



COACH & MANAGER INFORMATION HANDBOOK

This has been produced as a guideline for Coaches and Managers based on the rules/regulations and operational requirements of the Black Gold League (BGL) and Ringette Alberta (RAB). For a complete listing of rules and operations information visit the Black Gold League website at www.blackgoldleague.com and Ringette Alberta website at www.rngettealberta.com.

The Coach/Manager Information Handbook is a live document, subject to amendments, additions and deletions as necessary.

Please visit the SGRA website at www.sprucegroveringette.com for most current version.

REVISED SEPTEMBER 11, 2018

MESSAGE TO COACHES & MANAGERS

On behalf of Spruce Grove Ringette Association, welcome and thank you for volunteering to be on Team Staff as a coach and/or manager.

SGRA is committed to the growth and development of its players. The following document outlines what SGRA expects from coaches and managers throughout the Ringette season to optimize the experience for all the players. These expectations are in accordance with the policies and guidelines of SGRA, the Black Gold Ringette League, and Ringette Alberta. The Spruce Grove Ringette Association is dedicated to the support and development of our team staff and their players. This handbook is meant to act as a guide.

TRUE SPORT PRINCIPLES

Spruce Grove Ringette Association, along with Ringette Alberta and many other ringette associations in Alberta, have signed on as True Sport supporters. True Sport is a series of programs and initiatives designed to give people, communities and organizations opportunities to leverage the many benefits of sport from a platform of shared values and principles. True Sport is dedicated to the notion that good sport can make a great difference.

Through public consultation, Canadians have said they want their sport experience to be based on the **values of fairness, excellence, inclusion and fun**. The True Sport Principles express an approach to sport that most Canadians already believe in and practice. Although widely embraced, these principles often go unspoken. So, when they are violated — when people's attitudes and actions threaten healthy and respectful competition — supporters of good sport can be caught off guard, unsure how to stand up for the sport they believe in.

The True Sport Principles are universal. The principles can be brought to life in any sport at any level, from playground to podium. An Olympic rowing squad can embrace these principles with the same sense of pride and purpose as an elementary school, an old-timer's league, a provincial sport association or a community arena. For sport to be truly good and make the greatest difference, all seven of below principles always need to be in play, working in perfect balance with one another.

TRUE SPORT PRINCIPLES

<https://truesportpur.ca/true-sport-principles>

Go for It

Rise to the challenge - always strive for excellence. Discover how good you can be.

Play Fair

Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.

Respect Others

Show respect for everyone involved in creating your sporting experience, both on and off the ice. Win with dignity and lose with grace.

Keep it Fun

Find the joy of sport. Keep a positive attitude both on and off the ice.

Stay Healthy

Place physical and mental health above all other considerations - avoid unsafe activities. Respect your body and keep in shape.

Include Everyone

Share sport with others. Ensure everyone has a place to play.

Give Back

Find ways to show your appreciation for the community that supports our sport and helps make it possible.

Anyone - athletes, coaches, officials, parents, and community leaders - who want sport in Canada to be a positive, enriching experience for everyone who participates can join the True Sport community.

To join and to get printed materials, see <https://truesportpur.ca/>

TRAITS OF SUCCESSFUL COACHING

A consistently successful athletic program does not just depend upon the skills of its good athletes, and successful programs are not always composed of superior players. Although skilled players are certainly a key factor to success, it is evident that there are common traits shared by coaches who oversee successful programs. These traits are:

Knowledge Seeker

Everyone would agree that good coaches are knowledgeable in their sport. However, great coaches will continue to pursue additional insights. They often continue to improve their sport-specific knowledge by reading, observing, attending clinics, holding clinics, and in general, exposing themselves to a variety of new ideas. A coach who thinks he or she has nothing more to learn will generally not help the program to grow.

Good Organizational Skills

Organizational skills are also an important coaching trait. An effective coach will have practice plans for the day, the week, the year, and beyond. Details regarding equipment, schedules, transportation, and other seemingly ordinary concerns are also the domain of the coach in a smooth-running organization. Players find it frustrating when a coach is unprepared to meet unexpected contingencies. Good coaches prepare for everything.

Hard Working

Having a strong work ethic is a quality that cannot be overemphasized. Coaches must be willing to put forth as much time and effort as they demand from their players. Being prepared to "outwork" opponents by putting in additional time will pay off for a team. Being persistent and tough minded, a quality called the "bulldog" attitude, is also part of a solid work ethic. A coach who possesses this quality will never give in to failure and can serve as an inspiration to his or her players. The players believe they can trust their coach to help them to "find a way" to succeed.

Good Communicator

The ability to communicate effectively with the coaching staff, players, parents, and fans is also a trait that most successful coaches possess. The coach must transfer knowledge and technique to his players and staff. He needs to let them know what is expected of them and how they can accomplish their goals. The successful coach also needs to communicate and generate support for his or her program. The ability to communicate intangible qualities, such as a positive attitude, enthusiasm, concern, and humour are all keys to success. Enthusiasm is contagious and can rub off on players, coaches, and fans. A team is a reflection of the coach and you can't afford to lose the spark that keeps things moving.

Approachable and Caring

Showing players that the coach has a human side is also a good idea. A coach should find time to laugh with the players and show them he has a sense of humour. Being too serious can kill player's enthusiasm for a game. We all know of potentially good athletes who get burned out too early because coaches forgot that sports should be enjoyable. We need to show that we care about our players as people and not just as athletes. It is good to acknowledge our human qualities, to show that we can make mistakes, but we learn to bounce back and overcome them. Players need to believe they can also overcome a bad play or a bad day, and they will, if the coach is willing to demonstrate the same quality.

