



SOUTH CALGARY RINGETTE ASSOCIATION

MANAGER ORIENTATION MEETING

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Introduction & Key Contacts

Manager Liaison (managers@southcalgaryringette.com)

- Corrie Banks

Coaching Admin (coachingadmin@southcalgaryringette.com)

- Deanna Grant, Jessiya Rider

Junior Coach Coordinator (VPOperations_league@southcalgaryringette.com)

- Kyla Cuthbertson

VP Admin (vpadmin@southcalgaryringette.com) / **IT Admin** (ITAdmin@southcalgaryringette.com)

- Amanda Saigeon & Drew O'Brien

SCRA Head Coaches & Team Managers - Internal document will be attached to these minutes

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Responsibilities

COMMUNICATION

- Manager is responsible for communication between coaches and parents
Check with your coach how they would like parents to communicate absences etc.

SCHEDULING is done through [Sportzsoft](#) by the SCRA Ice Scheduler

- Managers must enter all scheduling constraints (blocks, private team events, tournaments) into team portal of Sportzsoft
- Some teams also choose to use TeamSnap for team communication, but please be aware of the duplication of work involved and potential for error
- Teams are responsible for the cost of TeamSnap – SCRA will not cover this fee
- If your team has not signed up for TeamSnap - NEW
you can register for \$25 for RAMP Teams. This is fully integrated with our website, CRL and registrations.
Please email VPAdmin/ITAdmin to be set up.

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Positive Team Environment

Have a Social Coordinator plan a get together right away to get the team to bond

- Active Start & U10 often have Banner Parties 😊 and learn cheers
 - Cheers are available on our website:
- Older age groups often enjoy dryland, team event (yoga, high ropes, etc)

PICK at team name – advise VP Admin to update on Website

Managers FOSTER positive relationships between parents and coaches

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Key Volunteer Team Roles

- Treasurer, Social Coordinator, Tournament Coordinator, Dressing Room supervisor, FUNdraising Coordinators - delegate these roles is the KEY to a great season.
- Off-ice officials:
 - Home Team - responsible to operate the score clock, game shet and 1 penalty box attendant. Ensure the shot clock is set up and available for the visiting team
 - Away Team - responsible for the shot clock, and 1 penalty box attendant

Team roles vs Association Roles

- Team roles are required to have a successful season but DO NOT count towards your volunteer commitment to the association
- Association Roles – vital to our growth and sustainability!
 - Volunteer Coordinator is Michelle Dirk – ENSURE your parents have contacted her if they haven't already fulfilled their volunteer commitment

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Conflict Resolution

Discuss with your Head Coach how they would like to address complaints

- Would they like parents to go through the manager or approach them directly?

Follow the LINES OF COMMUNICATION set by Ringette Alberta

Coach or Manager → SCRA Coordinators / Board → Ringette Calgary

Lines of Communication MUST be followed and parents are NOT to contact Ringette Alberta or Ringette Calgary directly.

PLEASE APPLY THE 24 HOUR RULE

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COACHES & JR. COACHES

RAMP Registration: All Team Staff must register into RAMP

- Head Coaches, Assistant Coaches, On-Ice Volunteers, Affiliate Players and Managers

Coach Certifications: New coaches or coaches who have updated their training need to provide their coaching certifications and Police Check to Coach Admin

JR Coaches: have been assigned to teams. Handbook is a good resource for Coach and Manager for incorporating Junior Coaches to the team.

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Season Starters

- Ensure all players have a [medical form](#) completed
 - Good to have in a sleeve available for practices/games
 - If there are allergies (eg. gluten/nuts) make all families aware
- Jerseys
- Goalie Equipment
- Shot Clock [Resource](#)
- Team Player Cards [Template](#)
- Team Name - email VPAdmin for approval
- Team Treasure - if opening a team bank account - [letter](#)
- Review the Manager's page on SCRA Website
- Ensure you can access SS (SCRA managed) and RAMP Gamesheets (CRL managed)

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FINANCIALS

It is recommended that your Team Treasurer gets a separate bank account for team funds and a regular review of team funds by Coach/Manager
Ask VPAdmin for bank support letter - free accounts through ATB/RBC

BUDGET/CASH CALL

- determine your team's budget and ask for the necessary cash call (tournaments, deposits, team events, parties)
- Offset expenses with a FUNDRAISER such as a bottle drive
Note: If doing a team raffle, you require your own AGLC license (not SCRA)
- Budget items may include:
 - EGRT entrance fee – due mid October – info on ringettecalgary.ca
 - Team Social events – banner party, team lunches
 - Tournament Costs
 - Extra ice / dryland / Team Activities - yoga, gym,

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PreGame & Practices - Rinks

Please ensure that your teams and families are respectful at all rinks during practices and games.

Please do not show up for a game no more than 30 minutes before (Oakridge and Southland) 😊

Ensure dressing rooms are tidy, and nothing is left behind.

List of Rinks - [Arenas - Ringette Calgary](#)

U12+ Age Groups - Session 3 registration fees were included in SCRA budget and do not need to be paid for by teams!

