



# SOUTH CALGARY RINGETTE ASSOCIATION

MANAGER ORIENTATION MEETING

# Introduction & Key Contacts

**Manager Liaison** ([managers@southcalgaryringette.com](mailto:managers@southcalgaryringette.com))

- Corrie Banks

**Coaching Admin** ([coachingadmin@southcalgaryringette.com](mailto:coachingadmin@southcalgaryringette.com))

- DeAnna Web

**Junior Coach Coordinator** ([jrcoach@southcalgaryringette.com](mailto:jrcoach@southcalgaryringette.com))

- Dayna Steranka

**VP Admin** ([vpadmin@southcalgaryringette.com](mailto:vpadmin@southcalgaryringette.com))

- Drew O'Brien

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

# Responsibilities

## COMMUNICATION

- Manager is responsible for communication between coaches and parents  
*Check with your coach how they would like parents to communicate absences etc.*
  - Link to the Managers Handbook [HERE](#)
  - Link to the Sportzsoft Quick start guide [HERE](#)
  - Link to the Managers section of the SCRA website [HERE](#)

## FIRST AID

- Team First Aid Kits - be aware that your team needs to have a first aid kit on the bench. If your team does not have one, please let us know and we will get you a first aid kit. These can also be purchased with team funds (Costco for \$28.99)

# Responsibilities

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 to be set up.

# 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

# 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

# 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 Kelli Lerette – ENSURE your parents have contacted her if they haven't already fulfilled their volunteer commitment

# COACHES & JR. COACHES

**RAMP Registration**: All Team Staff must register into RAMP

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

**Police Check** - please ensure as a Manager you have a current police check with VSS

**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.



# 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](#)
  - Contact - Holly [shotclocks@southcalgaryringette.com](mailto:shotclocks@southcalgaryringette.com)
  - RINGETTE ALBERTA [Clinics](#)
- 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)

# 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](http://ringettecalgary.ca)
  - Team Social events – banner party, team lunches
  - Tournament Costs
  - Extra ice / dryland / Team Activities - yoga, gym,

# 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](#)

# 2025 Mic'd Up Program

Element Athletics "Mic'd Up" program is coming to ringette ice this fall!

Abuse and harassment of officials is an ongoing and escalating problem. We lose officials each year due to emotional distress from verbal abuse on and off the ice. Ringette Calgary is thrilled to support our officials this season by introducing Element Athletics "Mic'd Up" as a pilot program to help reduce verbal abuse and harassment.

This season, certain officials will be wearing recording devices that are devised to pick up language that can be considered abusive, offensive or harassing in nature. These devices are audio only. The audio device downloads the language that was used and creates a post-game summary.

As abuse of officials from players, coaches or spectators has no place in our arenas, we hope this will encourage everyone to remember this is just a game, these are just kids (officials included), and everyone is doing their best. Respect should be at the forefront of every interaction on and off the ice.

For more information on [Element Athletics](https://elementathletics.com) and the "Mic'd Up" program, please see below.




## WHY WE EXIST

### Create a culture of Accountability

Youth sports are facing a serious challenge: referees are leaving the game in record numbers. The reason? A growing culture of disrespect, harassment, and abuse. The result is a hostile environment that drives good officials away and puts the integrity of the game at risk.

“ Without Refs we have no games! ”

TRUSTED BY

## HOW WE WORK

### 1 Record Audio

Referees wear discreet audio devices during games to capture real-time communication on the field or court.


### 2 Analyze & Flag Abuse

Our software automatically reviews the audio to detect patterns of abuse, misconduct, or inappropriate behaviour..

### 3 Automate Reports & Insights

If a concern is flagged, a report is generated and sent to the organization, empowering leadership to take action backed by a record of truth.

Visit [elementathletics.com](https://elementathletics.com) for demos and next steps!



# 2025 Ringette Rule Changes

Ringette Alberta Rules changes:

[https://ringettecalgary.ca/docs/rulesregs/4\\_GameResponsibilitiesPolicy.pdf](https://ringettecalgary.ca/docs/rulesregs/4_GameResponsibilitiesPolicy.pdf)

- 4.1.5 Improper gamesheet penalties  
Penalties for improper gamesheet completion:
  - First Offence: Receive a warning from the Division Coordinator
  - Second Offence: Loss of 2 points in the standings
  - Third Offence: Loss of 2 points in the standings and a \$250 fine
- 4.5 Home/Visiting Team set jersey colors
  - The HOME team shall wear dark colored jerseys. The VISITING team shall wear light colored jerseys. In the event of a conflict, the VISITING team must change colors.

