or ironed. Jerseys are to be hung to dry and not in a dryer.

Any tags that are ripped, damaged or deformed in any way must be replaced to match set at the cost to the respected team.

White Jersey:

Standard white tag (3" high), Royal blue font (2.5" high), font style: VARSITY

Blue Jersey:

Royal Blue tag (3" high), white font (2.5" high), font style: VARSITY

Team Sponsor (1, 2 &3):

Royal Blue tag (3" high), white font (2.5" high), Sponsor logo and font



The NRA has a **Goalie Rebate Program** to help compensate for the extra costs associated with playing as goalie. This rebate is only for teams U12 and up because FUN3 and down do not have a dedicated goalie. Here is how the goalie rebate works:

Step	Task	Person responsible	Comments
1	Download <a href="#">goalie rebate form</a> from NRA website.	Parent of goalie	Late January or early February.
2	Fill out the form.	Parent of goalie	Must play half the time as goalie
3	Collect the form and give it to the NRA Treasurer.	Team Manager	Do it as soon as possible.
4	Assess the request for a goalie rebate.	NRA Executive	
5	If the request for a goalie rebate is accepted, pay the rebate to the goalie family.	NRA Treasurer	

## Getting NRA Gear

The NRA logo and the Nepean Ravens name belong to the NRA. If you want to use the NRA logo or the Nepean Ravens name on anything related to your team, you must get approval for this specific situation or item from the NRA Executive. Advanced approval has already been granted for clothing and other sports items supplied by [Barrhaven Source for Sports](#). Source for Sports is the supplier for NRA clothing and items with logos because this company won the NRA's contract through an open bidding process. Do not order items with NRA logos from any other vendor. Ordering NRA branded gear from any other vendor violates the NRA's contract.

## Use of the Nepean Ringette Association Logo

For any use of the NRA logo, please refer to our [NRA Logo Policy](#).

## How to Manage Team Finances

The [NRA Team Finances and Fundraising Policy](#) governs all aspects of team finances. It is on the NRA's website under **Nepean Ringette Policies**. Please read the policy closely and use it to manage team finances. Use the sample budgets and budget templates under Manager Resources on the website.

Here are some key points from the policy:

- Every team must have a team bank account for all team monies.
- The bank account must require two signatures, and the signatories must be from different households.
- Before opening a team bank account, the Association treasurer must approve the team budget.
- Order cheques from the bank when opening an account.
- All team budgets are subject to a cap. The budget caps are stated in the policy.
- Fundraising monies are included in the budget caps.

- End of year refunds to parents are permitted. Parents can receive a refund of team fees paid if there is a surplus at the end of the year, however, they cannot receive more than they paid in team fees.
- At least 75% of the parents of players on a team must approve of the team budget, including any plans for fundraising. All efforts should be made to stay within the approved team budget. If a team thinks they may exceed their planned budget (due to unanticipated expenses or excess fundraising, they should alert the NRA treasurer and submit a revised budget that has been approved by all parents.

## What to Bring to Games

Here is a list of things to bring to games to be prepared. The coach and trainer will bring some of these things.

- game sheet, for home games
- shot clock, for home games in arenas without a shot clock
- label with roster of players
- pen, dry erase marker
- first aid kit
- helmet for trainer
- tool kit to repair gear
- spare jerseys
- rings for on-ice warm up
- any needed gear for off-ice warm up
- playlist of appropriate music
- spare 9 volt battery for the shot clock
- feminine hygiene products
- any spare equipment you have, such as neck guards, gloves and skate laces
- obtain the shot clock remote from rink staff at home games for applicable divisions

## Keeping Track of Team Activities

Use the team's section on the NRA's RAMP website to record all scheduled team events, including off-ice practices, tournaments and social events. This becomes the official record of team activity for all NRA teams. As soon as you apply for a tournament, even before you are accepted, enter the tournament dates into your team site so that the NRA ice scheduler can prevent scheduling conflicts for these dates. Also, email the ice scheduler at [ice@nepeanringette.ca](mailto:ice@nepeanringette.ca) before you commit to any regular off-ice training events to make sure that they won't conflict with our allotted ice. Once you have approval from the ice scheduler, enter the dates into the team's calendar of events.