Honest and Fair

The last and most important trait for a coach to possess is integrity, which is comprised of several components. Loyalty is critically important. As coaches we are part of a big family, and we must stick together, especially in public. Problems and concerns that exist among a coaching staff should remain behind closed doors. We owe our players this same loyalty if we want their respect. Being honest and fair are also components of integrity. Coaches should be up-front and honest with their players. Players should know their role, and where they stand with the coach and the program. Players might not always like what they hear, but they and the program will benefit in the long run if expectations are spelled out early. The most important commodity the coach possesses is his or her reputation. Coaches should not comment on an opponent's calls, ethics, or coaching ability unless it is in a complimentary manner. This goes beyond loyalty and is an integral part of a coach's philosophy

Overall, it is the coach who sets the tone and leads by example for their players. It is how the coach lives and what he or she stands for that players will remember in the future. An athlete may not remember a certain play or call, but he will remember how the coach handled it. All young people

need positive role models, and coaches are often placed in a position to lead by example. It is a large and rewarding opportunity.

-Courtesy of RRA

TEAM STAFF REQUIREMENTS

SGRA registered coaches and team staff will follow the Ringette Alberta Coaching/Team Staff Policy. The most current version of this policy will be found at www.ringettealberta.com.

SGRA also requires an up to date RCMP Criminal Record Check for all team staff. Deadline to have completed criminal record checks in to the Director of Coaching Assessment & Development will be no later than **November 15 of the current playing year**.

It is the SGRA Team staff's responsibility to be aware of requirements, deadlines, and submissions. If you have any questions, please contact the SGRA Director of Coaching Assessment & Development

The Head Coach and Team Manager cannot be immediate family members or anyone with a conflict of interest as identified in the SGRA Conflict of Interest Policy.

COACHING REQUIREMENTS

Each team needs to have a Coach and at least one Assistant Coach. Ringette Alberta requires that **at least one certified coach on the bench be a female**. Coaches must have training and/or certification based on age division and level being coached. Training costs (Coaching Clinics) are reimbursed by SGRA for registered coaches of the current season.

Please refer to the Ringette Alberta website for the most current information on Coaching Requirements, availability of coaching clinic scheduled, and deadlines for coach certification and evaluations.

SGRA encourages each team to have a Goalie Coach or one Assistant Coach whose priority is to ensure that the goalie is not forgotten and help develop their skills.

Please refer to the associated documents:

- Ringette Alberta - Team Staff Policy;
- Ringette Canada Coach Certification Requirements
- SGRA Code of Conduct Policy

MANAGER REQUIREMENTS

Each team needs to have a Manager. SGRA registered team managers will follow the Ringette Alberta Coaching/Team Staff Policy.

Each team may list a maximum of **one** manager on their team registration. This manager must have their Ringette Managers Certification from Ringette Canada. This certification course can be found at the following web page: www.coachingringette.ca/index.php?page=327

Certification costs are reimbursed by SGRA for registered managers of the current season. **Please note, Team Managers cannot be on the bench during games.** Managers that are listed on the Official Team Roster Form (TRF) must meet the requirements as per Ringette Alberta Policy. Please refer to Ringette Alberta website for most current information and policies.

PLAYER DEVELOPMENT

SGRA registered coaches and team staff will reference the Ringette Canada Long Term Athlete Development Plan. The most current version of this plan and resources can be found at www.ringette.ca.

Please refer to the associated documents, which can be found under Player Development on the SGRA website, as well as on the Ringette Canada website. Please also refer to Ringette Alberta's website for additional resources.

- Long Term Athletic Development (LTAD) Framework Document, courtesy of Ringette Canada
- LTAD Skills Matrix, courtesy of Ringette Canada
- ABC Program Guide, courtesy of Ringette Canada
- FUNdamentals Program Guide, courtesy of Ringette Canada
- U10 Practice Guide, courtesy of Ringette Canada
- U12 Practice Guide, courtesy of Ringette Canada
- U14 Practice Guide, courtesy of Ringette Canada
- U16/U19 Practice Guide, courtesy of Ringette Canada
- Practice Plan and Game Day Plan Templates

Goalies are an integral part of any ringette roster. SGRA is working on a comprehensive goalie recruitment, development and retention policy. Some initial guidelines are below:

- Everyone who wants to try the goaltending position should be given the opportunity to try it, especially in less-stressful environments such as practices and exhibition games.
- In U10 (all steps), all players must try the goalie position at least once. In U12B and U12C, at least 75% of players should try the goalie position at least once. Coaches in U10 (all steps), U12B and U12C and will be required to track goaltender playing time and provide to Director, Coaching on a frequent basis.
- All players and coaches in Active Start, U10 and U12 will be provided opportunity for goalie instruction.

CODE OF CONDUCT

SGRA registered coaches and team staff are expected to follow the Spruce Grove Ringette Association, Black Gold League and Ringette Alberta Code of Conduct Policies.

The SGRA supports the concept of ZERO TOLERANCE where there is inappropriate or abusive behaviour towards other teams and/or game officials.

