



MANAGER'S HANDBOOK

Welcome and thank you for volunteering to manage a ringette team. Please don't feel overwhelmed by the amount of information in this handbook. It is a fairly detailed guide to the duties of a manager, but you do not need to do everything listed. Remember you have a team of parents who just need to be asked to help!

The information is broken into three categories so you could have 3 or more different people doing these jobs if you wish –financial, managerial, and safety.

Financial

Establish a Budget

In conjunction with the coaches, work to establish a draft budget for presentation and discussion at the pre-season parent meeting. For budget purposes, estimate around 20 practices for the first half and approximately 12 for the second half. Most will be full-ice with the occasional half ice practice for younger teams depending on the number of SWRA teams registered year to year. The cost of practice ice averages \$244/hour (it would be \$122 for half ice practices). Tournament costs are usually around \$900 per team, sometimes a bit less for U10 teams.

*Note that as per SWRA policy, each team is expected to purchase a Fury sweatshirt for each coach when the Fury clothing store is open; be sure to include these costs in the budget (around \$60/coach). Coaches can choose the style/colour of sweatshirt they'd like. See screenshot of a budget template on last page of this document. There is also an Excel version of a budget template on the SWRA website under "Handbooks".

Based on the outcome of the parent meeting discussion (i.e. how many tournaments the team will enter, whether dryland is desired, etc.), firm up the budget to determine how much each player owes (consider profits from fundraising if applicable).

Collecting money

It is recommended that you open a bank account for the team so you can accept e-transfers (or cheques) from parents and send payments for ice/tournaments from this account. The best place to start with this is your own bank; find out what kind of deal they will give you. Fees should be between \$1 and \$3 per month. This account will need to be closed at the end of the season. It is a good idea to give receipts for monies collected when dealing with cash.

Keep a running journal of accounts. Issue a financial statement to parents at the end of the year. A mid-season report is also a good idea.

Collect money from parents based on the budget projections – it is best to collect early in the year and then revisit finances in January to see if more money is needed. Alternatively, you may choose to collect in installments (one in October, one in January) based on projected costs for each half of the season. Do not leave it until the season is done as it is too difficult to collect once the team has dispersed. It is better to issue refunds at the end of the season than to be short.

Paying invoices

Two invoices for practice ice will be provided to the team from the ice convenor - one for each half of the season. You will be responsible for using your team fees to pay for the ice before the end of each half. E-transfers are the preferred method of payment and can be sent to treasurer@swra.ca. Please be sure to note which team you are paying for in the comments. If you prefer to send a cheque, please email the treasurer for the address it can be mailed to.

Player development

SWRA often has player development funds they offer to teams to offset the costs of things like goalie coaches, power-skating instructors, dryland training/facility costs, etc. Amounts vary year to year, but coaches will be made aware what is available at the beginning of the season. Submit receipts for any player development opportunities your team took part in as well as the [reimbursement form](#) to treasurer@swra.ca.

Managerial

Courses and Paperwork

- a. Some teams list their managers as part of their official roster and they are considered “team staff”. There is no requirement for managers to be listed on the roster, but if you will be listed you need to complete a Child Abuse Registry Check, take Respect in Sport online, and submit a signed Bench Staff Code of Conduct form to Ringette Manitoba. Please make sure to advise the Registrar (registrar@swra.ca) as to whether you would like to be included on the roster to ensure the correct information is provided to Ringette Manitoba. Note – At the U12 level and up managers are not permitted on the bench.

Details of all requirements can be found [here](#) on the Ringette Manitoba website.

- b. If you are a *rostered* manager of a U12 team or older, you are required to complete the Manager’s Course (although it is highly recommended that you complete the course even if not required by Ringette Manitoba). There is a \$25 fee to complete this course. Please note that SWRA does not provide reimbursement.

