



## PARENT INFORMATION HANDBOOK

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This has been produced as an information booklet and guideline for parents and cannot be taken as policy or procedures of SGRA. Official policy and procedures of the SGRA can be found on the website at [www.sprucegroveringette.com](http://www.sprucegroveringette.com) and are 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](http://www.blackgoldleague.com).

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

Please visit the SGRA website at [www.sprucegroveringette.com](http://www.sprucegroveringette.com) for the most current version.

**REVISED September 28, 2020**

## MESSAGE TO PARENTS

On behalf of Spruce Grove Ringette Association, welcome to our association!

SGRA is committed to the growth and development of its players. The following document outlines what SGRA expects from parents and team staff 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. If these expectations are not met, the individuals will be dealt with in accordance with the SGRA Code of Conduct Policy. (Please see SGRA website for all policies).

## 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 the 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/>

**ADDITIONAL EXPECTATIONS****Parent to Parent**

It is important that you as parents are positive with each other. The parent-to-parent message is critical. Positive comments about the team, the coaches, your child and other parents' children create a positive environment for everyone. Remember every position is important in a team sport - not one more than another.

**Parents in the Stands**

Behaviour in the stands generates the type of team you will be known as. The association and coaches expect all parents to cheer for their own team and not against another team. We expect positive comments towards both teams. Parents are also responsible for the behaviour of spectators that have come to the game to support their player.

In addition, it is essential that coaches, parents and players understand the importance of actively displaying respectful and ethical behaviour towards officials. SGRA supports the concept of **Zero Tolerance** where there is abusive behaviour towards game officials.

SGRA expect(s) parents to control their emotions when it comes to the officials in the game. The association will exercise zero tolerance where there is abusive behaviour towards game officials. Displaying any of the following behaviours may result in immediate suspension from attending any Ringette practices/games until a full investigation can be completed:

- The association will not tolerate loud, obscene, abusive or obnoxious behaviour by team personnel, players, parents, or spectators.
- Any inappropriate conduct, threats, harassment or abuse directed towards officials will not be tolerated and may result in immediate consequences.
- Under no circumstances will parents, team personnel, spectators or players approach an official after a game off-ice.
- Parents, spectators and team personnel are not permitted in the officials' room before or after a game.

### Parents with Coaches

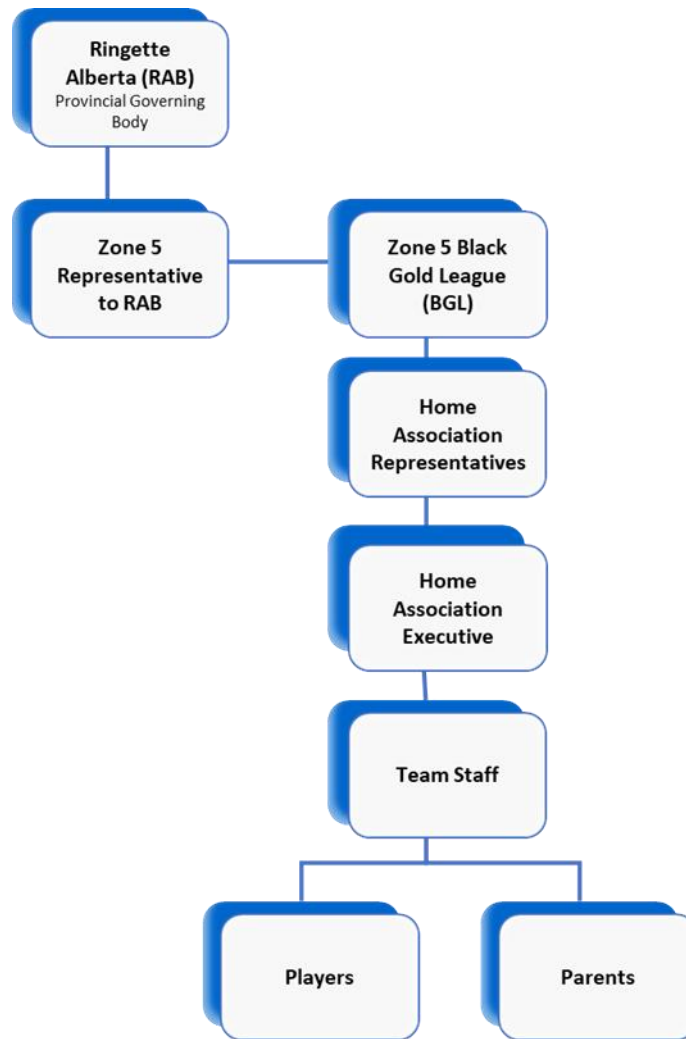
We expect parents to treat their coaches with respect. They have volunteered their time, they have committed to the roles and responsibilities of a coach as laid out by the association. If you have a serious concern or question for the coach, email the coach, request a face-to-face meeting, and include your division director in the email. Please never discuss issues in front of the players, before games and after games. These are not appropriate times to have a meeting and will be less likely to result in a positive outcome. When you wait 24 hours before having the discussion with the coach, it allows you to determine if your child has the same perception as you do! If you do not feel comfortable discussing the issue with the coach, contact your manager.