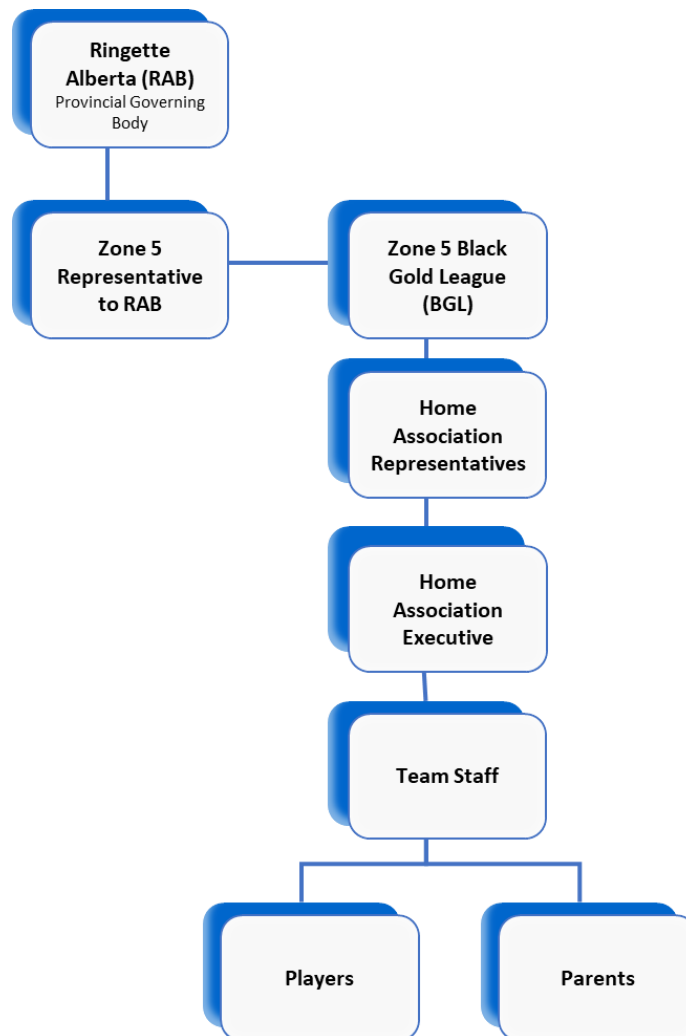
Coaches can provide feedback, positive and/or constructive, about officiating via the Ringette Alberta

website. The purpose of this feedback is for continuous learning and improvement for officials, not punitive. <http://www.ringettealberta.com/officials-comments/>

Please refer to the SGRA Officiating Handbook for additional information. Conduct that is contrary to any provision of the SGRA Code of Conduct Policy, or any provision outlined in any SGRA Handbooks will result in disciplinary action being taken by the Association, Ringette Alberta and/or BGL.

LINES OF COMMUNICATION

SGRA registered coaches and team staff will follow the Zone 5 Ringette/BGL Operation Policy 1.1 Line of Communication Flowchart as follows:



MANAGER RESPONSIBILITIES**TEAM COMMUNICATION**

- Act as a liaison between the parents and coaches; (Please refer to the SGRA Parent Information Handbook);
- Provide information to the parents.

PARENT HANDBOOK

- Advise families to review the “Parent Information Handbook” which can be found on the website at www.sprucegroveringette.com.
- Managers will ensure parents are following guidelines and information set out in the Parent Information Handbook; are following the SGRA communication policies and answer any questions the parents may have with regards to policies and procedures.

ORGANIZE OFF-ICE ACTIVITIES/EVENTS

- Coordinates the activities of the team to allow coaches time to teach the players;
- Schedule outside league games, and additional practices;
- Assists coaches with scheduling of off-ice activities such as dry-land, social activities, bottle drives, etc.;
- The following activities are part of the regular ringette season: Sanctioned Games, On-ice Practices, Dryland Training and Evaluations. For activities outside of regular ringette season, please be aware that your team members (players, staff, and volunteers) may not be covered by the Ringette Alberta insurance. Please contact your Division Director via email to advise them of other activities.
- The following information is to be emailed to your Division Director and collected/stored. This is to ensure that your team activity is approved by the Association and subsequently insured by Ringette Alberta.
 - **Participants:** (ex: U12A-1 registered players)
 - **Facilitator(s):** (ex: Bob Jones, Head Coach; Sally Smith, licensed physiotherapist)
 - **Date:** Thursday, September 27, 2013
 - **Time:** 6:30 PM
 - **Location:** John Paul II school outside field
 - **Activity:** Running and strength training
- For any questions about insurance coverage, see RAB website at: <http://www.ringettealberta.com/insurance-coverage/>

EQUIPMENT

- Assist with distributions and collection of SGRA equipment and jerseys to the team as outlined in the Jersey and Equipment Policy posted to the SGRA website;
- Manager will have access to SGRA equipment storage at Spruce Grove Agrena, holding responsibility for providing shot clock remotes to workers prior to games, and returning to lock-up after games;
- All keys given out to coach/manager will be signed/documented for.

APPAREL

- Coordinate apparel purchases using SGRA approved suppliers.
- **IMPORTANT:** Images for SGRA, Spruce Grove Ringette Association, and its logos must go through an approved apparel supplier, as these suppliers have our logos on file, work with all teams, get volume discounts to keep prices reasonable and give back to the Association. Under NO circumstance is the SGRA logo be altered or revised.
- The approved suppliers will do custom items for teams, however standard clothing colors as per our association (hunter green, black, white, gold, grey, or white) must be maintained. A standard set of colors provides for recognition of teams when participating in league play, tournaments, provincials, Westerns and Nationals. It is a unifying influence for players, team officials and fans. Also, it provides season-to-season continuity and keeps costs reasonable for families.
- Ringette Alberta conducted a parent survey in 2018 about the costs of participating in ringette. Apparel and tournaments were highlighted as a significant cost to families. It is recommended that team-specific items be limited to one lower-cost apparel item (such as a T-shirt or toque) and that any higher cost items (such as hoodies, pants, bags) be SGRA branded only, to allow for players to use them after the current season and for families to pass along to other players if desired.
- A team may have their team name added to the clothing. The approved suppliers could do this along with the SGRA logo, however the SGRA logo must be prominent on these items.
- If you do decide to create an apparel item outside the standard colors or go with another supplier, the name “SGRA”, “Spruce Grove Ringette Association”, and the associations’ logos cannot be used.
- Teams must use SGRA provided jerseys and purchased SGRA game pants for all league, tournament and exhibition games.
- SGRA jerseys and game pants are the approved uniform for the Association. No alterations to either are allowed without board approval.