- c. If not already completed, the registrar will enter your roster into TeamSnap. Games and practices will be uploaded by the ice convenor. If you have not been given admin privileges for TeamSnap, email the registrar to request this (registrar@swra.ca). You can then add any dryland practices, social events, parents meetings etc. to TeamSnap at your leisure. Make good use of TeamSnap to facilitate group chats and/or send team emails. Support parents through sharing information and answering questions.
- d. If you plan to attend any out of province tournaments, you need to complete an “Event Participation Request Form”. It is filled out electronically on the [Ringette Manitoba website](#) under Resources > Forms. This will ensure all players are insured when playing outside of Manitoba.
- e. If your team plans any exhibition games, you also need to complete an “Event Participation Request Form”.

Equipment

- a. The SWRA Equipment Manager will supply a bag of equipment to the coaching staff (with rings, white board, pylons etc.)
- b. The SWRA Equipment Manager will provide the team with a set of home and away jerseys (home are dark; white are away). Once received, arrange a “fitting” session for before or after a practice so each player can be matched with a number in a size that fits.
- c. At the end of the season, all jerseys must be collected by the manager or coach and returned all together with the other equipment. Jerseys cannot be returned individually by parents.

Parents

Together with the coaches, organize a team and/or parent meeting at the beginning of the season. This is a good time to bring up volunteer opportunities for parents. As per SWRA policy, all families are expected to give 4 hours of volunteer time to maintain themselves as members in good standing. Seek out parent volunteers to delegate some of the following jobs. You may want to do these jobs yourself, but the more parents you get involved the less work it is for you and it also helps parents to get to know each other and the players better. Volunteer opportunities include:

* **Name bars** – These are not mandatory but often desirable. Ask coaches if they’d like the team to have name bars. If so, you can delegate this to another parent if you wish. You/they may choose to order name bars for those players who need them and add it to their team fees or ask that parents order/provide them – it is completely up to you. Most players who have played before will already have them. Ensure everyone has 2 name bars (black lettering on a white bar and white lettering on a black or navy bar). You/the coaches can decide whether to sew them on above or below the numbers (note – long hair will often cover name bars that are sewn above the numbers). You are free to decide whether to have

parents arrange sewing of their name bars or you can choose to arrange having them all done at once. Perhaps a parent or grandparent on the team might be willing/able to sew them on. If not, Tracy Pales lives in south Winnipeg and does name bar sewing with a guaranteed 24-hour turnaround time. She can be contacted at thepales43@gmail.com or 204-390-4576.

Name bars can be ordered at Source for Sports, Corydon Cycle or from Sharon Bonar majordeal@shaw.ca (Sharon charges about \$7 and sews them on).

***** Note: ensure name bars and Cs and As are sewn on - not glued or ironed on. Also ensure the stitching is not too tight.**

*** Social media/promotions** - This can be one parent or many parents contributing. We would love to have team photos and updates about team events/successes to put on social media. You can send photos or videos via DM on Facebook or Instagram, or email them directly to the Social Media Director at socialmedia@swra.ca who will post them.

*** Social Events** - Some teams choose to have a social committee consisting of 2-3 parents who plan monthly team-building activities. They can also help to organize a team windup and other social events. Once again, feel free to delegate this to others.

***Fundraising** – This is not a requirement but if parents express an interest, it is best to delegate this responsibility to another parent who is interested/willing to organize fundraising initiatives. This would decrease the cost per player for tournaments, etc. Rest assured, it is not an expectation of the manager to also coordinate fundraising. If the majority vote “yes” to fundraising, request volunteers to oversee it.

Practice Ice

Weekly practice ice will be provided to your team by SWRA and is not necessarily the same each week. Pre-season ice (September/October) will be assigned almost immediately after teams have been formed and announced. A second batch of practice ice for November & December will be assigned after the WRL game schedule has been published (mid-late October). *This information is worth communicating to parents who may be wondering why the complete schedule has not yet been posted on TeamSnap.* January and February ice will be assigned in late December or early in the new year after the WRL has posted the second half game schedule.

If teams wish to purchase additional practice ice (for example, prior to playoffs), the coaches may ask for the manager’s assistance with that. Check with our ice convenor first (ice@swra.ca) to see if there is extra ice available. Casual ice can be purchased from the [City of Winnipeg Leisure Guide](#) or through [CatchCorner website](#). There is also a Facebook page called “Winnipeg Ice Exchange”. The users are team representatives for various ice sports and community centres that wish to exchange/sell/buy ice that they need or have purchased but no longer need. Anyone can join the group.