# 2025 Ringette Alberta Rule Changes

- 7.3 Conflict of Interest (for referees) Policy
  - [https://ringettecalgary.ca/docs/rulesregs/7\\_RefereesPolicy.pdf](https://ringettecalgary.ca/docs/rulesregs/7_RefereesPolicy.pdf)
- 9.3-9.6 Discipline Policy new parameters
  - [https://ringettecalgary.ca/docs/rulesregs/9\\_DisciplinaryReviewPolicy2025.pdf](https://ringettecalgary.ca/docs/rulesregs/9_DisciplinaryReviewPolicy2025.pdf)

# 2025 Ringette Canada Rule Changes

August 21, 2025

Ringette Canada has announced a series of rule changes for the 2025-26 season. Recent ringette rule changes have been brought in to focus on player safety & game flow.

These rule changes were unanimously approved by the organization's rule change task force.

Ringette Canada will be highlighting some of the rules changes, specifically those surrounding equipment, with an information campaign that will roll out over the coming weeks to help address any questions from the ringette community.

Ringette Canada has also created a video to help highlight the new rules put in place. You can find that on our YouTube channel: <https://www.youtube.com/watch?v=tY2dNhNVdT0>

[Link to Ringette Canada](#)

# Other Information

- Withdrawal due to Injury
  - With registration each player has insurance, in case of injury while playing. The form is on Ringette Alberta website and has to be completed within 30 days of the accident.
  - <https://ringettealberta.com/content/accident-claims>
- Expense Coverage for Coaches
  - Junior coaches do NOT receive funds from SCRA for travel.
  - Non-Parent Coaches - We do reimburse coaches(head/assistant) that are not parents for any kids that are on the team

The information is here: <https://southcalgaryringette.com/content/travel-expense-form>



