



RNS Handbook for Team Managers¹

Updated September 2024

¹ This handbook is based on the Harbour City Lakers 2023-24 Manager's Handbook; Thank you to Angela Gallant and HLC for generously allowing RNS to use their handbook as a template.

Managers, Coaches and other users of this handbook: please share your suggestions for additions and/or improvements with the RNS Executive Director. Thank you!

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Checklist for Managers

Below is a checklist for team managers to use at the beginning of the season (especially) but also throughout the year. Included are links to the RNS website and other resources as needed. Please note that some of the activities are to be completed at the same time; the numbering system does not necessarily indicate a prioritization of items. Please reach out to the RNS Executive Director with any questions or concerns you have throughout the season.

Task	Information	Link (if needed)
1. Regular Communication	Communication is key to team success both on and off the ice. This communication begins with the manager and coaching staff. Establish a reliable method of regular communication early (emails, RAMP messages, etc) and ensure the chosen method is accessible for all families and athletes. Please be mindful of privacy concerns around group emails. Some individuals may not want their personal email addresses shared so please bcc unless or until you have consent to do otherwise.	

<p>3. Rule of Two eModule Training</p>	<p>While RNS does not require this training, it is free and strongly encouraged for ALL VOLUNTEERS. Please encourage your volunteers to complete the online Rule of Two eModule training course through The Locker.</p> <p>If you complete this course after the SafeSport course, please update your RAMP profile again.</p>	<p>Rule of Two Coach</p> <p><u>How the Rule of Two Works</u></p> <ul style="list-style-type: none"> • Work as a team A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants. • Remain open to the public Have a training environment that ensures all situations are open, observable and justifiable. • Plan transportation Have at least two adults present when traveling with a participant(s)... • Be sensible Be considerate of the gender of the participant(s) when selecting coaches or volunteers. • Transparent communication Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging.
<p>4. Ringette Canada Managers Course</p>	<p>All RNS managers are required to complete this course by November 15.</p>	<p>This course is available on the Ringette Canada website; the cost is \$25; RNS does not reimburse team staff for courses.</p> <p>www.coachingringette.ca</p>
<p>5. Criminal Record Checks (CRCs) and Child Abuse Register search (CAR)</p>	<p>Both a CRC and CARC are <u>required</u> for ALL RNS VOLUNTEERS – all managers, coaching staff, on-ice helpers, and minor officials (basically anyone who will be in contact in any way, even incidental contact, with athletes).</p>	<ul style="list-style-type: none"> • For more details on how to obtain the required screenings and ensure

The RNS Volunteer Screening Policy is 5.18 of the Operating Manual and can be found here:

[RNS Operating Manual - August 2024](#)

- The Child Abuse Registry (CAR) check is free and obtained by following this process:

[Apply for a Child Abuse Register search - Government of Nova Scotia](#)

- The Criminal Record Check (CRC) can be obtained at a **discount on RAMP** and is usually returned within 24 hours.
- If you have already obtained these checks for another purpose (school volunteer, for example), please upload the details to RAMP

Both checks are valid for 2 years. All volunteers need to obtain new checks immediately when they expire.

Once you (as a manager) obtain both, it is **mandatory** to upload them to your RAMP profile.

they are uploaded to RAMP, please see the detailed instructions on the RNS website:

[RAMP Registration Guide for Coaches, Officials and Volunteers](#)

	<p>ALL volunteers (parents, guardians) are required to have their CRC and CAR checks and the safe sport eModule course completed, as well as their RAMP registration (as a Volunteer or Manager) completed prior to the team's first activity or event</p> <p>Once you have uploaded the photos of your checks to RAMP, it will stay in your profile. When you renew your checks, you can simply remove the old check from your profile and upload your new one. It is always a good idea to keep a photo of your checks in a file at home/on phone so that you have a record.</p>	<ul style="list-style-type: none"> • If you have <u>parent/guardian volunteers</u> offering to help out and have their checks and courses, they can use the “Executive/Volunteer Registration” link from the main dashboard page, then follow the steps. For the position, “Volunteer” is available to choose from. They should also update this profile with their NCCP number from taking the two courses.
6. Manager's Duties	<p>Review section 5.10.5 of the Operating Manual which sets out the duties and responsibilities of RNS managers, including:</p> <ul style="list-style-type: none"> • Notify athletes of practices and games • Oversee fundraising and provide families with proper accounting their fundraising efforts and expenditures • Assign minor officials for home games • Arrange travel and accommodation for away tournaments 	<p>RNS Operating Manual - August 2024</p>

7. Meet with coaches	It is a good idea to meet with the head coach and assistant coaches as soon as the team is formed and these positions are filled to discuss plans for the season the year. The recommendations on tournament involvement should also be discussed at this meeting (more on tournaments below) since the manager will need this information to create a draft budget.	
8. Open a bank account for the team	<p>You will need to open a bank account for the team.</p> <p>The manager and treasurer should be the two co-signors for the account (as long as they do not live in the same household). Both co-signors will need to meet at the bank to open the account.</p>	<p>Steps to follow:</p> <ol style="list-style-type: none"> 1. Please provide the names of the two co-signors to the Executive Director to obtain a signed letter to take to any bank of your choice.