### Parents to Player

First, understand your child's strengths then compliment them on the things they do well. Try to limit what you tell them they need to do - that is the coach's responsibility. Ensure that your child comes to their games and practices well nourished, well rested, properly equipped and in good spirits. Encourage them to work hard and to listen to their coach, as you are getting them to the rink. Do not contradict the coach with instructions as this confuses the players. Be positive and understand that a big part of your child's enjoyment this season will be based on your comments and behaviour.

### LINES OF COMMUNICATION

The following flowchart outlines the only acceptable lines of communication to reach Black Gold League and Ringette Alberta, as adopted by Zones 4 through 8 at the 2010 Annual General Meeting of the Black Gold League. Parents/guardians are to communicate first to their team staff, then SGRA Divisional Director.



**HISTORY OF RINGETTE**

Ringette is a unique winter team sport developed in 1963, by the late Mr. Sam Jacks, Director of Parks & Recreation of North Bay, Ontario. Originally designed to be a unique winter team sport for girls and an alternative to hockey, Ringette has evolved into a fast paced, exciting sport that combines the speed of hockey with the strategy of basketball or lacrosse. The first game played in Espanola, Ontario, was nothing like the sport of today. First introduced in Alberta in 1974 – the sport has never looked back.

Ringette is now considered an international sport with participating teams from Canada, Finland, Sweden, Germany, and the United States of America competing in the annual World Ringette Championships.

**RINGETTE PHILOSOPHY AND HOW TO PLAY**

Ringette is an ice sport like hockey but uses a ring instead of a puck. It is a non-contact sport at all age levels. Ringette becomes a very fast and exciting game as you advance through the divisions.

The players highlight exceptional skills in ring handling and skating; while the goalies are particularly

challenged with the variety of shots on the ice and the flip shots in the air.

A team can consist of up to 18 players. The age brackets for Ringette are as follow (age as of December 31st of the current year):

<b>Active Start</b>	8 and Under
<b>U10</b>	10 and Under
<b>U12</b>	11 and Under
<b>U14</b>	13 and Under
<b>U16</b>	15 and Under
<b>U19</b>	18 and Under
<b>Open</b>	no age restriction

Ringette has a major advantage in that it is a team participation sport. It forces the passing of the ring across the blue lines to another player on the team. Basic Ringette rules state that the last player to touch the ring prior to the ring crossing the blue line may not touch the ring again in the next zone before another player has touched it. This encourages and enforces team play.

A maximum of six players per team are on the ice at any time; teams consist of a goaltender, two defensive players, two forwards, and one centre.

