

Coaches & Managers Meeting

SEPTEMBER 26, 2023

7:00PM



Team Staff Requirements



- ▶ Active Start: All Coaches do Coach Initiation in Sport (CiS) eModule
- ▶ U10, U12B, U12C, **U14C, U16C**: All Coaches Community Sport Initiation (CSI) Trained (14C and 16C can be EITHER CSI Trained or CI Trained)
- ▶ U14, U16, U19: All Coaches Competition Introduction (CI) Trained
- ▶ U14AA (Head Coach ONLY), U16A/AA, U19A/AA: All Coaches CI Certified
- ▶ Junior Coaches & On-Ice Assistants: CiS eModule
- ▶ Managers: N/A - please register a manager per team!
- ▶ Trainers: submit proof via Google form

NEW - Safe Sport Training is required for all Team Staff.

- **Safe Sport- free e.learning is 90 min. long- @www.thelocker.coach.ca - Search Safe Sport**

Components required to complete the pathway for each status:

| CSI Trained | CI Trained | CI Certified |
|--|--|---|
| Make Ethical Decisions | Make Ethical Decisions | |
| Ringette Community Sport Initiation Course | Ringette Competition-Introduction Course | Ringette Competition-Introduction (CI) Evaluation |
| Coach Initiation in Sport eModule | Coach Initiation in Sport eModule | Make Ethical Decisions Online Evaluation |
| Make Ethical Decisions Online Evaluation | | |

Quick Cheat Sheet -



| <u>Division</u> | <u>Head Coach</u> | <u>Asst. Coach</u> |
|-----------------|----------------------------------|----------------------------------|
| Active Start | CiS eModule | CiS eModule |
| U10/Fun 2/3 | CSI Trained | CSI Trained |
| U12B/C | CSI Trained | CSI Trained |
| U12A | CI Trained | CI Trained |
| U14C | CSI or CI Trained | CSI or CI Trained |
| U14A/B | CI Trained | CI Trained |
| U14AA | CI Certified | CI Trained |
| U16AA | CI Certified + CD module for CRC | CI Certified + CD module for CRC |
| U16A | CI Certified | CI Certified |
| U16B/C | CI Trained | CI Trained |
| U19AA | CI Certified + CD module for CRC | CI Certified + CD module for CRC |
| U19A | CI Certified | CI Certified |
| U19B | CI Trained | CI Trained |
| Open A/B/C/D | No requirements | No requirements |
| NRL | CI Certified + CD module | CI Certified + CD module |

NEW - Safe Sport Training is required for all Team Staff.

- **Safe Sport- free e.learning is 90 min. long- @www.thelocker.coach.ca - Search Safe Sport**

Team Staff Requirements cont'd



- ▶ Coaches eligible to attend the Canadian Ringette Championships (CRC):
 - ▶ CI Certified
 - ▶ Coaches already CI Certified prior to 2023 season must complete a multi-sport Competition Development module
 - ▶ NCCP Safe Sport OR Respect in Sport for Activity Leaders
- ▶ Make Ethical Decisions (MED) Class vs. Online Evaluation
 - ▶ **DO NOT PAY \$85**
- ▶ DEADLINES:
 - ▶ Prior to stepping on the ice for Junior Coaches & On-Ice Assts
 - ▶ December 15th for CSI and CI Trained.
 - ▶ January 31st for CI Certified
 - ▶ March 1st for CRC attendees

Team Staff not meeting the requirements by Dec 15th (except CI Cert & CRC) must be removed from the roster and may not participate in team activities.

Team Staff Requirements cont'd



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Where/How to register?