Tournaments

Experienced coaches will often know which tournaments are available to the team and ask you to register on the team's behalf. Newer coaches may not know all the available tournaments so it could be helpful for you to gather that information for them (the Director of Coaching will often pass this information along to coaches early in the season as well). Please discuss additional tournaments with coaches and then register upon their request – this should be done as early as possible to get into the tournaments you want (the good ones book up early). Local tournaments are listed [here](#) on the Ringette Manitoba website as well as on other Ringette association's websites.

The BVRA pre-season tournament is extremely popular so SWRA has taken to registering teams early (even before they're formed) to hold their spot. SWRA will front the cost for these teams and will need to be reimbursed once teams are formed and fees have been collected (e-transfers can be sent to treasurer@swra.ca). Once teams have been established, coaches or managers will have to submit their team rosters to BVRA including player names, birth dates and jersey numbers. If rosters require information you do not have (i.e. birthdates), please email the SWRA registrar who can provide it for you. Information for how to submit your roster is on the BVRA website – www.bvraringette.ca under "Pre-Season Tournament".

IMPORTANT – Yourself or the coach will need to submit OPT OUT dates to WRL for any tournaments booked. OPT OUT dates prevent the WRL from scheduling your team for games during tournaments. You get one OPT OUT per half. The opt out submission deadlines are typically the beginning of October and December and are to be submitted online via the [WRL website](#) under Coach > Request opt out. You will have to create a profile on the WRL website to be able to do this. Click on "sign in" in the top right-hand corner and then click on "need an account? Sign up" to create a profile. The Director of Coaching will usually remind coaches about opt out dates, but be sure to confirm with your coach about whether they have submitted the request or would like you to do this. Make sure you also notify the SWRA ice convenor (ice@swra.ca) of your Opt Out dates so practices can be scheduled around them.

Gamesheets

Gamesheets will be distributed to teams by the Director of Coaching before the regular season begins. It is the responsibility of the home team to supply the gamesheet at each game. Often the manager is responsible for filling out gamesheets prior to games (confirm with your coaches how they'd like this handled). You can fill them out by hand or print out labels with the roster listed to make it quicker and easier. 2"x 4" Shipping labels (10 per sheet) work best; you can use the Avery template to easily fill them out and print them – click [here](#). Print at least 5-6 sheets for the season. Make sure you indicate a "G" next to the goalie(s) on the labels. If you choose to print labels, **make sure you attach one to all 3 pages of the gamesheet (not just the top page)** and ensure the label is affixed to the correct side (home vs. away). On the gamesheet itself, write in your team name and jersey colour on the correct side at the top and stick the label just below. Also be sure to fill out the middle portion of the gamesheet including date, location, division, and game number (game number is found on your schedule posted on the WRL website). Once completed, bring the gamesheet over to the

opponent's dressing room to be filled out or if they've already completed their side, give it to your coach. You may wish to prepare gamesheets for home games in advance - you will need 4 for each half of the season. The extras may be needed for playoffs.

After every game, scores must be inputted to the WRL website and a photo of the white gamesheet must be emailed to the designated WRL loop convenor. The winning team (or the home team in the event of a tie) is expected to do this. Discuss with your coaches whether they'd like to be responsible for submitting scores and emailing copies of gamesheets or if they'd like you to do that. If they defer to you, you will need to create an account on the [Winnipeg Ringette League website](#) so that you can input the scores (see instructions for creating a profile under "Opt-outs"). To input scores, click on Coach > Record scores. The email address for where to submit a copy of gamesheets will be on the envelope they come in and will include very specific deadlines and instructions on what information to include in the subject heading. Please pay close attention to these instructions.

We also recommend reading the [WRL Player and Parent \(and Manager\) Handbook](#)

Safety

Get medical info for each child – privacy must be considered with this. See an example template below that you are free to use. This is another task that could be assigned to another parent as well. This information should be kept in a sealed envelope, brought to every ice time, and only removed if it is needed in an emergency. All forms should be shredded at the end of the season.