The Game begins much like soccer with the Visiting team is awarded a Free Pass in the Centre Ice Free Pass Circle; known in hockey or lacrosse as face-off circles. Free Passes are also Ringette's way of restarting games after penalties, violations, goals or any other stoppage of the game such as when two players from opposite teams have joint control of the ring and it becomes frozen or immovable.

**Free Passes** in Ringette are like free kicks or throw-ins in soccer, like throw-ins in basketball, like the quick restart in lacrosse after a violation, or the "face-off" of hockey. The ring is placed in the Free Pass circle; in the side nearest their own goal, there are two blue placement dots inside each of the five free pass circles. The referee determines which free pass circle is to be used and which team has the free pass. One player takes possession and, on the whistle, has five seconds to either shoot or pass to a teammate; they must pass it completely out of the circle; they cannot skate past the middle of the circle or out of the circle with the ring. Failure to move the ring results in the free pass being given to the other team. During these five seconds, no other player is allowed in the Free Pass circle. A shot on goal is permitted during a Free Pass.

**Zone Play - Any 3 In:** The deep offensive and defensive zones extend from behind the goal net to the Free Play Line - the thin red line at the top of the face off circles. Within these deep offensive and defensive zones, each team is allowed only three skaters (not including the goalie) while at full strength. If a team has more than one penalty they are only permitted two skaters in their deep defensive zone.

The free play line or Ringette line is the red line running across the ice at the top of the free pass circles in each end of the ring. On offence, the two forwards and the center usually play in the restricted area and on defence; the two defensive players and the center usually are defending their end.

**Joint Control:** Joint possession of the ring, or as the rulebook calls it, "Joint Control," is when two or more opposing players place their sticks in the ring and it becomes immovable. The concept of the rule is very simple. The ring is awarded to the team gaining second control. That simply means the ring is

awarded to the team that did not initially control it when that struggle for possession began. If the player first in control momentarily removes her stick from the ring, allowing an opponent to gain control and then takes joint control again, the ring is still awarded to the team that gained second control from the start of that play. Simple eh? Why? The reason for the rule is very simple. Possession of the ring in Ringette is so important and by the very nature of the stick inside the ring, it is very difficult to 'take the ring away' from a player in possession. The rule used to be that when a defensive team attacked the ring carrier, often the player in possession would be tied up by a good check by the defensive team only to be given the ring back because they had initial possession. The rule was changed to \*Second Possession\* to encourage and reward defensive teams to attempt to gain possession. This rule has sped the game up immeasurably and reduced "ring ragging" as a concept of ring control.

**Blue Line Violation:** A player cannot carry the ring over a blue line in either direction. The ring must be passed over the blue line to another teammate. That teammate is permitted to skate ahead of the ring carrier and already be across the Blue Line before the ring crosses it. This is quite different from hockey where the puck must cross the Blue Line before any offensive player does. Ringette does not have an 'offside' call.

The requirement to pass the ring over the blue line eliminates the situation where one player can carry the ring from one end to the other. It also is one of the keys to Ringette being such a "Team Game."

**Goal Crease:** If the ring lands in or on the crease the only player who can touch it is the goalie. The goalie usually picks up the ring and throws it like a Frisbee to a teammate. The Goalie may not throw the ring beyond the Blue Line. If the Goalie does, then the offensive team regains possession on a Free Pass back inside the Goalie's deep defensive zone. The goalie has five seconds to pass it out of her crease. She may also choose to hit it with her stick or skate, instead of picking it up and throwing it. Neither team can enter the goal crease, not even their stick. If the team with the ring enters the crease then they lose possession. If the defensive team loses the ring then the offensive team gains the ring on a Free Pass in the attacking zone. If the offensive team loses the ring, play is restarted with a Goalie Ring.