Coaching Association of Canada (CAC)

website, also called the NCCP Locker

<https://thelocker.coach.ca/>

This is where coaches register for/complete:

- CiS
- **Safe Sport- free e.learning is 90 min. long**
 - [@www.thelocker.coach.ca](https://www.thelocker.coach.ca/) - **Search Safe Sport**
- *MED Class (full price)
- MED Online Evaluation
- Comp Dev Multi-Sport modules

**NEW - Safe Sport
Training is required
for all Team Staff,**



Ringette Canada's Coaching Platform

<http://www.coachingringette.ca/>



This is where coaches register for/complete:

*MED Class (subsidized \$)

CSI Class

CI Class

CI Evaluation

Manager Cert

- Validating team staff certification -
<https://thelocker.coach.ca/access/account/public>

Junior Coaches, Managers, Trainers & Team Requirements



- ▶ Get a Junior Coach!
- ▶ Must be supervised by a head coach or assistant coach at all times
- ▶ Do not fulfill the female coach requirement

Teams are not required to register a manager but are strongly encouraged to do so. This helps with communications in the future!
Managers are not allowed on the bench.

- ▶ Ringette Alberta believes that:

“Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult male coaches.”

- ▶ Min/Max on TRF
- ▶ Min/Max on bench during games
- ▶ Acceptable Absences - RAB doesn't need to know!

Teams are not required to register a trainer, but if they do, the trainer must submit proof via a Google form (to be sent). Female trainers do not fulfill the female coach requirement.

Fees & Fines

- ▶ We recommend being clear with coaches about what will and won't be reimbursed with regards to their coach training.

| Course | Fee |
|---|-------|
| Ringette - Community Sport Initiation (CSI) | \$130 |
| Ringette - Competition Introduction (CI) | \$220 |
| Ringette - CI Evaluation | \$80 |
| Make Ethical Decisions (MED) | \$30 |

- ▶ Fines will be assessed to associations for the following infractions:

- ▶ Athletes participating in any team event before they are registered in RAMP
- ▶ Coaches participating in any team event before they are registered in RAMP
- ▶ Individuals acting in a role for which they do not meet the qualifications, e.g. allowing an individual to register as a trainer but act as a coach
- ▶ AFTER the Roster Freeze date of Dec 15th, teams who require additional team staff to be added in order to remain viable

Fines range from \$500-\$750 and may result in teams forfeiting previous games played

OR any ice/bench staff still participating after Dec 15th if they were removed from the roster



MENU SPRA ONLINE STORE ABOUT US ▾ REGISTER/LOGIN ▾ PARENTS ▾ **COACHES ▾** MANAGERS ▾ OFFICIALS ▾ EVALUATIONS PROGRAMS AND CAMPS ▾

TOURNAMENTS ▾ INFO AND RESOURCES ▾ NEWS SPONSORS MASTER CALENDAR BLACK GOLD LEAGUE

COACHING INFO CERTIFICATION

LONG TERM ATHLETE DEVELOPMENT **COURSE REIMBURSEMENT**

SPRA Will reimburse all Course Cost

Responsible Sport Movement

- ▶ Rule of Two infographic
 - ▶ Reminder that the Rule of Two applies to electronic messaging
- ▶ 3 pillars of the [Responsible Coaching Movement](#)



Rule of Two



Background Screening



Ethics Training

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: coach.ca/responsiblecoaching



Interacting with On-Ice Officials



This must be communicated to all coaches, athletes, and spectators clearly.

- ▶ Abuse of officials will not be tolerated.
- ▶ Despite taking in ~100 new officials every year (COVID aside), the pool of officials only grows by a few each season. This means ~100 officials LEAVE.
- ▶ Officials have a long-term development plan, and it doesn't include mastering everything at once at the beginning.
- ▶ You should expect officials to be about as competent as the athletes at whatever level you're at
- ▶ Officials make ~200 decisions over the course of a game.
- ▶ Asking an official for clarification is ok, and you can still disagree, but the discussion is over.
- ▶ Coaches have a responsibility intervene when athletes, spectators, or other team staff aren't behaving respectfully.