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Dressing Room Policy

It is preferred that only coaches may enter the dressing room for U12 and up
Coaches will come into the room in last 10-15 minutes so ensure your players are dressed

- Ensure coaches and parents use the rule of two in the dressing rooms
- Alternate dressing rooms are available in all arenas if required
- Managers and dressing room parents must monitor dressing rooms to prevent harassment, bullying
- NO ONE is alone in the dressing room

CELL PHONE / SOCIAL MEDIA

- No cell phones are to be used in the dressing room - no photos!
 - Exceptions can be made if used to play music

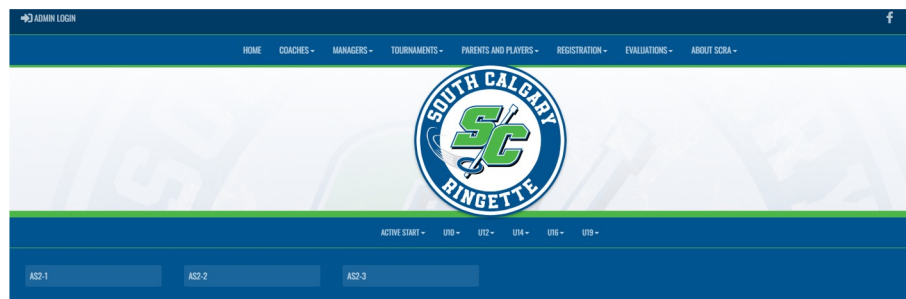
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SCRA Website

This summer the SCRA website covered to RAMP.

This is integrated with RAMP Registrations and RAMP Gamesheets

Each Team is viewable on the middle toolbar



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SCRA Website

Familiarize yourself with the MANAGERS tab



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SportzSoft

Head Coaches and Managers have access to [Sportzsoft](#).
This is used for Ice scheduling.

[Quick Start Guide](#)

Enter:

- Tournament Blocks
- Team constraints
- Add/Take practices from the [Practice Pool](#)



When your team has put an ice into the practice pool, and when your team has taken ice from the practice pool EMAIL VPADMIN/ITADMIN to have the practice entered into your team's RAMP page.

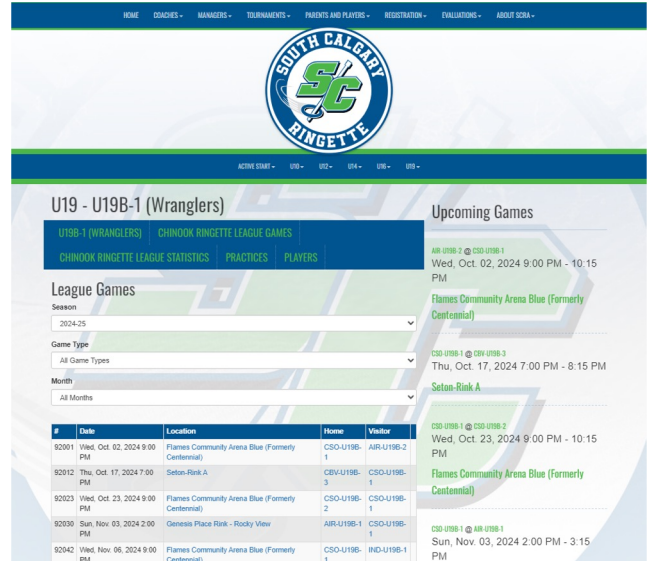
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RAMP

On your TEAM page you will see your roster, staff, games and practices.

Practices are manually updated by VPAdmin/ITAdmin from SS to RAMP. If you find an error please email. SS is the source of truth

CRL is responsible for **games** and **gamesheet codes**



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Electronic Game Sheets

Active Start, U10 Step 1 and U10 Step 2 do not submit game reports

U10 Step 3 and Above: Head coaches and Managers were emailed information from Chinook league with your log in information.

Email your Age Division Coordinator (CRL) if you do not have access to RAMP Gamesheets. Game Division Coordinators are listed on CRL website under Home Page for each division.

- Download RAMP GameSheets App
- Have your families that will be scorekeeping create their own accounts, watch the YouTube Video and understand how to complete a GameSheet prior to being a scorekeeper!

<https://cloud.rampinteractive.com/blackgoldleague/files/RAMP%20GameSheet%20App%20Guide%5B5946%5D.pdf>

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Tournaments

Tournaments are listed on Ringette Alberta website

<https://www.ringettealberta.com/content/tournaments>

Tournament Block form for Ringette Calgary scheduling

Teams are permitted 1 tournament block (not including home association tournaments) for session 1 this allows for games to not be scheduled while at a tournament.

<https://ringettecalgary.ca/forms/tournament-block/>

Post tournament: Complete Tournament Attendance form

<https://ringettecalgary.ca/forms/tournament-attendance/>

SCRA tournaments

- SCRA Ava Esposito Memorial - Oct 11-14 U10 Step 3, U12 A/ B, U14 A/B/C, U16 A/B/C, U19 A/ B
- SCRA Ring in the Holidays - Dec 13 - 15 U10 Step 2, U12 C, U14 A, U16 A/B, U19 A

We are in need of a U10Step3, U12, U14 Tournament helper for Winsport as the other divisions are at Spray Lake. Please email tournaments@southcalgaryringette.com

Please ask your families if someone is willing to help!