TEAM VOLUNTEERS

Once evaluations are complete and the teams have been determined, parent involvement becomes crucial! Parent involvement with the teams is an extremely important aspect of Ringette. If everyone shares the workload, it will provide a smooth-running team.

Recommended team volunteer positions and general descriptions can be found in the Parent Information Handbook. Your role as Manager is to fill these positions and communicate to the Association who is doing what role. You will do this by completing the [Team Volunteer Positions Contact Information Form](#), found on the SGRA website under the Forms and Documents page.

It is recommended that the Sweetheart Tournament representatives are filled first, prior to any other positions.

Team Manager
Treasurer
Sweetheart Tournament Rep
Sweetheart Tournament Rep
Team Safety and First Aid Coordinator
Timekeeper/Scorekeeper/Shot Clock Scheduler
Tournament Coordinator
Social Coordinator
Fundraising Coordinator

GAME SHEETS

Fill the game sheet in correctly: date, time, location, game number, division & level, team (using codes, not names e.g. SGV-U14B-2) and make sure they are recorded under Home and Visitors appropriately. The game number and team codes can be found on your Black Gold schedule. There is a [sample game sheet](#) on the Ringette Alberta website.

Division and Level	Enter level i.e. U10 or U16. Circle A or B as appropriate for U12 and above
Game Number	Can find this on the schedule that Ice Allocator sends out League - Black Gold
Home or Visitor Team	SGRA TEAM NUMBER e.g. SGV-U10-2, not the "Chix With Stix"
Team Staff	Include all applicable names Player's Name and # If using labels, apply them to all copies of the game sheet
Player's Name and #	If using labels, apply them to all copies of the game sheet
Goals	Enter jersey number of the player who scored and assisted (referee will tell you who)
Game Summary	Enter scores by period; the final score in the total

Extra game sheets for SGRA teams can be requested from the SGRA Coordinator of Statistics (Statistician).

All BGL, tournament, playoff, and exhibition game sheets must be sent via email to SGRA statistician and BGL statistician (for league games) immediately following the game. Managers should make a copy of all game sheets and submit a hard copy to SGRA statistician via drop-off at BPAC mailbox or equipment lockup within 1 week.

If for some reason, you don't have the sheets for drop off, PLEASE photocopy your copy of the game sheet and submit that.

SUBMITTING GAME SCORES

Game scores will be submitted using the BGL website. Please see Appendix A – BGL Team Entry Instructions and Appendix B – BGL How to Report A Score. Please refer to the BGL website for most current and up to date information.

Once your Home Association has declared (registered) your team at the BGL Divisions and Pools Declaration meeting:

- Your BGL Association Representative will email the BGL Statistician with your Team Code (ex: SGV-U12A-1, EDM-U10S1-1), Team Manager’s name, email address, and phone number that you would like to be contacted at throughout the year. Your BGL Statistician will give each manager a message with a login and password for their team. This email will also list instructions for the entry of team staff and player roster. Please follow the instructions in this email and any instructions on the BGL website. Please complete all requirements in a timely manner.

- The BGL game reporting instructions can be found on their website. There is a quick link on the Home Page called HOW TO REPORT A SCORE.

TEAM FINANCES

Team financial accounts shall be a team activity and team responsibility. SGRA assumes no liability or responsibility in the management of team accounts.

Teams should discuss and approve a budget at the start of the season as teams may require funds for items such as:

- Tournaments;
- Team Socials;
- Provincials;
- Team Apparel;
- Bank Service Charges;
- Additional Ice Costs;
- Additional Referee Costs; and
- Any additional fees not covered by the registration costs.

It is up to the team discretion to determine *seed money* (up-front cash from parents) and/or fundraising requirements. The list above should only be used as examples of extra costs and is not intended to be all inclusive.

All fines and fees levied to the team, coach or team staff will be the responsibility of the team.

It is also up to the team's discretion on how to handle the expenses of non-parent coaches and other volunteers.

Team Account Instructions

The following is a guideline of what may be required by the bank for your Team Treasurer to follow with regards to opening, operating, and closing an SGRA team account. It's a good idea to check the banks requirements when making the appointment to ensure you will have everything prepared.

- Team minutes from the parent meeting will need to be prepared for the Team Treasurer to take to the bank when opening an account on behalf of the team. Minutes must include the following:
 - Date and time of meeting;
 - Team members/parents present;
 - Motion stating the name(s) of the individuals appointed to the treasurer position with the team, giving the authority to open an account under the specified name (ex. SGRA U14-A) and identifying the number of signers for the account and signers' names.
 - The Head Coach, Team Manager and Treasurer must sign off on the copy of the minutes.
- Booking the appointment:
 - Call ahead to book appointment and confirm what is required to ensure any additional documentation needed is in place prior to appointment;

- All signing authorities must be present;
- All signing authorities must bring 2 pieces of ID, one being a picture ID;

- To close account, both signers must be present.

Team Financial Spreadsheet

The manager/treasurer will access the excel file titled “Team Treasurer Financial Spreadsheet” on the SGRA website under [Forms and Documents](#). This file includes detailed instructions on how to use. This file must be used throughout the season by the team treasurer.