Affiliation

- ▶ Read through the affiliation policy. <https://ringettealberta.com/wp-content/uploads/2019/06/5.0-Player-Affiliation-Policy-June-15-2019.pdf>
- ▶ How many affiliates can you have dressed at your game?
- ▶ Intent is to safely have enough athletes to compete. Affiliation is NOT:
 - ▶ Develop athletes with more ice time
 - ▶ Make your team more competitive
- ▶ Tip: if you affiliate a player whose parent is a coach, add the parent to that team's coaching staff.
- ▶ Collaborate with nearby associations if you do not have a team at every level.
- ▶ Affiliate from more than one team if you can so that conflicts won't affect everyone
- ▶ Work together so that there are enough affiliates for every team



Concussion Protocol



- **SPRA Policies and Forms**

- The Return to Play form below must be filled out by a healthcare professional and returned to the Team Manager or Coach before the athlete will be allowed to resume play.

- [SPRA Concussion Policy](#)

- [SPRA Athlete Return To Play Policy](#)

- [SPRA Return To Play Form \(mandatory\)](#)

SPRA Coach & Player Development



1) Coach Development

[\(coach@sherwoodparkringtee.ca\)](mailto:coach@sherwoodparkringtee.ca)

- a) On-Ice & Off Ice Coach development at U10, U12, U14 and where needed U16.
 - Coach to team development w/on ice practice support tailored to each division
 - Exclusive coach development sessions with coaches and a *team to develop all coaches
 - U10/12/14- what skills, fundamentals, and expectations for this level and how do I apply those to the ice
 - Sessions for full ice game play and half ice game play
- b) Coaching Tools to help you succeed
 - Weekly Practice Plans provided (starting in October) by age group
 - Base system work - Offensive systems, Centre Free Ring, D-Breakout, O-free ring ,
 - Access to hockeyshare at the association level to build plans and look at last years plans. 1 per HC to share with team.
 - Goal Setting sessions - train the trainer. Train the coaches to deliver these to your teams
 - Working on SPRA courses from Dr. Lisa - How to coach female athletes, etc.

Player Development

[\(development@sherwoodparkringette.ca\)](mailto:development@sherwoodparkringette.ca)

- a) Power Skating
 - U10-U16, 6 Sessions; U19, 4 Sessions with Debbie Klatt
 - Progressive skating plans
 - Coach Feedback Essential
 - Copies of Plans, Drills
 - Active Start - Savannah Maloney
- b) Goalie Clinics
 - 3 Friday Night Clinics for U10S3/U12 & U14/16/19 designed by 5-Count
 - Rotating Goalie Jr. Coaches for U10/U12
 - U10S1, U10S2 - Guest Goalie Coaching
- c) Mental Training with Lisa Rogerson
 - Handling Stress and Anxiety for Players
- d) Fitness/Conditioning - Kennedy Hickey @ Fit Code
- e) Goal Setting With Lorrie Horne
- f) Drop in Sessions (fitness, on ice) - TBD

Coaches - What development opportunities do you want for your age group?



Coaches - Extra Info/Reminders

- CRC – to be done every two years
 - You MUST upload to your RAMP profile (the profile you registered as a Coach with in RAMP)
- First Aid Kit & other fun things!
- Social Media
- Don't forget
 - Player Code of Conduct
 - Parent Code of Conduct
 - No phones in change rooms
 - 24 hr rule
 - Group chats should be monitored and all inclusive
 - Make it FUN for these athletes, we want them to grow, develop and return to sport