## Reporting Games in League Play

Although the NRA is part of the [Eastern Region Ringette Association](#) (ERRA), NRA teams play in different leagues, including Quebec leagues, depending on the level of the team. Here is how it works:

Team	League for games	Website for league
FUN2-U19 Regional	National Capital Region Ringette League (NCRRL)	<a href="https://ncrrl.on.ca/report-games/">https://ncrrl.on.ca/report-games/</a>
U14A, U14AA, U16A, U19A	National Capital Region Ringette League (NCRRL)	<a href="https://ncrrl.on.ca/report-games/">https://ncrrl.on.ca/report-games/</a>
U16AA, U19AA	La ligue élite de ringuette de Québec (LERQ)	<a href="http://membres.ringuette-quebec.qc.ca/">http://membres.ringuette-quebec.qc.ca/</a>

Although some of NRA's competitive teams play in Quebec leagues, they are governed in part by the NCRRL, especially in the area of player discipline. For this reason, all NRA teams pay a small fee to the NCRRL. You need to send in a game report for every home game the team plays. But exactly what you need to do depends on which league your team plays in. The instructions that follow are organized by league. Fines are levied if a team fails to comply with these procedures. To see detailed instructions, look for your team's league below.

If you need additional game sheets, please contact: [managers@nepeanravens.ca](mailto:managers@nepeanravens.ca)

## How to Report Home Games

The home team for a game provides the game sheet, prepares the game sheet, submits the game sheet online and hands in the original game sheet to the drop box at Walter Baker. For more information, go to the NCRRL game reporting section on the ERRA's website.

Step	Instructions	Comments
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1	<p><b>U16AA/U19AA ONLY</b></p> <p>1. Prepare the game sheet before the game. Add players' names and numbers for both teams. Cross off any players that are not playing that game. Add the names of any call-ups, and identify the team for which they normally play. Identify any player who is serving a suspension, and indicate which game this is for the player, such as "serving 1 of a 2 game suspension".</p> <p>2. Identify one player as captain using a "C". Identify one player as alternate captain using "A". Identify goalies using "G".</p> <p>3. Add names of all coaches, trainers and managers that will be on the bench. Have bench staff of both teams sign the sheet.</p> <p>4. Write the name of your league.</p> <p>5. Write the date, the game number and the level of play.</p>	Use labels for players' names and numbers. Game number and level of play for the game are on the game schedule online.
2	Fill in the game sheet during the game.	Record the start and end time of the game. At the end of the period, draw a line under the last entry of the score for each team to show where the first period ended.
3	Have the referees sign the game sheet.	
4	Give the "Visitors" copy of the game sheet to the manager of the visiting team, and keep the "home" copy of the game sheet.	
5	Report the results of the game on the LERQ website within 24 hours of the game.	
6	<p><b>U14A, U14AA, U16A, U19A and Regional Teams</b></p> <p>Track and report games using the <a href="#">RAMP Gamesheet App</a>.</p>	

## Reporting Away Games in NCRRL for LERQ

NCRRL tracks penalty minutes for our players in LERQ, but not all of the Eastern Region associations input this information. For this reason, NRA teams in LERQ must report away games, not only home games, on the NCRRL website to keep an accurate record of player penalty minutes. To report an away game in LERQ, report the results on the NCRRL website the same way you report home games.

### How to set up the LERQ team account

Before submitting the online game sheet for LERQ games, set up an account following these instructions:

Step	Instructions	Comments
1	Go to <a href="http://membres.ringuette-quebec.qc.ca/">http://membres.ringuette-quebec.qc.ca/</a>	The website is in French.
2	Click on <b>Demand d'accès</b> near the bottom of the blue text box.	This brings you to a request form.
3	Fill in the form with your last name (Nom), first name (Prénom) and email address (Courriel).	
4	Select "Nepean" from the dropdown Association menu	
5	Select the box that says "Entrée des résultats de parties".	This is a request to get permission to enter game results.
6	Click on "Envoyer" to send.	
7	Wait to hear back from Ringuette Québec to get your access information.	
8	Log in to <a href="http://membres.ringuette-quebec.qc.ca/">http://membres.ringuette-quebec.qc.ca/</a> using your new account.	
9	Follow the prompts to enter and save the names and jersey numbers of all the players on your team.	