	<p>No personal money or personal email is to be used for funds. You should always use the debit card provided or team email etransfer.</p> <p>All money received from parents must be routed through the bank account (via etransfer) and recorded in the balance ledger (see Financial Monitoring, below).</p>	<p>2. When you call a bank to set up an appointment to open a team bank account, it is a good idea to check with them whether the 2 co-signers need to be there at the same time. Some banks require this and some banks are ok with you coming in one at a time.</p> <p>3. Make sure to bring the bank letter.</p> <p>To close the account at the end of the season, please ensure you transfer any remaining funds to RNS. Then the 2 co-signers can simply go to the bank teller at any branch with their bank cards and close out the account. The 2 co-signers usually have to be together to do this, but double check with your bank.</p>
<p>9. Create email address for team</p>	<p>In order to easily facilitate team emails and etransfers from parents, to tournament organizers etc it is recommended to create an email address for your team – you may be able to use the address and google account from the previous year. If you want to go that route and don't know who the previous manager was, please contact the Executive Director for assistance with this.</p>	

<p>10. Have parents fill out health form for their athlete (ASAP)</p>	<p>It is very important that you have each family fill out the required health form for their athlete and return to the team manager or head coach as soon as possible. Please scan all paper copies to create digital ones and provide to RNS. Ensure you keep a copy of the forms with you during all events. If you are not present at any team events, please ensure a trusted screened volunteer, preferably the coach, has the forms. These forms are private and should be shared with as few volunteers as possible and must be immediately deleted (paper and digital copies) at the end of the season.</p>	<p>RNS Medical Form with insurance info.docx (live.com)</p>
<p>11. Code of Conduct for Athletes</p>	<p>Ensure all athletes have reviewed and signed the Code of Conduct – provide copies to RNS</p>	<p>Ringette Nova Scotia : Athlete</p>
<p>12. Trans-Inclusion – Change Room Guidelines</p>	<p>RNS had adopted the Ringette Canada Changeroom guidelines which includes ensuring that all athletes wear a base layer at all times where in the presence of other athletes. Please ensure your coaches and athletes understand and adhere to the guidelines.</p> <p>Athletes should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). An athlete not arriving at the rink wearing their base layer can use an appropriate space (e.g., restroom or empty/unused change room) to change into the base layer and</p>	<p>Ringette Canada's Change Room Guidelines & Implementation Guide</p>

	<p>then enter the team change room with the other athletes.</p> <p>If you have an athlete on your team that is requesting an accommodation that you and the coaches are struggling to implement please reach out to the Executive Director for assistance.</p>	
<p>13. Decision on tournament involvement</p>	<p>The coaching staff will recommend to RNS which tournaments the team, if any, in addition to CRCs/ECRCs, plans to attend, and, once approved by RNS, the parents will vote on the recommendation when the budget is presented.</p> <ul style="list-style-type: none"> • All teams travelling outside Nova Scotia to participate in either a tournament, jamboree, inter-provincial and exhibition play are required to submit the <i>Travel Sanction Form</i> (see link provided below) to RNS. Teams that do not submit a form will not be sanctioned or insured to play outside of the province. • See more information below on these forms and requirements 	

<p>14. Travel Sanction Form for out-of-province tournaments</p>	<p>All teams traveling outside of the province of Nova Scotia to participate in either a tournament, jamboree, inter-provincial and exhibition play are required to submit the Travel Sanction Form (see link provided) to RNS. Teams that do not submit a form will not be sanctioned or insured to play outside of the province.</p> <p>Once this travel is confirmed by RNS, please send the form to the RNS Executive Director.</p>	<p>Ringette Nova Scotia : travel</p>
<p>15. Team Budget</p>	<p>A draft team budget is necessary before meeting with parents to explain expenses and revenue flow for the season.</p> <p>The following items must be included in the team budgets for away tournaments (including CRCs/ECRCs):</p> <ul style="list-style-type: none"> i. Airfare, if required; ii. Hotel expenses; iii. Hotel expenses for team staff (if requested); iv. Meals for team staff (if requested); v. Transportation other than airfare; and vi. Miscellaneous (medical) vii. per athlete admin fee; to be remitted to RNS by Nov 1, 	<p>Budget sample followed by detailed accounting sample; if you want to use these templates, please immediately make a copy and save on your team gmail and ensure only team staff and RNS can access; <i>do not type directly on the templates:</i></p> <p>https://docs.google.com/spreadsheets/d/1PJVwATnHQrwoJKg6uFOqEPUePew4vIk_cVgEShJK75U8/edit?usp=drive_link</p> <p>https://docs.google.com/spreadsheets/d/1WsOpR4ORKEuUQvKbZL7xeOTlhDjvn72/edit?usp=drive_link&oid=117953083953371890958&rtpof=true&sd=true</p>