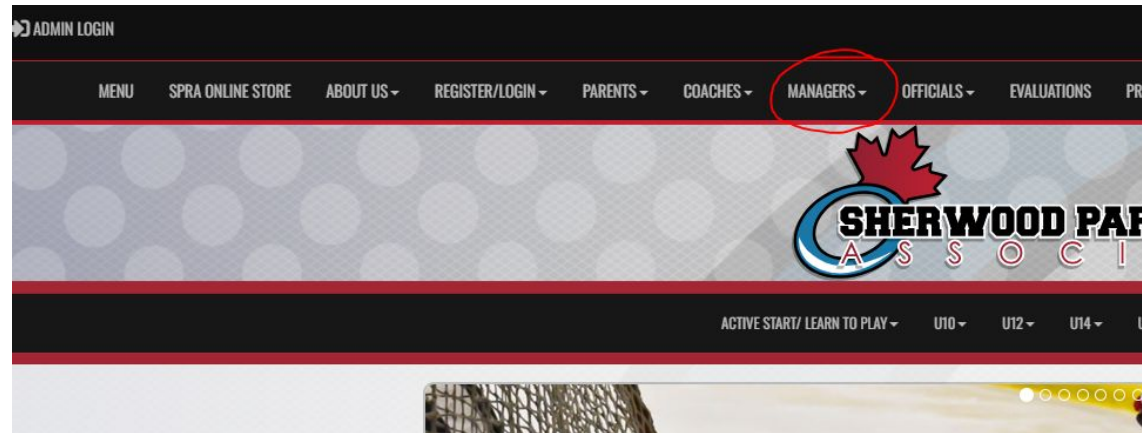
MANAGERS WELCOME

Thank you for taking on the important role of Team Manager this year! Our teams cannot function without this vital position being filled.



Our website has been updated to provide the documents you will require as a manager, please reference it often.

<https://sherwoodparkringette.ca/>



NEW THIS SEASON

Managers WhatsApp Chat Group

NEW for 2023/2024 season: A WhatsApp group chat for SPRA Team Managers!

Join the WhatsApp chat group to post questions, ideas etc to help you through your season.

Email Managers@SherwoodParkRingette.ca to get set up!



KEY DATES: Black Gold League (BGL) and Ringette Alberta (RAB)

Team Registration Form:

To be submitted **BEFORE October 6**

- Association to provide BGL with all team staff contacts Information will be supplied to Managers from BGL– this will include your team code

October 7, 2023

- Session 1 schedule distributed

October 14, 2023

- Session 1 begins play all divisions except U10 (begins October 20)

Critical dates can be found on the BGL website

Affiliate Registration Form: To be submitted by November 15

- You will be given a list of your designated affiliates for the season. The required form ([available on the RAB website](#)) needs to be completed and sent back to our registrar.
- If you have any questions about your team affiliates, please reach out to your division director

Platinum Ring Tournament:

- Our tournament will run November 10-12, 2023 (NEW in 2023 – SPRA Teams don't have to pay)



GETTING GOING...

Quick Steps

Communicate with your Team Staff (all Coaches, JR Coaches, Manager) – you are a team!

- ★ Set up Team Snap / RAMP
- ★ Coach or Manager email the team for introductions and ask for team volunteers (treasurer, PRT rep, fundraising, etc)
- ★ Arrange Team Meetings
 1. Parent meeting – coach/Manager meet parents, set out expectations for the season etc.
 2. Athletes – Coaching team and Manager meet with athletes set out expectations for the season etc.
- ★ Set up some ice breakers/social activities to help bond the team.
- ★ Ensure your team staff all have their CRC and are registered in RAMP
- ★ Read the Parent Handbook (on the website)



GETTING GOING:

COMMUNICATION:

The main job of the Manager is communication with your team! This can include communicating the schedule of games, practices, social events, etc... to your team (using a platform that your team chooses – Team Snap, RAMP, etc...) It also involves communicating with various Board members, other Team Managers, BGL, and sometimes Ringette Alberta. Basically, you are the primary point of contact for your team. Ice schedules will be sent to you frequently by our Ice Allocator and will be available on the website as well.

HOW DO I COMMUNICATE WITH MY TEAM?