WEBSITES and RESOURCES

Southwest Winnipeg Ringette Association – www.swra.ca

Winnipeg Ringette League - www.winnipegringette.com

Ringette Manitoba - www.manitobaringette.com

Ringette Canada - www.ringette.ca



TEAM NAME' - 'SEASON DATES' Budget



Team Fees		Team	Per Player	Number of players: 16
Training	Practice Ice	\$ 6,900	\$ 431	October 1 - February 28 = 20 weeks x 1.5 sessions avg at \$230 each
	Dryland - Sport Manitoba	\$ 3,000	\$ 188	October 1 - February 28 = 20 weeks x 1 sessions at \$150 each
	Dryland - XXXX	\$ -	\$ -	Other??
	Power Skating	\$ 1,800	\$ 113	6 sessions at \$300 each
	Goalie Training	\$ 300	\$ 19	6 sessions at \$50 each
	Exhibition Games	\$ 450	\$ 28	3 games @ \$150 (ice \$230, 2 refs \$70) - half of total cost
Out-of-Town Tournament costs	Tourney Fee (Regina)	\$ 1,100	\$ 69	Registration cost
	Team Transportation	\$ 5,850	\$ 366	Bus-includes 1 player & 1 parent-Parents to vote on mode of transportation
	Team Meals	\$ 1,440	\$ 90	Food - cost of player and coaches food if you decide to do TEAM MEALS
	Team Room	\$ 400	\$ 25	Suite for team to use (2 nights)
	Player Hotel Rooms	\$ 1,980	\$ 124	3 nights x \$165, 4 rooms, 4 athletes to a room (if athletes room together vs with family)
Entry fees	Coach Hotel Rooms	\$ 990	\$ 62	3 nights x \$165 - 2 rooms
	BVRA preseason tournament	\$ 1,100	\$ 69	Registration cost
Other costs	Provincials Entry Fee	\$ 500	\$ 31	Registration cost
	Admin/Coach Costs	\$ 430	\$ 27	Banking fee \$100, Teamsnap \$130, Admin \$200
	Social activity Costs	\$ 800	\$ 50	2 team events at \$25 each
	Thank you gifts	\$ 500	\$ 31	Yearend Thank you gifts (4 Coaches & Manager)
	Coach Apparel	\$ 220	\$ 14	Apparel - 4 hoodies
Total Team Fees		\$ 27,760	\$ 1,735	

Other	Additional Costs - to be paid directly by family as incurred; Such as Hotels for parents, Gas if drive to Out of Town tournaments, Meal costs for family members at tournaments. Etc.
-------	--

Player fees	Monthly payments	Player cost	# of players	Total fees for team
	October	\$868	16	\$13,880
	January	\$868	16	\$13,880
	TOTALS	\$1,735		\$27,760

Player Medical Information:

Player's Name: _____

Date of Birth: Day____ Month_____ Year_____

Address: _____

Postal Code: _____

Phone Number: _____

Provincial Health Number (9 digit): _____

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Name: _____ Phone Number: _____

Emergency Contact if those listed not available:

Name: _____

Relationship: _____

Phone Number: _____

Doctor's Name: _____ Phone Number: _____

Dentist's Name: _____ Phone Number: _____

Has the Player (circle appropriate answer):

Had previous concussions: YES NO

Fainting Episodes: YES NO

Epileptic: YES NO

Diabetic: YES NO

Wears Contact lenses: YES NO

Wears Dental Appliance: YES NO

Hearing Problems: YES NO

Asthma: YES NO

Heart issues: YES NO

Allergies: YES NO

Medications: YES NO

Wears a medical alert bracelet: YES NO

Health problems that could interfere with Ringette? YES NO

Surgery in the past year: YES NO Has been hospitalized in the last year: YES NO

Currently injured: YES NO

If answered YES to any of the above please explain:

I understand it is my responsibility to keep management advised of any change in the above information as soon as possible. In the event no one can be contacted, team management will take my child to the hospital if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation, and necessary treatment of my child. I authorize release of information to appropriate people (coach, physician) as deemed necessary.

Printed Name of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____