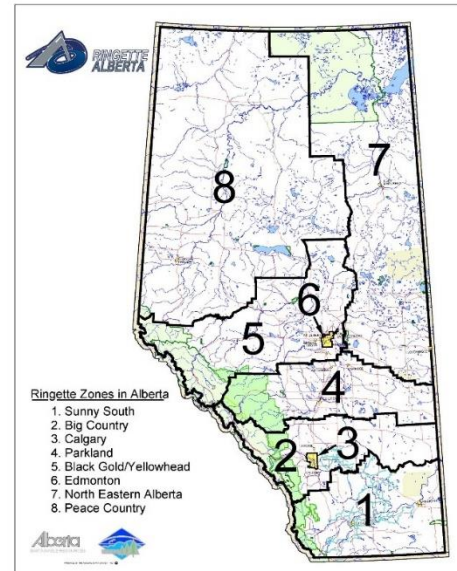
At the end of the current Ringette season, this file must be printed and sent to the following members of the executive: Treasurer and Registrar. Along with the printed Team Financial Spreadsheet, a cheque for any player carry-over amounts must be included.

The team treasurer MUST return any monies to the parent/guardian of a player for the dollar amount which is equal to or less than the initial set-up amount (*seed money*) contributed to the team account from each individual family (ex: \$150). Any monies over the initial set-up amount gained through fundraising must be carried over to the following year’s player registration fees. Any fundraised monies over and above the next season’s registration fees will be forfeited to the Spruce Grove Ringette Association.

LEAGUE PLAY

Spruce Grove Ringette Association (SGRA) plays within the Black Gold League (BGL). Your team (U10 to U19) has been registered with the BGL. Currently, Active Start teams do not play in a league. Instead, they will have fun games or exhibition style games coordinated by each team. SGRA operates following the bylaws of the Zone 5 Ringette Association and the BGL Operations Manual. Both can be found on the BGL web site www.blackgoldleague.com.

It is the coach's responsibility to review, know and abide by BGL Operations Manual, as rules, regulations and critical dates can change from year to year. For example, in the 2018-19 season, coaches in U10/12 will be automatically suspended for the next game if their team has accumulated greater than 20 penalty minutes in a single game (reduced from 30 minutes). U14+ stays at greater than 30 minutes. Players may also be suspended an additional game if they receive 10 minutes and the last penalty is near the end of a game.



The BGL league covers 5 of the 8 Zones in which Alberta is divided into for sport association purposes. Spruce Grove is in Zone 5. For Ringette to obtain provincial funding there must be a team in every zone. The smaller associations require the support of larger organizations to provide competition. **As such all teams (at all levels) are expected to travel to play the games they have been assigned by Black Gold League (typically two games/year).** Examples of other locations: Red Deer, Lacombe, Hinton, Drayton Valley, and Fort McMurray. The Black Gold League game scheduler deals with 1000+ games and considers travel time, tournaments, blackout dates, and other factors.

The season is divided into two sessions and posted on the BGL website at www.blackgoldleague.com. Changes **to the season structure are reviewed and may have adjustments made for each season** and will provide for a more accurate assessment of competitive equality and provide for the development and preparation for playdowns and Provincials. See the BGL website for season start dates and number of games scheduled for the current season.

Teams are re-pooled according to their record of the first session with the intent of making more competitive games and divisions in the second session.

Failure to play a league-scheduled game without just cause (as defined by Black Gold League) will result in the team being assessed a fine from the League. All league games must be played and take precedence over practices, tournaments, or team events. Please note – ‘not wanting to travel’ outside of metropolitan Edmonton, is not acceptable to either SGRA or the BGL.

RESCHEDULING GAMES - Team staff must contact the SGRA Director of Ice Acquisition and Allocator (SGRA Ice Allocator) for reschedules. At no time should coaches be involved in the rescheduling of league games. The SGRA Ice Allocator will talk directly to other Association Ice Allocator as well as BGL.

RETREATS AND ADVANCES

BGL: The SGRA President and BGL Representative may submit requests for a team to be moved into a different pool within the same or different level or division. Requests for movement within the league must be received by a specified BGL deadline. The team advancement and retreat requests are dealt with at the BGL Re-pooling Meeting, prior to the start of Session 2.

Should coaches feel their team should be considered for a Retreat or Advance, you must communicate with your Division Director 7 days prior to the BGL Re-pooling meeting, so that it can be brought to the attention of the SGRA President and BGL Representative.

RINGETTE ALBERTA: Ringette Alberta's retreat advance policy changed starting in the 2017-18 season. Re-tiering for Ringette Alberta playdowns, provincials and sanctioned tournaments (after the designated date) will be done in conjunction with both BGL (north) and 1-2-3 (south) leagues.

ICE TIMES

The SGRA Director of Ice Acquisition and Allocator (SGRA Ice Allocator) is responsible for scheduling all practices based on the available ice slots that we have allotted.

Game slots are submitted in the middle of September to the BGL Scheduler who will determine the game schedules. This information is returned to SGRA approximately one week before the start of the season to allow for scheduling of all remaining slots by the Ice Allocator. The SGRA Ice Allocator will endeavour to ensure that the teams receive equal amounts of desirable and undesirable ice times from all practice slots remaining. Practices are scheduled after school during the week and on weekends beginning as early as 7:00 am. Games can be scheduled in the evenings and on weekends.

SGRA uses rinks in Spruce Grove, Stony Plain, Calahoo and Rivière Qui Barre. Other rinks may be included as the association grows.

Please note that the ice allocator requires at least **FIVE** days-notice for cancellation of practice ice. If you cannot use your designated practice ice, you are required to try and find another team to take it. Any alterations to the schedule need to be reported to the ice allocator at scheduler@sprucegroveringette.com

EXHIBITION GAMES and REFEREES

Exhibition games are an excellent way to provide your team with additional competition. You can use your practice ice slots for exhibition games when you have full ice. It is possible to request full ice from the ice allocator and if available, she will provide that slot. Other possibilities are trading ice with other teams to obtain a full ice time slot. This must be communicated and approved with the Ice Allocator in a timely manner.

When organizing an exhibition game, it is the teams' responsibility to coordinate with other teams the time and location of the game. Once that is done, the Referee Allocator referee@sprucegroveringette.com must be contacted to arrange for officials to work the game. Please ensure that you provide enough notification for the Allocator to secure officials.