Teams typically choose a software platform to communicate with one another. There are lots of options, but most teams choose Team Snap or RAMP because they are familiar with them. If you opt for Team Snap, please know there are a few different plans to choose from depending on your team's needs. Be mindful that there is a cost to these that may need to be approved by your team.

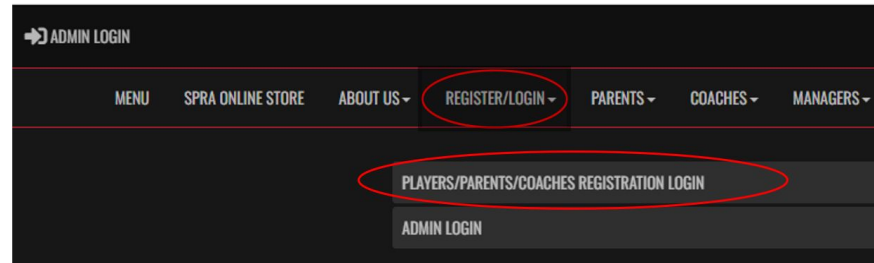
TEAM ROLES:

Here is a list of roles that you ***may*** require on your team. It is not the Manager's job to do everything. Delegate responsibility where you can. All these roles are outlined in the Parent Handbook.

- Manager, Treasurer, Tournament Coordinator, Fundraising Coordinator, Minor Officials Coordinator, Platinum Ring Representative, Spectator Liaison, Social Coordinator, Nutrition, Social Media Coordinator, Apparel/Teamwear

CRIMINAL RECORDS CHECK:

All members of your Team Staff are required to have an up to date (up to 2 years old) Criminal Record Check (CRC). This can be done free of charge for residents of Strathcona County at the RCMP Detachment. A letter from the SPRA is required and can be found on our [website](#). If you are not a resident or are trying to get one with EPS, there may be a charge. A copy of each person's completed CRC must be uploaded by THEMSELVES into their RAMP Profile.



SETTING UP A TEAM BANK ACCOUNT:

Managers *may be required* to assist their Team Treasurer with setting up a team bank account. The banks *may require* signed copies of both **meeting minutes** (from your parent meeting) **and rosters** before an account can be set up. The signed minutes usually need to include the following:

- Who was in attendance, date, and time (start and finish)
- The agenda of the Parent Meeting (get from your coach)
- How many people you'll be requiring to have signing authority
- What the account should be named
- To be signed by at least two people in attendance

*Alternatively, your bank may only require a signed letter (coach, manager, treasurer). A template for this letter is available – you can email Managers@SherwoodParkRingette.ca for a copy.



MINOR OFFICIALS:

- HOME TEAM:
 - Time Clock
 - Game Sheet
- AWAY TEAM:
 - Shot Clock
 - Penalty Box

Note: BGL decided at AGM to have both teams use minor officials and to reduce the number from 5 to 4 to help with the number of people in smaller size arenas.



SPECTATOR LIAISON:

Teams are required to have a Spectator Liaison (SL) at each game.

Liaisons must have badge visible at games (SPRA will supply each team with one prior to league games starting)

Responsibilities of the SL:

- Seat yourself in a visible area to watch the game. (among your team's fans)
- Monitor the behavior of your team's spectators
- Quickly diffuse potential issues by calmly addressing the behavior with the person(s) involved
- Connect with the other team's SL should unacceptable behavior occur with spectators not associated with your team. Under no circumstances should a SL directly police another team's fans
- Submit a brief report in writing, outlining any incidents involving any individuals, to: vp@sherwoodparkringette.ca

GAME SHEETS-*NEW* *Digital Game Sheets*

BGL Electronic Gamesheet Instructions ([click HERE for link to further instructions](#))