# 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

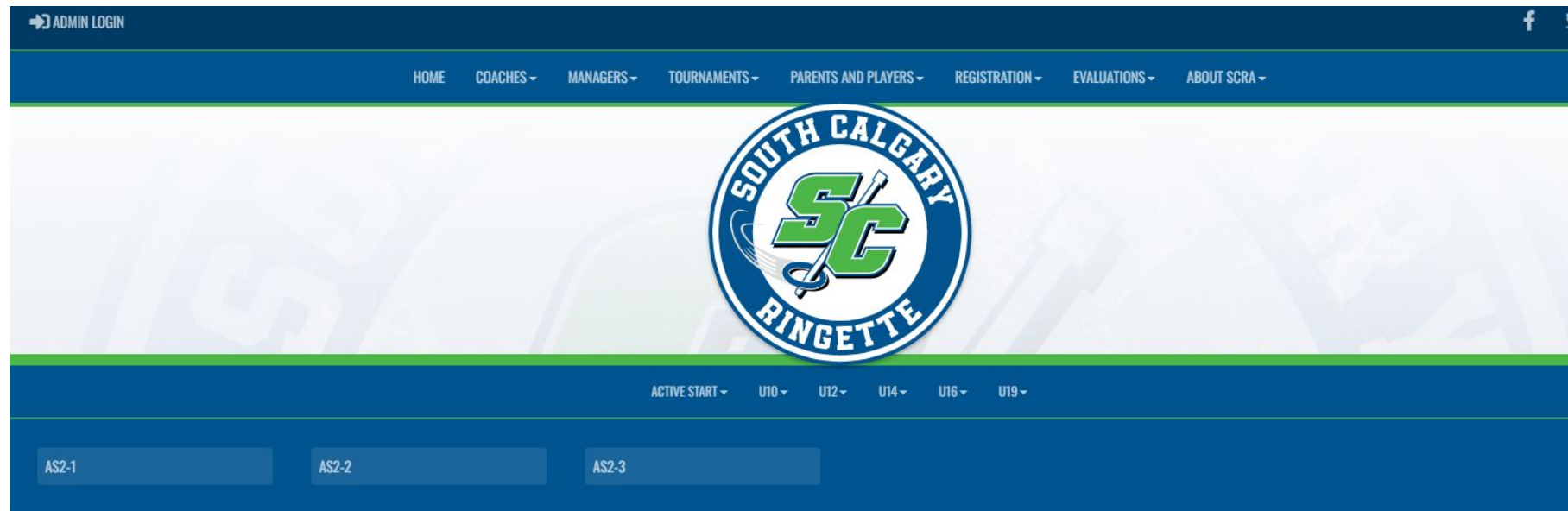
## CELL PHONE / SOCIAL MEDIA

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

# SCRA Website

This is integrated with RAMP Registrations and RAMP Gamesheets

Each Team is viewable on the middle toolbar



# SCRA Website

Familiarize yourself with the MANAGERS tab



# SportzSoft

Head Coaches and Managers have access to [Sportzsoft](#).

This is used for Ice scheduling.

[Quick Start Guide](#)

Enter:


- Team constraints (dryland, team building etc) - to block practices
- Add/Take practices from the [Practice Pool](#)
- Please use Tournament blocks for blocking games as per Ringette Calgary/Chinook League [Policies](#)

# RAMP

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

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

[HOME](#) [COACHES](#) [MANAGERS](#) [TOURNAMENTS](#) [PARENTS AND PLAYERS](#) [REGISTRATION](#) [EVALUATIONS](#) [ABOUT SCRA](#)



[ACTIVE START](#) [U10](#) [U12](#) [U14](#) [U16](#) [U19](#)

## U19 - U19B-1 (Wranglers)

[U19B-1 \(WRANGLERS\)](#) [CHINOOK RINGETTE LEAGUE GAMES](#)  
[CHINOOK RINGETTE LEAGUE STATISTICS](#) [PRACTICES](#) [PLAYERS](#)

### League Games

Season  
2024-25

Game Type  
All Game Types

Month  
All Months

#	Date	Location	Home	Visitor
92001	Wed, Oct. 02, 2024 9:00 PM	Flames Community Arena Blue (Formerly Centennial)	CSO-U19B-1	AIR-U19B-2
92012	Thu, Oct. 17, 2024 7:00 PM	Seton-Rink A	CBV-U19B-3	CSO-U19B-1
92023	Wed, Oct. 23, 2024 9:00 PM	Flames Community Arena Blue (Formerly Centennial)	CSO-U19B-2	CSO-U19B-1
92030	Sun, Nov. 03, 2024 2:00 PM	Genesis Place Rink - Rocky View	AIR-U19B-1	CSO-U19B-1
92042	Wed, Nov. 06, 2024 9:00 PM	Flames Community Arena Blue (Formerly Centennial)	CSO-U19B-1	IND-U19B-1

### Upcoming Games

[AIR-U19B-2 @ CSO-U19B-1](#)  
Wed, Oct. 02, 2024 9:00 PM - 10:15 PM  
[Flames Community Arena Blue \(Formerly Centennial\)](#)

[CSO-U19B-1 @ CBV-U19B-3](#)  
Thu, Oct. 17, 2024 7:00 PM - 8:15 PM  
[Seton-Rink A](#)

[CSO-U19B-1 @ CSO-U19B-2](#)  
Wed, Oct. 23, 2024 9:00 PM - 10:15 PM  
[Flames Community Arena Blue \(Formerly Centennial\)](#)

[CSO-U19B-1 @ AIR-U19B-1](#)  
Sun, Nov. 03, 2024 2:00 PM - 3:15 PM

# 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>

# Tournaments

Tournaments are listed on Ringette Alberta website

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

## Tournament Block form for Ringette Calgary scheduling

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

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

**Session 2** - Zone 3 teams may BLOCK (CONSTRAIN) one tournament in Session 2 in addition to the Esso Golden Ring (EGRT) weekend for a maximum of 2 total (see Critical Dates). In the case a team does not attend the EGRT, they will not be granted any additional schedule constraint in lieu.

## Post tournament: Complete Tournament Attendance form

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

## SCRA tournaments

- SCRA Ava Esposito Memorial - Oct 10-12 U10 Step 3, U12 A/ B, U14 A/B/C, U16 A/B/C, U19 A/B
- SCRA Ring in the Holidays - Dec 12 - 14 U10 Step 2, U12 C, U16 A/B, U19 A/B

# Apparel

We are excited to continue 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.