## Canceling and Rescheduling Games

Generally, games cannot be rescheduled or canceled, except by the **NRA president**. There are some situations in which canceling or rescheduling games is permitted. For the NCRRL, these are the situations in which you can cancel or reschedule a game:

- loss of ice
- inclement weather
- tournament participation – changes made before January 10
- league problem, such as no refs
- other reasons accepted by the executive committee of the LERQ 30 days in advance

## Requests for Referees for Exhibition Games

All requests for referees for exhibition games should be directed to the **ERRA Referee Assignor** via email at [erra.assignor@gmail.com](mailto:erra.assignor@gmail.com). This is going to simplify the process of scheduling referees for these exhibition games. Please make sure that requests are made a minimum of seven days in advance of

the proposed exhibition game to allow time to find referees for your game. We cannot guarantee that there will be referees available for an exhibition game if the request is made on short notice. Pay rates for exhibition games in our region are as shown below. Referees should be paid in cash at the time of the exhibition game, and both teams are responsible for communicating with each other to ensure that the referees get paid.

**AA (75+ mins of ice time) - \$40/referee**

**AA (50 mins of ice time) - \$35/referee**

**A and Below - \$30/referee**

## Participating in Tournaments

Tournaments are a fun part of recreational team play and an essential part of competitive team play. There are rules set by Ringette Ontario that govern the number of tournaments a team participates in, as well as if those tournaments should be in town or out of town tournaments. Here is a summary of the rules and recommendations:

Level of team	Maximum number of tournaments	Minimum number of tournaments	Recommendations
FUN 2	3, including the NCRRL year-end tournament.	2, including the NCRRL year-end tournament and the NRA tournament.	2 or 3, with a maximum of one tournament requiring a hotel. Families may opt out of out-of-town tournaments.
FUN 3	4, including the NCRRL year-end tournament.	2, including the NCRRL year-end tournament and the NRA tournament.	2 or 3, with a maximum of one tournament requiring a hotel. Families may opt out of out-of-town tournaments.
U12	5, including the NCRRL year-end tournament.	2, including the NCRRL year-end tournament and the NRA tournament.	Have a maximum of one tournament requiring a hotel unless parents unanimously request a second out-of-town tournament. Families may opt out of out-of-town tournaments.
U14-U19 Regional	No limit from RO, but NRA limit is 5, including the NCRRL year-end tournament.	2, including the NCRRL year-end tournament and the NRA tournament.	Have a maximum of one tournament requiring a hotel unless parents unanimously request a second out-of-town tournament. Families may opt out of out-of-town tournaments.
U14A-U19A	RO assigns tournaments and determines	RO assigns tournaments and determines minimums.	Limit team to 5 tournaments including provincials. Beyond that, get permission from the NRA executive.

	maximums.		
U14AA-U19AA	RO assigns tournaments and determines maximums.	RO assigns tournaments and determines minimums.	Limit team to 5 tournaments including provincials. Beyond that, get permission from the NRA executive.

To see a list of available tournaments, go the Ringette Ontario website:

<https://www.ringetteontario.com/content/tournament-and-events-information>

Every November the NRA hosts the Nepean Ringette Tournament. Every NRA team is required to register for our tournament, provided the tournament is offering the team's division. And as the host association, NRA parents are the volunteers that run the tournament. Each team appoints a tournament representative in charge of scheduling volunteer hours at approximately 4 hours per player. **Every family is required to do volunteer hours.** The representative receives the volunteer schedule and fills in the names of volunteers under your team's time slots. The representative will also attend all tournament meetings.