RESPONSIBILITIES OF THE HOME TEAM and VISITING TEAMS

1. The Home team is responsible for all MINOR officials
 - Time Keeper
 - Scorekeeper (RAMP Game sheet App)
 - Shot Clock operator
 - 2 penalty box attendants
2. Home team must set their roster in game sheet APP prior to the start of the game
3. Visitor team must set their roster in game sheet APP prior to the start of the game
4. Players or Coaches can be edited if suspended or injured and must be changed in the roster
5. Spectator Liaison to be added to both Home and Visitor Rosters under TEAM STAFF
6. Discipline information will automatically be forwarded to the BGL Disciplinary Director at the conclusion of the game
7. Visiting team must verify the game sheet as we currently do (please remember this verification is for the score and the completion of the game)

SCOREKEEPER RESPONSIBILITIES

Correctly completing the online score sheet while in the time keepers box is essential to ensure we have accurate record keeping. It is important that managers and parents are knowledgeable about the new online game sheet system.

It is the scorekeepers responsibility to ensure accurate game information is recorded on the electronic game sheet

The score keeper or 1 penalty box attendant may also aid in the score keeping by using a scratch pad to help keep track of goals, penalties and the times for accurate input of stats into the game sheet App

At the conclusion of the game the score keeper must ensure that all minor officials have been added to the game sheet (time keeper, score keeper, and shot clock operator)

The goalies **MUST** be added to the game sheet at the conclusion of the game please fill in all fields as they are required for the upload of the goalies. The shots will need to be filled in, this field can use either accurate shots if tracked or just enter 1 shot per goal.

REFEREES

Referees must complete the game sheet on the time keeper's device or their own following the game. Referees should be checking for accuracy of the sheet as well as input of their information.





BLACKOUTS/RESCHEDULES/ FINES/EXHIBITION GAMES:

- The session 1 blackout deadline has already passed, but please let our ice allocator know if you are accepted into any tournaments during the first session so she can schedule practice ice accordingly.
- During the second session each team may request 2 black outs for tournaments.
- If a game is not rescheduled or SPRA forfeits a game the team will incur a \$750 fine.
- Travel/Weather reschedule information is listed on BGL website, please ensure you are familiar with what is required to reschedule so you do not incur a fine.
- Exhibition games: League games are given priority over exhibition games, and referees may have reduced availability during tournaments and similar events.

SPRA Platinum Ring Tournament (PRT)

This year SPRA teams will not be required to pay the entry fee for our Home Tournaments!

Each team must have a Platinum Ring Tournament (PRT) Representative for their team.

This is what is expected of the PRT Rep from your team:

- Each team will need to assign/provide a representative from your team to help with the Platinum Ring, our local ringette tournament.
- Each team rep is to obtain 2 donations for the tournament. It can be a silent auction item or a discount at a local restaurant.
- This individual will attend tournament planning meetings.
- Tournament reps will work within the committee to help our Platinum Ring be a successful experience.
- Reps are responsible to communicate tournament commitments to the team, such as raffle basket donations valued at \$150 and volunteer shift schedules for the tournament
- Reps will generally work one to two additional shifts the weekend of the tournament as a “Tournament Committee Representative” in addition to team volunteer requirements.
- A parent can be a rep for more than one team.

All SPRA teams must attend SPRA home tournaments.

Please have your team’s PRT Representative email tournament@sherwoodparkringette.ca with their contact info and your team division and team name (ie: U14B-2 Rockstars) **no later than October 5, 2023.**

November 10-12, 2023

We will host the following:

- U10S3
- U12 A.B.C
- U14 AA,A,B,C
- U16 A,B
- U19 A,B



Golden Ticket Exchange for Tournaments

GOLDEN TICKET

- A golden ticket is an exchange with another association's team in the same division for a spot in their tournament and they in return receive a spot within our Platinum Ring tournament.
- **Each team is entitled to ONE (1) golden ticket exchange.**
- Teams are responsible for coordinating with the other association's team that they are interested in exchanging with.
- Once a deal has been made then you must forward or reply all with the information to tournament@sherwoodparkringette.ca and this **must be 'approved' by the Tournament Director.**
- Any golden ticket requests that come to tournament@sherwoodparkringette.ca will be forwarded on to the corresponding teams. If there are 2 teams in that division it will go to both and the first to respond will be the one to accept the exchange.
- If you would like to know what teams have registered in our tournament to reach out to for an exchange you can email tournament@sherwoodparkringette.ca with your division information.
- The coordinator will send you a list of the teams that they have on file for registration.
- Both teams must register and the payment must be received from the other team.