The teams participating in the Exhibition Game are responsible for paying the officials at the time of the game. **The association is not responsible for this cost.** It is the Spruce Grove team's responsibility to ensure that the officials are paid when the game takes place on ice provided by the SGRA. The fees will include the NARRA per game rate, which is provided on the [Referee Page](#) of the SGRA website and/or the [BGL website](#). Depending on the official, there may be travel costs involved. The Referee Allocator will advise the team if there are any travel costs involved.

SHOT CLOCK OPERATION

Please refer to the [RAB Shot Clock Information Sheet](#). These sheets are also laminated and at every rink that SGRA uses. Please inform referee@sprucegroveringette.com if new ones need to be printed.

TOURNAMENTS

Tournaments can be an important part of the ringette experience. Most teams enter tournaments each year, although it is not mandatory. Attendance at an excessive number of tournaments during a season has several negative affects including, but not limited to: altering the competition to training ratios as recommended in the LTAD Framework, causing issues relating to practice and game scheduling and rescheduling, putting increased financial and time strains on families, reducing time for athletes to engage in alternate activities and potentially limiting access to tournaments by other teams. When teams are away at tournaments and ice is returned, it can affect SGRA's ability to procure ice in the future.

SGRA has set a maximum number of tournaments per season as set out in the Tournament Policy on the SGRA website.

- Active Start – 3 tournaments per season;
- U10 – Step 1, 2, 3 – 3 tournaments per season
- U12 - 4 tournaments per season
- U14 - 5 tournaments per season
- U16 - 5 tournaments per season
- U19 - 6 tournaments per season

These maximums include the SGRA Sweetheart Tournament and excludes league playoffs, provincial play downs, Provincial Championships, Western Canadian Championships and National Championships. Please see the updated Tournament policy on the website.

Tournaments may interfere with BGL scheduled games. BGL games **MUST** be played regardless if you are in a tournament or not. Please note that the home team of the season game DOES NOT have to honour a request to the rescheduling of a scheduled game. Your team must play the scheduled game before the end of the session. Check Ringette Alberta's website for a listing of all sanctioned tournaments and registration information: www.ringettealberta.com.

Teams that have non-parent coaches' volunteering will be given the option to opt out of long distance tournaments if they feel the cost is too expensive. Coaching staff and parents have the choice of either assisting the coach with the expense. If this situation is applicable, it is recommended each head coach discuss this with their parent group at the beginning of the season to avoid conflict further on in the season.

PROVINCIAL CHAMPIONSHIP REPRESENTATIVES

SGRA registered coaches and team staff will follow the Ringette Alberta Competitions Policy. The most current version of this policy will be found at www.ringettealberta.com

All teams must submit their intent to attend provincials to Ringette Alberta by a deadline. Please refer to the Ringette Alberta website for instructions and information. SGRA will complete the process by submitting payment to Ringette Alberta in order to be eligible to participate in Provincial Championships.

Teams which are successful through RAB Provincial Playdowns will be responsible to submit payment to attend the Provincial Competition as per RAB Policies and Guidelines.

PLAYER AFFILIATION

Player affiliation allows an association to create a team at a level where there are not enough players for a viable team and allows a team to replace absent, sick, injured, or suspended players on a game by game basis. Player affiliation cannot be used to improve the competitiveness of a team at the expense of ice time for a regular player. The intent of player affiliation is to provide SGRA teams with “back-up” player options when a specific need exists. The purpose of player affiliation is team viability, not player development.

It is the Head Coach’s responsibility to become familiar with and follow the SGRA Player Affiliation Policy and the Ringette Alberta Player Affiliation Policy. Player Affiliation forms must be completed and returned to your Divisional Director and SGRA Registrar one week prior to the due date set by Ringette Alberta, as stated on their website.

TEAM FIRST AID AND SAFETY

Ringette is a very fast and physically demanding sport. Even with the best training and preparation, accidents and injuries can occur. Thankfully many of the injuries are minor and do not require a player to miss a shift or game. However, there is the rare occasion when injuries can be more severe.

SGRA has taken steps to establish a basic safety and first aid guideline for all injuries on and off the ice. Information and guidelines can be accessed by visiting the [Team Safety and First Aid section](#) of the SGRA website. This area has resources for coaches, team staff and parents such as the Team Safety and First Aid Response Plan which includes a Medical Response Plan, Activity Action Plan, Return to Play and Insurance Claim forms, as well as other reference material in relation to concussion awareness, asthma in sport and Ringette Alberta Insurance information and flow chart.

The Team Manager should always have in their possession, or in the First Aid kit, copies of the Medical Response Plan and Insurance Claim forms. The Insurance claim forms need to be completed at the time of an attending physician post injury or accident.

SGRA participates in the Alberta Injury Tracking program. Injuries remove athletes from their training program or competition schedule and may contribute to an early exit from sport. To prevent and manage injury in sport activities, collectively we need to better understand where, to whom, why and how injuries occur. The purpose of the [Alberta Injury Tracker](#) is to gather information to help answer

questions about injury in various sport and recreation activities in Alberta. To report an injury, click [here](#).

The Association does not collect medical information for its players. During the registration process a parent/guardian agreed to advise the team staff of any medical conditions that may need to be disclosed. As we do not want to collect and protect unnecessary information, we do not ask for personal health numbers or specific information. If a player ever gets hurt or injured, the parent should be in attendance. The association will not be responsible for maintaining up to date medical information. Alberta Health Services will access available medical information such as the personal health number. Parents/guardians will be present or called right away to provide all necessary medical background to the emergency medical professionals

INSURANCE

Are you covered by RAB insurance? Not sure? Check out the [insurance flow](#) chart found on their website. Activities considered to be a normal part of the Ringette season, and therefore not requiring special event sanctioning, are:

- Sanctioned Games
- On-ice Practices
- Dryland Training
- Evaluations

[Accident Claim Form](#)

If you need to file a Sport Accident Claim Form, please download the form above, fill in all sections and return to Ringette Alberta via mail or email carolyn@ringettealberta.com.