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Apparel

We are excited to announce our new partnership between South Calgary Ringette Association and Adrenalin Source for Sports!

Check out the online store for SCRA-branded gear and apparel

<https://adrenalingroup.ca/collections/south-calgary-ringette>

SCRA apparel is not mandatory

SCRA pants are required equipment for games in U10+



TEAM-SPECIFIC APPAREL Teams often want to purchase their own practice jerseys or other team-specific wear. **We encourage all coaches, managers and parents to consider that several families on your team may be dealing with difficult financial situations.** We hear from many families every year about the pressure they feel from these extra and unnecessary costs. Please assume that your team will have families facing this stress and you can help them by avoiding these additional costs.

SCRA PRACTICE JERSEYS A few years ago we distributed our old jerseys. Many have outgrown their jerseys. Consider having your team bring jerseys your players have outgrown to a practice when you are sharing an ice with a younger age group.

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IMPORTANT DATES

September

- Sept 30 – Session 1 begins U14, U16, U19

October

- Oct 1 - Esso Golden Ring Tournament (EGRT) [Applications open](#)
- Oct 13 - Deadline to submit blackout (constraint) requests for session 1
- Oct 14 - Session 1 begins for U12
- Oct 15 – Team staff info submitted by SCRA to Ringette Alberta
- Oct 19 – SCRA Photo Day at Westgate *More information to come*
- Oct 21 - Session 1 begins for AS, U10
- Oct 21 – SCRA Board Meeting at FCA 7pm (**Managers or delegate to attend**)
- Oct 31 – Respect in Sport Certifications due

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IMPORTANT DATES

November

- Nov 14 - RAB Shot Clock Clinic [ONLINE](#)
- Nov 15 – Player Affiliation Deadline to RAB
- Nov 15 – Session 2 Blackout Request Deadline (AKA Tournament Blocks)
- Nov 18 - SCRA Board Meeting FCA @ 7pm (Viewing Room)
- Nov 27 – Session 2 Schedule Release U12,U14,U16,U19
- Nov 30 - Police Checks due SCRA (coaches and applicable volunteers)

December

- Dec 2 - Session 2 begins U14, U16,U19
- Dec 16 - Session 2 begins for U12
- Dec 15 - Coach Certifications due RAB
- Dec 15 - Deadline for teams to declare intent to participate in Provincials
- Dec 16 - SCRA Board Meeting @ FCA 7pm (Viewing Room)

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IMPORTANT DATES

January

- Jan 17 - 19, 2025 Esso Golden Ring *all SCRA teams expected to play in*
- Jan 20 - SCRA Board Meeting @FCA 7pm **Managers (or delegate) to attend**

February

- Feb 3 - Session 3 begins U16A and U19A
- Feb 8-9 SCRA Casino Fundraising - Cowboys Casino
- Feb 10 - Session 3 begins U14B and U16B
- Feb 17 - Session 3 begins U14A, U14C, U16C, U19B
- Feb 20 - SCRA Board Meeting @FCA 7pm (Viewing Room)

March

- **TBD** U12 Regionals and Cite
- Mar 7 - U16A/U19A Provincials
- Mar 8-9 Friendship Tournament AS/U10
- Mar 14 - U14B/U16B Provincials
- Mar 21 - U14A/C, U16C, U19B Provincials
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For Ringette Calgary dates

[Critical Dates - Ringette Calgary](#)

For Chinook League Critical dates

[Chinook League : Website by RAMP InterActive \(chinookringetteleague.com\)](#)

For Ringette Alberta dates

[Ringette Alberta : Website by RAMP InterActive](#)

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See SCRA Website for lots of information

- [MANAGERS](#) section of website
 - Manager handbook
 - Documents and forms
 - Team Finances
- [COACHES](#) section of website
 - Practice plans
 - Coach manual
 - Goalie development
 - Police Information Check info
- [PARENTS & PLAYERS](#) section of website
 - Tips for parents (off-ice manuals, rule books, etc)
 - Apparel
 - Volunteering
- [ABOUT SCRA](#) section of website
 - Contacts
 - Blog posts

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Resources

- Chinook League - <https://www.chinookringetteleague.com/>
 - Game schedules
 - Referee Information
- Ringette Alberta – www.ringettealberta.com
 - Tournament listings
 - Information about policies
 - Information and schedules for Provincials
- Ringette Canada – <https://www.ringette.ca/>
 - Long Term Ringette Development
 - Events - World Ringette Championships
 - Safe Sport -

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Resources

- South Calgary Website – www.southcalgaryringette.com
 - Player Card templates: please get permission before publishing contact info
 - Budget template – samples for different age groups
 - Important documents and manuals
- Ringette Calgary Website – www.ringettecalgary.ca
 - Shot Clock training clinics
 - Coaching/training development information
 - Tournament Block / Game Reschedule forms
 - Post tournament - “Tournament Attendance form”

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