From time to time an NRA team is unable to play in the NRA tournament because their division is not offered at the tournament that year. In this case, the families of team members are still required to volunteer at the tournament because NRA's tournament is one of the association's major sources of funding. Yearly registration fees that Nepean players pay do not even come close to covering the costs of running the ringette season. A substantial amount of our funding comes from our tournament.

## Avoiding Team Fines

Avoid getting a team fine! Here is a list of some common infractions that result in fines for each case of a infraction:

- Failing to provide a second set of jerseys at a Provincial Event - \$500
- Failing to have numbers visible on the front and the back of the jerseys - \$100
- Using shootouts to determine a winner in a tie game for anything other than 3 on 3 tournaments - \$500
- Posting tournament schedule, as a host, without Provincial G&T Committee approval - \$500

## Sister Teams

Having a younger team paired up with an older team is a great experience for both teams.

At the very least, it could mean the teams watch each other play in a league game, or at our tournament.

Other suggestions:

- one team brings Timbits for another team after a practice

- older team drops in before a league game for a pep talk
- if they share ice, teams do a warm-up together (on or off ice)

## Gender Diversity

All players, staff, volunteers, and the parents/guardians of players have the right to be respected and equal participants of the Nepean Ringette Association. This means that they have a right to define and express their gender identity without fear of discrimination, harassment or penalization within the NRA.

This includes their right to request the use of and the right to be referred to by their self-identified name(s) and pronouns, as well as the right to have access to safe, inclusive and equitable dressing rooms and/or other gender segregated spaces, such as washrooms, that are in accord with their gender identity and/or gender expression and/or that meets any accommodation needs they may have.

Respecting the rights of players, staff, volunteers and the parents/guardians of players to inclusion and equal treatment (including the removal of any discriminatory requirement, factor or other barrier), may need no accommodation at all. However, if a player has code-related needs (such as requesting separate change facilities due to religious reasons or relating to their transition or gender identity), then there is a duty to accommodate, limited only by undue hardship.)

[Ringette Canada Trans Inclusion Policy](#)

### **Dressing Room Accommodation:**

There are many possible reasons why someone might request dressing room accommodations:

- Gender identification
- Need for privacy
- Body image concerns
- Religious reasons
- A combination of any of these reasons

\*\* Knowing the reason behind an accommodation request is not necessary for providing accommodations and respect. It is up to the player's discretion as to whether or not they choose to disclose why they require the accommodation.

### **Responding to a request for a dressing room accommodations:**

- Inquire about empty dressing rooms available during that time slot.
- Inquire about appropriate and equivalent changing areas such as meeting rooms, all-purpose rooms, etc.
- Design an equitable dressing schedule

### **Implementing an equitable dressing room schedule**

You have ensured that all players have equitable access to dressing rooms by arranging/designing a schedule such that the order reflects that all player have access to using the dressing space first and in a timely fashion

- You have ensured that all players are included in pre and post-game team activities

**Example:**

	Pre-Game	Post-Game	Next Game
1st Shift	Shared/Group	Individual/Private	Shared/Group
2nd Shift	Individual/Private	Shared/Group	Individual/Private

Ensure there is enough time before the game or practice for the team to be fully dressed together in the dressing room for any team discussions. This may mean asking your team to arrive at the arena a few minutes earlier.

**Team Manager and Coach Responsibilities:**

**Providing Accommodations**

- I have used active listening techniques by allowing the player to share their concerns and need for accommodations.
- I have taken steps to ensure I have understood the player correctly by summarizing what they have said and asking them to confirm that I have understood.
- I have confirmed with the player that the accommodations will allow them to feel safe and able to participate fully.
- I have brainstormed with the player to identify possible solutions.
- I have ensured that the player is comfortable with the possible solutions.
- If the player is NOT comfortable with the possible solutions, I've ensured that I have worked with the player to brainstorm more appropriate options.
- I have set up a mutually agreeable time with the player to present and brainstorm options.
- I have allowed the player to choose which option is more comfortable for them.
- I have worked with the player to decide what other team official(s) may need to be notified of the decision, who will help to secure the changing space, etc.