Ringette Alberta, 11759 Groat Road
Edmonton, AB, T5M 3K6

Ringette Alberta will then forward your claim to our insurance claims department. Do not file directly with our provider.

[Certificate of Insurance Request Form](#)

If you require insurance coverage for a special event, please download the form above, fill in all sections and return to Ringette Alberta. We will then forward your claim to our insurance provider. Do not file directly with our provider. Special events include: ringette schools, camps, clinics and fundraisers.

FAQs Regarding Coverage:

What coverage is provided to us through Ringette Alberta?

Ringette Alberta provides its members with \$5,000,000 comprehensive sports liability coverage, along with a features rich Sports Injury Package.

What's the difference?

No matter how careful you are, accidents happen. You or your association can be sued by anyone who claims injury or damages resulting from your operations and activities. These suits can be filed by participants, parents, members, the general public and others. Your liability policy will pay claims and all associated legal costs to defend any actions taken against you. The Sports Injury coverage provides

protection for participants in your programs, in the event they sustain injury that results in the need for dental work, prescription drugs, physiotherapy (\$300 maximum – \$30 per visit), crutches, ambulance service, etc. In addition, there is a schedule of benefits for any participant who is more seriously injured. The primary difference between the coverages are that liability coverage implies a negligent act may have been committed, while the sports injury coverage responds when an injury occurs, without regard to any wrongdoing or negligence. A single claim may involve both coverages.

Who is covered?

All members and associations, including, but not limited to, executives, managers, coaches, trainers, officials, volunteers and participants.

What about newcomers to the sport who are not yet registered with Ringette Alberta?

Newcomers are considered to be day members of Ringette Alberta when they first come out to try the sport. As such, they are temporarily covered until such time as they formally register and become a Ringette Alberta member or decide not to participate in the sport and no longer require coverage.

Our association is thinking of conducting or hosting a skills clinic. Are we covered?

The general liability coverage of \$5,000,000 protects the association, but may not extend to cover the instructors, unless they are Ringette Alberta members and have received the proper approval in writing. In order to provide the participants with Sports Injury coverage, the clinic must be sanctioned by Ringette Alberta and all participants must either be, or become, full or day members of Ringette Alberta.

I have heard that as a volunteer member of our association's executive or that of Ringette Alberta, I could be personally sued for my actions. Am I covered for this?

Yes. The policy provides Directors and Officers Liability coverage up to \$2,000,000.

Suppose we have a fundraiser or social and alcohol is served. Can we be held liable for someone's actions if they drink too much?

Suits such as these are becoming more common all the time. Your liability policy has been amended to cover this exposure, along with any other injury that might occur during the event that is due to your negligence. Permission for those events where alcohol is served must be obtained in advance from Ringette Alberta (a small charge will be levied).

How do I file an accident claim?

Claims should be initiated within 90 days of the accident. Simply fill in a claims form, attach any receipts and forward to Ringette Alberta.

Must everyone on the ice wear protective equipment such as a helmet?

Yes. The only exceptions are the coaches, trainers and other bench personnel. (Ringette Alberta's Risk Management position is that anyone under 18 years old must wear a helmet)

Are there any other risks we should know about?

Yes. Due to changes to the Insurance Act, drivers transporting children and others can be held liable for any injuries sustained by passengers in their own vehicle, as well as those of a third party, when involved in an at fault accident. We consider this to be a major exposure and strongly recommend that you review your automobile policy liability limits for adequacy. Ringette Alberta provides no protection in this area.

THE ANSWERS TO THESE FREQUENTLY ASKED QUESTIONS HAVE BEEN PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY AND IS NOT INTENDED AS A REPLACEMENT FOR ACTUAL POLICY WORDINGS.

APPENDIX A – BGL Team Entry

The BGL Association Representatives are responsible to complete the [TEAM ENTRY FORM](#) for all of their association's teams. Information entered includes Team Code (ex: SGV-U16A-1, EDM-U10S1-1), Team Manager name (or designate), email address, and phone number that the team would like to be contacted at throughout the year.

Your BGL Statistician will then assign each team a username and password, which will be emailed to the Team Manager (or designate). Included will be instructions for entering information including player roster and team staff.

ENTERING YOUR TEAM

For U10 Teams:

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click SETTINGS
6. If needed edit your email address to that of your manager or point person for BGL messages
7. Change your team password if you so choose.
8. Click ADD STAFF MEMBER
9. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number. The cell number is important as it is so that teams can connect with you in case of weather related issues and/or to reschedule
10. Click SUBMIT
11. Click ADD STAFF MEMBER
12. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number
13. Click SUBMIT
14. Click ADD MULTIPLE STAFF
15. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Ringette Alberta Team Roster Form (TRF). You do not need to enter email addresses or cell numbers for these individuals.
16. Click SUBMIT
17. Your player rosters are **NOT** to be entered into the BGL website. No player stats will be entered or displayed for the U10 Division. Click SIGN OUT

For U12, U14, U16, and U19 Teams:

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click SETTINGS

6. If needed edit your email address to that of your manager or point person for BGL messages
7. Change your team password if you so choose.
8. Click ADD MULTIPLE PLAYERS
9. Enter in your all your team's players information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players.
10. Click SUBMIT
11. For affiliate players, click ADD PLAYER
12. Enter in the affiliate player's information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players. If the jersey number is not going to be a consistent number for this affiliate player, then enter their number as a 99 or high nineties number that would not be a real number used on your team. Player stats will be tracked by player name, not jersey number.
13. Click the AFFILIATED (AP) box
14. Do NOT click hide from the public. It is required the player stats visible to the league from the front end of the website. If there are privacy issues, use the last name initial (as mentioned in number 9)
15. Click SUBMIT
16. Click STAFF MEMBERS
17. Click ADD STAFF MEMBER
18. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number. The cell number is important as it is so that teams can connect with you in case of weather-related issues and/or to reschedule
19. Click SUBMIT
20. Click ADD STAFF MEMBER
21. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number
22. Click SUBMIT
23. Click ADD MULTIPLE STAFF
24. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Ringette Alberta Team Roster Form (TRF). You do not need to enter email addresses or cell numbers for these individuals.
25. Click SUBMIT
26. Please note: Do not delete players as the season progresses, as this will delete all those player's stats to date. Do not change the roster if jersey numbers change - enter statistics by using player names if the numbers do not match.
27. Your team entry is complete. Click SIGN OUT

APPENDIX B – BGL How to Report A Score

Purpose of Statistic Recording/Submission:

1. To keep League Standings
2. To gather information to be used when making decisions regarding league and provincial competitive equity
3. To work with teams, associations and officials to monitor team and player behavior
4. To share in the work to record the results of over 800 league games.

For U10 Teams:**HOME Team Entry (within 24 hours of game finish):**

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled GAMESHEET
8. Enter the Home Team score
9. Enter in the Visitor Team Score
10. Click the box GAME IS FINISHED
11. Click SUBMIT
12. Click the menu button UPLOAD FILES
13. If you are on a mobile smart device (cell phone): You will have the option “Take Photo or Photo Library” appear. Uploaded game sheets must be clear and legible, otherwise you will be asked to upload again. Click SUBMIT
14. If you are on a home computer: find your game sheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you’ve found your saved game sheet, click on it, then OPEN, Click SUBMIT
15. Click SIGN OUT
16. You must check on the verification of this game by the other manager. If they report errors, you are responsible to correct them in a timely manner and UPDATE THE VERIFICATION STATUS. If you do not make your corrections and update the status, the Visiting Team Manager will pursue contact with you to correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, you could be fined for late entry.

VISITOR Team Entry (within 48 hours of game finish):

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and it is it clear and legible?
10. Click on VERIFICATION STATUS drop down arrow.

11. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
12. If there were errors that you noticed from the home team's entry, click THERE ARE ERRORS. Lick UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
13. Click SIGN OUT
14. If there were errors, you must check on the fixing and update to the verification status of this game by the other manager. If you have reported errors, they are responsible to correct them in a timely manner and UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, they could be fined for late entry.

For U12, U14, U16, and U19 Teams:

HOME Team Entry (within 24 hours of game finish):

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAMESHEET
8. Enter the Home Team score
9. Enter in the Visitor Team Score
10. Click the box GAME IS FINISHED
11. Click SUBMIT
12. Click the menu button ROSTER
13. If you do not see a player's name listed that is on the game sheet, click the ADD PLAYER button and enter all the fields, then click SUBMIT
14. Click only the players that played during the game on both teams (using the game sheet for info). Do not alter or modify the jersey numbers that you see already on the screen. Just use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates
15. Click SUBMIT
16. Click menu button GOALS
17. Enter all goal information. Each Goal requires entry for:
 - P (Period)
 - Min (Minute)
 - Sec (Second)
 - Sc (Scorer by jersey number)
 - A (First and second assist by jersey number)
18. Do NOT Enter goal type definition
19. Click SAVE GOALS
20. Click menu button PENALTIES
21. Enter # of Home penalties and enter number of Visitor penalties
22. Click button UPDATE # OF ROWS
23. Enter all penalty information. Each penalty requires entry for:
 - P (Period)
 - # (Player Jersey #)

- Serv (Player Jersey # who Served the Penalty)
 - Min (Minute of game in which Penalty was called)
 - Sec - Second of game in which Penalty was called
 - If it's a Bench Penalty, you can leave the # column empty.
24. Click SAVE PENALTIES
 25. Click menu button GOALIES
 26. ONLY enter the following information for all goalies that played during the game. Do not enter any of the other fields.
 - # (Jersey number of Goalie)
 - Min (Minutes Played)
 27. Click SAVE GOALIES
 28. Click the menu button UPLOAD FILES
 29. If you are on a mobile smart device (cell phone): You will have the option "Take Photo or Photo Library" appear. Uploaded game sheets must be clear and legible, otherwise you will be asked to upload again. Click SUBMIT
 30. If you are on a home computer: find your game sheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you've found your saved game sheet, click on it, then OPEN, Click SUBMIT
 31. All mandatory entry is now complete.
 32. Click SIGN OUT
 33. You must check on the verification of this game by the other manager. If they report errors, you are responsible to correct them in a timely manner and UPDATE THE VERIFICATION STATUS. If you do not make your corrections and update the status, the Visiting Team Manager will pursue contact with you to correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, you could be fined for late entry.

VISITOR Team Entry (within 48 hours of game finish):

1. Click ADMIN LOGIN on the BGL homepage (top left corner) or [CLICK HERE](#)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and it is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version game sheet? The game sheet is the official record and cannot be Altered after the referee signs it.
11. Click on VERIFICATION STATUS drop down arrow.
12. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
13. If there were errors that you noticed from the home team's entry, click THERE ARE ERRORS. Lick UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
14. Click SIGN OUT
15. If there were errors, you must check on the fixing and update to the verification status of this game by the other manager. If you have reported errors, they are responsible to correct them in a timely manner and UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to

correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, they could be fined for late entry.

Please contact BGL Statistician for any questions at statistician@blackgoldleague.com