	<p>admin fee amount set by RNS annually (check with ED for amount)</p> <p>viii. \$30 RNS jersey deposit (\$15 will be returned at the end of the season when jerseys are returned to RNS)</p> <p>A decision on seed money / monthly payments (i.e. a set amount from each family) should be presented to the parents at this meeting.</p> <p>Athletes (individual families) are responsible to raise all funds needed to finance the teams. This amount will include but is not limited to practices, games and referee expenses, tournament registration fees and team travel and accommodations for tournaments.</p> <p>RNS policy (5.10.15) requires that the team budget including all away tournaments be approved by 75 per cent of the parents by Nov 1.</p> <p>**NOTE** All team budgets need to be reviewed by the Executive Director and given approval early in the season. Please share your draft budget with the executive director asap and before your parent meeting</p>	<p>RNS Operating Manual - August 2024</p>
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	<p>Note: if certain athletes are not attending certain tournaments or events due to injuries, other commitments, etc, be sure to establish asap what the financial contribution is for each family in those circumstances. RNS will not make up for shortfalls in budget funding in these circumstances.</p>	
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<p>16. Financial Monitoring</p>	<p>The team staff are responsible for ensuring there is a detailed record of all funds received by the team and all spending. Teams will also require record keeping for individual player accounts, since fundraising allocations will often be based on individual sales.</p> <p>RNS policy 5.10.15(h): Each team is responsible for submitting a reconciled financial statement upon request and a final financial statement by May 15th for review by the RNS executive director.</p> <p>RNS policy 5.10.15(j): Athletes on provincial teams must be in good standing, according to the team's agreed payment schedule, in order to participate in team activities, practices, games, travel and tournaments. The RNS BOD must be notified immediately, if an athlete is not in good standing. Upon notification, RNS may suspend or remove an athlete from participating on the provincial team if the athlete is not in good standing.</p>	<p>See links above for sample budget and team accounting</p>
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<p>17. Team Walk Out Wear / Kit</p>	<p>RNS will coordinate team kit / walk out wear for all teams attending CRCs and ECRCs. All RNS athletes will have the same clothing, which can be used for multiple seasons going forward. Teams are discouraged from purchasing their own unique team swag as this is an unnecessary cost. If teams do want to offer unique team items, they should be optional purchases. Any items with RNS branding need to be approved by RNS in advance of purchasing.</p>	<ul style="list-style-type: none"> ○ Consult with Equipment Coordinator and / or Executive Director for instructions on how to purchase team kit
<p>18. Team Jerseys</p>	<p>Please contact the Executive Director or RNS Equipment Coordinator to receive team jerseys.</p> <p>Note: teams must purchase/source their own practice jerseys (if needed); RNS will no longer lend out tryout jerseys.</p>	

19. Social/Holiday Event	<p>It is very common for the manager and coaching staff to decide on a venue and activity for a team event. It is a wonderful idea, and RNS encourages giving back to the community.</p> <p>RNS strongly encourages each team to do at least one community-based fundraising or community service. Managers are encouraged to take photos during these events and share with the ED to be posted on RNS social media pages.</p>	
Policies and Information		
RNS Operating Manual	It is important for the team managers to review and become familiar with the policies and procedures in the RNS Operating Manual, especially the Finances and Social Media policies.	RNS Operating Manual - August 2024
Safe Sport	RNS had adopted the Ringette Canada Statement on Safe Sport.	Statement on Safe Sport RNS Adopted by RNS Board Sept 1 2022 (1).docx (live.com)
Transgender Inclusion	RNS had adopted the Ringette Canada Trans-Inclusion policy, including the Change Room Guidelines.	Trans-Inclusion Policy Template_FINAL RNS 1.pdf (rampinteractive.com)

		Ringette Canada's Change Room Guidelines & Implementation Guide
Ringette Canada	Visit the Ringette Canada website to read information on the sport in general, National Ringette League or information on various policies.	Ringette Canada - This Ice Is Yours
Link to Sport Injury Report Form	If an injury occurs at a game, practice or any RNS sanctioned event, a sport injury form has to be completed and submitted to Ringette Nova Scotia within two days of the injury occurring. See details on the form in the link provided.	Accident Claim Form
Complaint about coach or manager	Please see RNS Misconduct Policy (5.21.28 of Operating Manual). Please wait at least 24 hours after the incident to submit a complaint. Please contact the ED for further information.	RNS Operating Manual - August 2024
Link to NS lottery license	Your team may decide to sell tickets on prize as a fundraiser. A NS lottery license is required for any kind of fundraising event involving ticket sales. Please see the link for the application and information.	Ticket Lottery Permit: single draw ticket raffle with prizes \$4,000 and under - Government of Nova Scotia