**Goalie Ring:** Replaces a defensive zone Free Pass on all violations by the offensive team inside their offensive zone. On a Goalie Ring the goalie is given five seconds to throw the ring towards a teammate after the referee blows the whistle to signify restarting of play. The main difference between the Goalie Ring and a normal Free Pass is speed of restarting the game as play is not held up for player substitution (you can't change players on a goalie ring). This adds much to the speed and excitement of the game.

**Two Blue Line Pass:** There is no icing in Ringette, but there is a two-line pass, called slightly different than in hockey. The feet have nothing to do with it and there is no Center Ice Red Line in Ringette. When the ring crosses both blue lines, untouched, no player from the team that put it there can touch the ring until one of their opponents does first. For example, on an offensive two-line pass, no member of the offensive team can touch it before the defence gets control of the ring. Touching it prematurely is a violation that sends the ring all the way back to the zone it originally was in for a Free Pass by the non-offending team.

**Penalties:** Penalties exist for various infractions. Most penalties in Ringette are unintentional and are the result of accidentally running into someone when trying to stop or when checking the ring carrier and missing the opponent's stick. Rough intentional body contact of any type is not allowed and the penalty for that is much more severe. However, like basketball and soccer, bodies sometimes

accidentally collide.

**Violations:** Similar to basketball, violations are also called for various infractions, such as skating over the blue line in possession of the ring or unintentionally shooting or holding the ring out of play, or as detailed above, in the two-line pass.

At no time can a player raise the playing end of the stick above the shoulder height - this includes celebrating a goal for safety reasons and failure to comply will result in a high sticking penalty.

### **BLACK GOLD LEAGUE GAME LENGTH**

All games are two periods long as described below:

<b>Division</b>	<b>Game Duration</b>	<b>Period Duration (Two Periods)</b>
U10 Step 1 & 2	50 minutes	21 minutes, Run Time
U10 Step 3	50 minutes	21 minutes, Run Time
U12	60 minutes	18 minutes, Stop Time
U14 OR	60 minutes	18 minutes, Stop Time
U14	75 minutes	23 minutes, Stop Time
U16 & Above	75 minutes	23 minutes, Stop Time

NOTE: \*\* There is no overtime in regular season league play \*\*



## SHOT CLOCK OPERATION (U12 & Up)

### Shot on Goal:

A shot on goal is taken when the team in possession of the ring legally propels the ring toward the other team's goal and:

- The ring enters the net;
- The ring contacts a goal post or the cross bar;
- The ring contacts the goalkeeper or AGK within the goal crease;
- The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

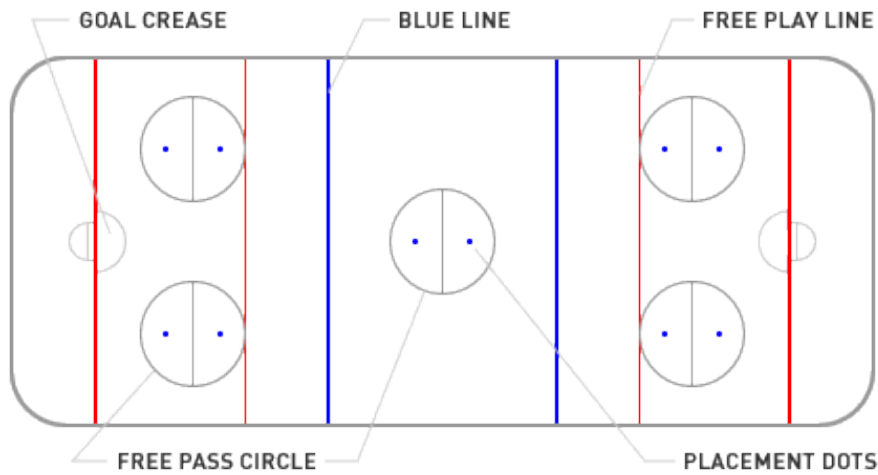
### Playing Rule:

- The shot clock shall be set to 30 seconds at the beginning of each period;
- The shot clock shall count down only when the game clock counts down;
- The shot clock shall be started when play is started and stopped when play is stopped;
- The shot clock shall be reset to 30 seconds when:
  - The team in possession of the ring takes a shot on goal;
  - Control of the ring changes from one team to the other team;
  - A delayed penalty is signalled. If additional delayed penalties are signalled before play is stopped, the shot clock shall not be reset again;
  - A penalty causes the non-penalized team to commit a violation, and play is stopped as a result;
  - A player on the team not in control of the ring commits a violation, and play is stopped as a result;
  - A player on the team not in possession of the ring is injured, and play is stopped as a result.
- When the shot clock reaches zero seconds, an audible signal will sound when:
  - Play is stopped, as the team last in control of the ring has committed a violation; then the shot clock is reset to 30 seconds and the ring is awarded to the non-offending team, in the nearest circle within the zone in which the ring was last contacted or controlled.
- If the shot clock's audible signal sounds in error:
  - Play is stopped; the shot clock is reset to 30 seconds; and the ring is awarded to the team last in control of the ring, in the nearest circle within the zone in which play was stopped.
- If the shot clock is reset in error, play continues.
- The shot clock display units shall be turned off when there is less time remaining in the period than there is on the shot clock. If the display units cannot be turned off, then the shot clock shall be reset to 30 seconds and stopped.























### Shot Clock Operator:

The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow play, while being protected from interference or distraction by spectators or team staff. The on-ice officials must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall sign the Official Game Report.

**RINGETTE ICE SURFACE**



**REFEREE SIGNALS**

<p><b>DELAYED CALLING OF A PENALTY</b> Arm straight up, and pointing to the player once or twice, until there is a stoppage in play.</p> 	<p><b>BODY CONTACT</b> Fist clenched and arm extended out in front of the body.</p> 	<p><b>ILLEGAL SUBSTITUTION/POSITIONING</b> Patting flat of hand on the top of the head.</p> 
<p><b>DELAYED CALLING OF A VIOLATION</b> Arm bent at the elbow, with the hand and forearm directed upward.</p> 	<p><b>CHARGING</b> Rotating clenched fists around one another in front of the chest.</p> 	<p><b>INTERFERENCE</b> Crossed arms stationary in front of the chest.</p> 
<p><b>DELAYED CREASE VIOLATION</b> Same as above, with the other arm counting the 5 second delay.</p> 	<p><b>CROSS-CHECKING</b> A series of forward and backward motions with both fists clenched, extending from the chest.</p> 	<p><b>PENALTY SHOT</b> Both fists clenched and the wrists crossed above the head.</p> 
<p><b>TWO BLUE LINE PASS</b> Arm raised at a 45 degree angle to the body, and holding up two fingers.</p> 	<p><b>DELAY OF GAME</b> The arm bent and placed across the front of the chest.</p> 	<p><b>SLASHING</b> A series of chopping motions with the edge of one hand across the opposite forearm.</p> 
<p><b>HAND ON LOWER THIRD</b> Both fists clenched and brought together and apart once at the thumbs.</p> 	<p><b>ELBOWING</b> Tapping either elbow with the opposite hand.</p> 	<p><b>TRIPPING</b> Striking the right leg just below the knee.</p> 
<p><b>MINOR PENALTIES</b></p> <p><b>BOARDING</b> Repeatedly striking the clenched fist of one hand into the open palm of the opposite hand, in front of the chest.</p> 	<p><b>HIGH STICKING</b> Holding both fists clenched, one immediately above the other at the height of the forehead.</p> 	<p><b>FULLY SERVED AND EJECTION PENALTIES</b></p> <p><b>UNSPORTSMANLIKE CONDUCT</b> Arm bent and placed behind the back.</p> 
<p><b>HOLDING</b> Clasping either wrist with the other hand, in front of the chest.</p> 	<p><b>HOOKING</b> A series of tugging motions with both arms as if pulling something from in front, towards the stomach.</p> 	<p><b>MAJOR PENALTY</b> Using both hands to form a "T" in front of the chest.</p> 
		<p><b>MISCONDUCT OR MATCH PENALTY</b> Both hands on hips then pointing to the player.</p> 

Thanks to Ringette Canada, Ringette Alberta & the Black Gold League for the above information!