Change Rooms

- Female (adult) in the dressing room
- The Rule of Two
- Cell phone use – guidelines

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: coach.ca/responsiblecoaching





SPRA Dispute Resolution Process

1. Wait 24 Hrs, then connect with the Team Manager or Coach as required



2. If not resolved at that level, connect with your Division Director



3. If not resolved at that level, Division Director and Complainant will contact the President and Vice-President



Code of Conduct and Ethics

As Coach and/or Manager it's important that you have each athlete/family sign a printed copy of the **SPRA Code of Conduct and Ethics**.

- The form can be found here:
https://cloud.rampinteractive.com/sherwoodparkringette/files/Code%20of%20Conduct%20for%20Players%20%26%20Families-21_22.pdf
- Ensure you collect these and keep them on file, as they are an important reminder to our membership and a helpful referral document should it be needed.
- This should be done for all teams U10 Step 1 to U19, including the AA teams.
!TIPS! Coach can review with the athletes and discuss each item.



Code of Conduct for Players & Families

SPRA is committed to providing an environment in which all individuals are treated with respect. Furthermore, SPRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of SPRA. Members will be subject to sanctions according to SPRA's Discipline Policy¹ for non-compliance of the following:

- I will not abuse or harass any official, opposing team member, team mates, parents, member of the coaching staff or SPRA Executive.
- I will not show disrespect to the officials, including the use of foul language and obscene or offensive gestures.
- I will comply with the rules, regulations and policies of SPRA.
- I will follow the public health guidelines of the day.
- I will ensure any behavior on or off the ice shows integrity to the event and SPRA, this includes dressing room and practice behavior.
- I will adhere to the highest standards of fair and respectful game play. I will not engage in conduct that is disrespectful and does not demonstrate fair play (e.g. any excess of penalties, major penalties on the ice against other players, coaches and officials, etc.)
- I will not deliberately disregard the Ringette Alberta or SPRA Rules.
- I will not engage in any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol and/or cannabis, non-medical use of drugs, tobacco or vaping products by minors.
- I will represent SPRA with pride and will not use Social Media (such as but not limited to Facebook, Twitter, Instagram) to disrespect, harass, or intimidate others.
- I will only post appropriate, positive social media content which is consistent with the values of SPRA.
- I will not take photographs or videos in the locker room.
- The SPRA Code of Conduct shall govern all disciplinary matters within our association to the extent that it conflicts with or augments the Code of Conduct of the Alberta Ringette Association or Ringette Canada, but shall not supersede or replace elements of the Zone bylaws or Ringette Alberta By-Laws.
- My family and I agree to this code of conduct, and will follow it.

My family and I agree to this code of conduct, and will follow it.

Athlete: _____ Signature: _____

Family Representative Signature: _____ Date: _____

¹ All information on SPRA's Policies, Values and Code of Conduct can be found on our website*



Social Media Updates

Pam Kennerd, Social Media Coordinator

This season:

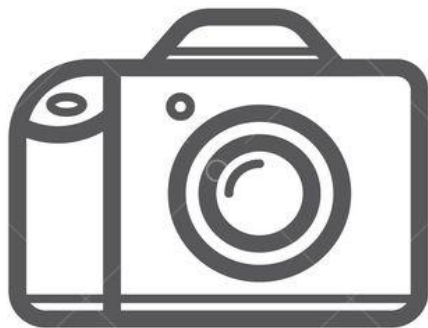
- Teams should ID a social media rep for each team that we can communicate with
- Please provide your team rep contact information to Media@SherwoodParkRingette.ca by **October 21**.
- Team Social Media Rep should be aware of the Guidelines and Procedures manual on SPRA website and the social media policy.
- Any team social media accounts are expected to follow SPRA's social media policy and operate on behalf of SPRA. Team accounts are not used for personal opinions or objectives. Please ensure you demonstrate respectful and supportive behaviour with regards to the association, program and athlete accomplishments or results. Please tag SPRA as well.
- **Code of Conduct:** At time of registration, each family signed this document. It is important that each team take a few moments to review this document prior to the start of the season. It can be found on the managers tab of the website.



2023/24 SOCIAL MEDIA TEAM REPRESENTATIVE

(Volunteer Role on Each Team)

- Each team will designate one representative who will update SPRA's Social Media Coordinators with team specific events (such as tournaments you are attending, team events, special player recognition).
- Please send information in a timely manner (i.e. if you know your team is going to a tournament, please send us the info earlier in the week so we can post something prior to the weekend).
- Not everything can be posted, we will do our best to post what we can.
- Ensure the content you are sending is appropriate to be posted online. NO PHOTOS FROM IN THE CHANGEROOM
- Privacy: Ensure identifying information (e.g. full names) is not included.
- At the beginning of the year discuss with coaches and parents what the team is comfortable posting, achieve consensus and adhere to this consensus.
- Encourage others that post to tag SPRA in their post - we love to see everyone's posts and hopefully can share those as well!
- Team features - once per season, please provide a short write up on the team, with a few pictures, through your social media team rep. Information can be sent to media@sherwoodparkringette.ca



Team Photos: Oct 24, 25, 26

- SPRA will communicate more information regarding Team Photos at a later date. Watch your email!

Qualifications/Requirements:

- At some point during the season, you (Manager) will be contacted by SPRA with a list of your Team Staff and any qualifications they may be missing. It is your job to pass along this information to the intended party so that they know what is required. It is not your job to facilitate them getting the correct certifications.
- Although not mandatory, as per Ringette Alberta Policy, Managers must have completed their certification by December 15 of the current playing year to be eligible Team Staff members. Information can be found at: <https://ringettealberta.com/team-staff-requirements/>

AGLC Licensing

- If you are holding a fundraising RAFFLE for your team, you **MUST** be licenced by AGLC. Please contact Lee Shalapay and he will assist with the licencing process: fundraising@sherwoodparkringette.ca

SPRA Fundraising Raffle:

- This year will be doing a cash raffle again
- Lee Shalapay (Fundraising Coordinator) will distribute tickets to teams once they are available
- Families must return all the tickets to their Manager, but they keep any money they get from selling the tickets. (raffle tickets were paid for in registration fees)
- Managers will return all of the team's tickets at the same time.



EQUIPMENT REQUESTS:

- Pylons
- Ice markers
- First Aid
- Hand Sanitizer
- Game Sheets

Please send requests for additional equipment to your Division Director



CAN'T ICE A TEAM FOR PRACTICE?

- If you know in advance that your team cannot ice enough players (8 bodies) for your full or shared ice slot, contact the Ice Allocator ASAP. Failure to notify may result in a fine.

CAN'T ICE A TEAM FOR A GAME?

- If you know you can't ice a team for a league game, contact the Ice Allocator ASAP. They will make the appropriate contacts in order to reschedule.

CANCELLING ICE FOR YOUR TEAM IS YOUR LAST RESOURCE

- Be sure to check in with all of your affiliate players for their availability before contacting the Ice Allocator to cancel your game/practice ice.

THANK YOU!



Let's work together to make this a great season for players and parents!

Any (Manager specific) questions?

Managers@SherwoodParkRingette.ca

Any (coaches specific) questions

coach@SherwoodParkRingette.ca