**Advocacy**

A player may require a member of the NRA or a team official(s) to advocate for them to ensure an appropriate and equivalent accommodation request is implemented in a timely and confidential manner. Advocacy can take many forms:

- Speaking with facility management on the player's behalf.
- Speaking with a tournament organizer to discuss the availability of additional dressing room options and/or appropriate and equivalent change spaces.
- Upon the player's request, disclosing personal information about the player to authorized individuals - **only when necessary**.

# Ringette Ontario Policies

The following link contains many important policies:

<https://www.ringetteontario.com/content/policies>

A particularly important policy is for the athletes on social media:

## Social Media Guidelines

(please see the above website for full policy, and guidelines for coaches)

### Social Media Guidelines for Athletes

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

- a) Set your privacy settings to restrict who can search for you and what private information other people can see.
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone.
- c) Avoid adding coaches to Snapchat and do not send snapchats to coaches.
- d) If you feel harassed by someone in a social medium, report it to your coach, club official, or to Ringette Ontario.
- e) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account.
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post.
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana.
- i) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of Ringette Ontario. As a representative of Ringette Ontario, you have agreed to Ringette Ontario's *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through social media.
- j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your club, coach, or by Ringette Ontario and content or behaviour demonstrated in social media may be subject to sanction under Ringette Ontario's *Discipline and Complaints Policy*.

### **Purpose**

The Coaching Association of Canada's Rule of Two states that there will always be two screened and NCCP-trained or certified coaches with an athlete in situations where the athlete is potentially vulnerable. One-on-one interactions between a coach and an athlete, without another individual present, must be avoided in all circumstances except medical emergencies.

Ringette Ontario strongly recommends the following guidelines for organizations to ensure they are following the Rule of Two. In the guidelines below, a 'Person in Authority' is defined as an NCCP-trained or certified coach, a screened volunteer, or other adult. The organization is meeting the Gold Standard for the Rule of Two if the Person in Authority is always an NCCP-trained or certified coach.

### **Travel**

The following guidelines are strongly recommended during travel with athletes:

- a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent or guardian
- b) A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian
- c) Room or bed checks during overnight stays must be done by two Persons in Authority in accordance with [RO Rule of Two Guidelines](#).

### **Training / Competition Environment**

The following guidelines are strongly recommended for the training and competition environment (including before, during, and after practices and games):

- a) A Person in Authority should never be alone with an athlete prior to or following a game or practice, unless the Person in Authority is the athlete's parent or guardian. If the athlete is the first athlete to arrive, the athlete's parent should remain until another athlete or Person in Authority arrives. Similarly, if an athlete would potentially be alone with a Person in Authority following a game or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another athlete) to stay until all the athletes have been picked up. If an adult is not available then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete
- b) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority.

### **Gender Identity**

A Person in Authority who is interacting with athletes should be of the same gender identity as the athletes. The following guidelines are strongly recommended:

- a) For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction
- b) For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identify should be available to participate or attend every interaction

### **Locker Room / Changing Area / Meeting Room**

The following guidelines are strongly recommended for locker rooms, changing areas, and meeting rooms:

- a) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for all necessary interactions in any such room
- b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required

### **Practical Tips**

Clubs and teams can consider the following practical tips when working toward the Gold Standard for the Rule of Two:

- a) Take the [Coaching Association of Canada's Responsible Coaching Movement Pledge](#).
- b) Inform parents and guardians that the club or team is aiming to achieve the Gold Standard for the Rule of Two; that is, that two NCCP-trained or certified coaches should always be present with an athlete.
- c) To hold the club or team accountable, share these guidelines with parents and guardians and ask them to help identify situations, and acknowledge instances, when the club or team was not following the Rule of Two.
- d) Provide parents with information about the NCCP so that parents can become NCCP-trained or certified coaches (even if they are not actively coaching the team).
- e) Recruit a Parent Liaison or other individual to help find parents and guardians to assist in situations where two NCCP-trained or certified coaches may potentially not be present.
- f) For teams that only have coaches who do not share the same gender identify of some or all the 3 *RO Rule of Two Guidelines June 27, 2019* athletes (i.e., for female teams with male coaches), ask a parent or guardian of the gender identity of the athletes to serve as a regular volunteer or 'bench parent' with the team.
- g) Ask parents or other individuals who volunteer with the team to participate in the organization's screening process and obtain a criminal record check.
- h) Adopt a Discipline Policy that includes the appropriate processes for addressing misconduct and failures to follow these Rule of Two Guidelines.

