

MANAGERS MEETING  
SEPTEMBER 26, 2022  
7PM



# 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/>

Info and Resources

- Managers Info

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

## Team Registration Form:

### To be submitted by October 7

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

### October 8, 2022

- Session 1 schedule distributed

### October 14, 2022

- Session 1 begins play all divisions except U10 October 21 for U10

If needed reference the [BGL website](#) for dates



## 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 10-13, 2022

# 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.

- Manager, Treasurer, Tournament Coordinator, Fundraising Coordinator, Minor Officials Coordinator, Platinum Ring Representative, Spectator Liaison, Social Coordinator, Nutrition, Social Media Coordinator, Apparel (although it sounds like SPRA is setting up an online store this year through Sin Bin)

## 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 the completed CRCs will need to be sent to our Registrar as communicated by SPRA.

## **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 on the website.

## MINOR OFFICIALS:

Minor Officials (5) will all be supplied by the home team as per BGL.

- Timekeeper
- Scoresheet
- Shot Clock
- Penalty Box (x2)



## 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:

- Ensure your name is on the game sheet (vertical space beside black HOME or VISITOR bar)
- 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](mailto:vp@sherwoodparkringette.ca)

# GAME SHEETS

- Please see the Managers tab for instructions on what a properly filled out game sheet is supposed to look like as well as a template for game sheet labels you can use.
- Games sheets are typically completed by the Home Team's Manager (or designate) before the start of each game and then given to the Away team to finish off before it is sent to the Timekeeper's box with the Minor Officials.
- You must list everyone that is present (on the bench) for the game. Captains, Assistant Captains, affiliate players, spectator liaison, overage players, all coaches, and trainers, etc... will need to be noted. If someone will be late, make sure they are on the game sheet as well.
- The Home Team typically collects the completed game sheet from the Minor Officials after the game is over and distributes the copies to the Away team as indicated on the sheet.
- BGL will give instructions on how to properly input your game sheet information into RAMP.





## BLACKOUTS/RESCHEDULES/ FINES/EXHIBITION GAMES:

- Teams are not allowed to black out any time in the first session for tournaments etc. these games must be rescheduled.
- 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 (and officials for those games) can be scheduled through the document found on the website.  
[Sherwood Park Ringette Association : Website by RAMP InterActive](#)



- Our tournament will run November 10-13, 2022.
- We will host the following divisions:
  - U10S3
  - U12 A.B.C
  - U14 AA,A,B,C
  - U16 A,B
  - U19 A,B
  - Open B

### Team Commitments

EACH TEAM must have an SPRA Platinum Ring Representative who will coordinate the gift basket and will assist in doling out the volunteer positions for your team.

All teams need to provide a raffle baskets valued at a *min \$150 value*. No alcohol and no lotto. Your team basket should include a detailed list of contents and must be wrapped securely. We will provide basket drop-off information in due course. Please provide a name, email address and phone number for your team representative to [Tournament@SherwoodParkRingette.ca](mailto:Tournament@SherwoodParkRingette.ca)

**Golden Tickets:** Many associations are not using this idea anymore, but if you are able to, this is how it works:

- Both teams must be registered and paid in full to each tournament
- Contact must be made to the registrar from each association's tournament to confirm the acceptance of the "Golden Ticket"

### 50/50

This year we will be having an online 50/50 which will open up to sales beginning the week prior to the tournament. We encourage you to contact friends and family ahead of time. We will have more details at a later date.



**We need Helpers!** Tasks may include: Rink Representatives, Raffle Coordinator, Sponsorship, donation collection, etc. Please email for more info: [Tournament@SherwoodParkRingette.ca](mailto:Tournament@SherwoodParkRingette.ca)



## 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](https://coach.ca/responsiblecoaching)





## Social Media Updates

Jessica Winship, Social Media Coordinator on the board, have been in this role since 2017

Pam Kennard, Social Media Coordinator

This season:

- Teams should ID a social media rep for each team that we can communicate with
- Managers or the rep can provide the contact information to [Media@SherwoodParkRingette.ca](mailto: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.
- Should be a normal season but if things change will revisit posting plans/criteria and share with team reps.
- Any Team 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.
- **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.



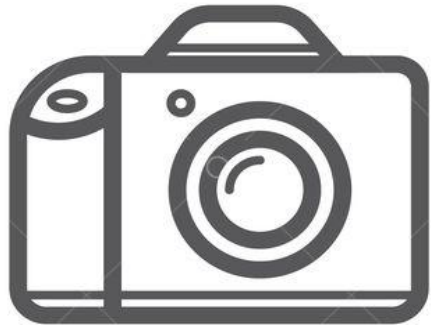
## 2022/23 SOCIAL MEDIA TEAM REPRESENTATIVE

### (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.
- 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](mailto:media@sherwoodparkringette.ca) or via text to the SPRA's Social Media Coordinators:
  - Pam: 780-2353763
  - Jessica: 780-819-7258

## Raffle Tickets:

- This year will be doing a cash raffle again
- Lee 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.



## Team Photos:

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

## Qualifications/Requirements:

- At some point during the season, you 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. There is a Managers Course available, but it is not a requirement.



## 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?

Email: [leahmcbride@shaw.ca](mailto:leahmcbride@shaw.ca)

Text: 780-690-5324