# IMPORTANT DATES

## September

- Sept 22 – Session 1 schedule distributed for U16A, U19A
- Sept 26 – Deadline for all associations to submit team staff to CRL
- Sept 29 – Session 1 schedule distributed for U14A,B,C U16B,C, U19B
- Sept 29 – Session 1 begins U16A, U19A

## October

- Oct 1 - Esso Golden Ring Tournament (EGRT) [Applications open](#)
- Oct 1 – Session 1 schedule distribution for U12
- Oct 5 – SCRA Photo Day at Westgate *More information to come*
- Oct 6 – Session 1 play begins for U14A, B, C, U16B, C and U19B
- Oct 17 - Deadline to submit blackout (constraint) requests for session 1
- Oct 20 - Session 1 begins for U12
- Oct 20 – SCRA Board Meeting at FCA 7pm
- Oct 20 - Session 1 begins for AS, U10
- Oct 31 – Respect in Sport Certifications due

# IMPORTANT DATES

## November

- Nov 14 - RAB Shot Clock Clinic [ONLINE](#)
- Nov 16 – Player Affiliation Deadline to RAB
- Nov 17 - SCRA AGM FCA @ 7pm (Viewing Room)- [Manager's \(or delegate\) asked to attend](#)
- Nov 23 – Session 2 Blackout Request Deadline (AKA Tournament Blocks)
- Nov 30 - Police Checks due SCRA (coaches and applicable volunteers)

## December

- Dec 2 - Session 2 begins U14, U16, U19
- Dec 5 – Session 2 Schedule Release U12,U14,U16,U19
- Dec 8 – Session 2 begins play for U14, U16, U19
- Dec 12 - Ring in the Holidays Tournament
- Dec 15 - Coach Certifications due RAB
- Dec 15 - SCRA Board Meeting @ FCA 7pm (Viewing Room)
- Dec 21 – Christmas Break begins for U12, U14, U16, U19
- Dec 28 – Session 2 schedule release U12

# IMPORTANT DATES

## January

- Jan 5 - Session 2 beings for U12, U14, U16, U19
- Jan 11 - Deadline for teams to declare intent to participate in Provincials
- Jan 11 – Ringette night at the Dome 4:00 pm Hitmen vs Lethbridge
- Jan 12 - SCRA Board Meeting @FCA 7pm - [Managers \(or delegate\) to attend](#)
- Jan 17 - 19, 2025 Esso Golden Ring all SCRA teams expected to play in
- Jan 31 - National Ringette League Game - FCA 2 pm - SCRA Hosting

## February

- Feb 2 - Session 3 begins U16A and U19A
- Feb 8-9 SCRA Casino Fundraising - Cowboys Casino
- Feb 9 - Session 3 begins U14B and U16B
- Feb 9 - SCRA Board Meeting @FCA 7pm (Viewing Room)
- Feb 16 – Session 3 schedule distributed U14A, U14C, U16C, U19B
- Feb 23 - Session 3 begins U14A, U14C, U16C, U19B

# IMPORTANT DATES

## March

- Mar 6 - U16A/U19A Provincials, Airdrie, AB
- March 9- SCRA Board Meeting @FCA 7pm Managers (or delegate) to attend
- Mar 13 - U14B/U16B Provincials, Leduc, AB
- Mar 20 - U14A/C, U16C, U19B Provincials, St. Albert, AB
- March 25, Westerns
- March 25, Nationals
- Mar 27 U12 Regionals and Cities

## April

- Apr 13 - SCRA Board Meeting @FCA 7pm Managers (or delegate) to attend

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](#)

# 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

# Resources

- Chinook League - <https://www.chinookringetteleague.com/>
  - Game schedules
  - Referee Information
- Ringette Alberta – [www.ringettealberta.com](http://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 -

# Resources

- South Calgary Website – [www.southcalgaryringette.com](http://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](http://www.ringettecalgary.ca)
  - Shot Clock training clinics
  - Coaching/training development information
  - Tournament Block / Game Reschedule forms
  - Post tournament - “Tournament Attendance form”



Research **has shown**  
that people who  
**volunteer** often  
**live longer.**

-Allen Klein