## People to Know

[Nepean Ringette Association Executive](#)

### Main contact at LERQ and LRQ:

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## Appendix A: Recent Changes to the Document

Here is a list of recent changes you need to know:

- A team must submit the team's budget for approval to NRA treasurer before opening a bank account. After the NRA treasurer approves the team budget, he or she will give the team treasurer a letter of authorization to bring to the bank to open a community account. NRA now has a budget cap on spending and fundraising in effect. Read the NRA Team Finance and Fundraising Policy for details.
- All teams U19 and younger require supervision in the change room and at all off-ice components of team activities. Read the NRA's Supervision Policy for details.

- Covid-19 Information and Protocols were removed from the main portion of the document after pandemic measures were lifted and are included below for possible future reference if needed.

## **Covid-19 Information and Protocols**

There is a vaccination requirement for all coaches and volunteers who enter indoor facilities in the City of Ottawa where Organized Sports are played and/or practiced. Details regarding the requirements can be found here:

<https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/LOI-Vaccination-for-Coaches-Volunteers-and-Officials-EN.pdf>

Managers/Safety Leads are required to collect confirmation of proof of vaccination (or proof of medical exemption). Some arenas have a check in for the NRA Safety Lead to sign off on their participants and spectators (Walter Baker), while other arenas do not. Visiting teams will be responsible for the vaccination status of their own members and spectators. If there is a refusal to present vaccination status, no more escalation is needed with that person. This should be reported to city staff with the date, team name etc. An update should also be sent to [RTR@nepeanravens.ca](mailto:RTR@nepeanravens.ca). Managers/Safety Leads are encouraged to send numerous reminders about pre-screening, masking, 2 meters social distancing and 1-2 spectators per family. At this time we are not able to check the vaccination status of players 12 years + but it needs to be noted that this requirement may be implemented at a future date.

## **Attendance and Screening:**

- All participants (players and spectators) must accurately update attendance information and complete the “Fit to Participate” waiver, using our scheduling system [here](#).
- The “Fit to Participate” assessment must be completed the same day that players are attending your ice time (these are only available 12 hours before scheduled ice time).
- Each team is responsible to ensure this is completed prior to their ice time.

## **Arena Guidance (City of Ottawa):**

- There are NO RESTRICTIONS on team sports Physical contact, size of teams, cohorts, or any other game play scenarios may resume.
- Ice capacity is limited to 80 people.
- The change rooms must follow 2 meter distancing It is expected that most change rooms will not accommodate a full team, so please limit time in change rooms and use the overflow areas where chairs will be available. If the room is full, please wait until another player exits before entering.
- Masks must be worn by everyone in the facility at all times This includes players in the change rooms, the bench staff and all spectators, with the only exception being for those on the ice. There will be zero tolerance for failure to comply, and those not adhering to masking policies will be reported to City staff to protect the integrity of our ice contracts and ensure health and safety for our participants.

- Facilities are allowing 50% capacity The number of occupants will be listed outside each facility and must be respected. Generally, this means that each player can have 1-2 spectators in attendance with them.
- No warm ups or dryland in the facility unless you pay and rent a room designated for that activity.
- Spectators must practice physical distancing in the stands unless you are from the same household.
- Parents and guardians are asked to remove equipment outside of the arena to help with capacity issues, and allow the next group to come in.

**Ringette Ontario Vaccination Policy - <https://mailchi.mp/e93ead19cd88/ro-covid-19-vaccination-policy-sept>**