### RINGETTE SEASON

Ringette typically begins in late August, beginning with AA evaluations. At no time during the pre-season or regular season is a participant allowed to be on the ice without full equipment. The regular season begins in October and runs through to early March. Playoffs, Provincials, Westerns & Nationals are in February and March.

For participants wanting to try out for “AA Divisions” you must let your intentions be known at the time of registration (indicating on the Registration Questions as well as selecting the AA tryout package and paying the tryout fee).

### TEAM FORMATION

Ringette Alberta follows a “step-based” structure for the U10 Division. This structure ensures athletes are placed in an environment that is optimal for their long-term development. The following stages are included in the U10 Division structure:

- Active Start
- U10 Step 1
- U10 Step 2
- U10 Step 3

All players will participate on ice for standardized assessments. Where there are enough players for more than one team in a specific stage, those players will be divided to make equal teams. **See the Evaluations link found on the SGRA website for further information.**

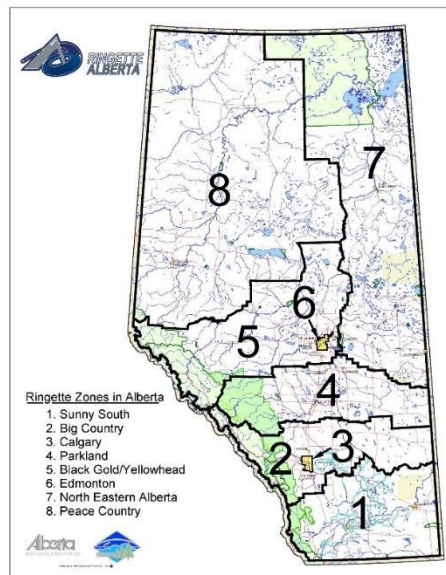
Spruce Grove and other associations in Black Gold tier their teams at U12 level and above. The number of teams SGRA puts in each tier depends on the total number of teams in that division and is based on a tiering policy provided by Ringette Alberta (RAB).

### 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](http://www.blackgoldleague.com). It is your responsibility to review BGL Operations Manual.

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.** 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](http://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 Allocators as well as BGL.**

### 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.

Generally, there are 2 ice times per week – one practice and one game slot. Teams that participate in tournaments, power skating, coaching clinics, or other ice based events are considered as ‘practice ice’ times for team allocation. Any time on the ice is good ice!

## 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 effects 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](http://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.

Check out Black Gold League or Ringette Alberta’s website for a listing of all sanctioned tournaments and registration information: [www.ringettealberta.com](http://www.ringettealberta.com) and [www.blackgoldleague.com](http://www.blackgoldleague.com).

## 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, a copy 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

## JEWELLERY

Ringette has a zero-tolerance rule for wearing jewellery (Yes, even those brand-new pierced ears may cause a problem!) Teams can, and have been, assessed a penalty for players wearing jewellery. Opposing coaches have been known to wait until the most inopportune time, to point out the infraction to the referee.

## VOLUNTEERING

For many years, we have developed a strong relationship with our parents and the community that leads to a 'family like' atmosphere of cooperation and support. In addition to the volunteer requirements outlined at the time of registration (ie: bingo/casino shifts, etc), there are plenty of opportunities for you to get involved with your child's team or volunteer for our special events.



## FUNDRAISING

SGRA has many fundraising opportunities that arise throughout the year such as Bingos, Casinos, Edmonton Oiler or Oil Kings 50/50 Sales. Participation in these events would be credited to your volunteer commitments with SGRA.

Teams may decide to do additional fundraising to off-set team costs, such as tournaments, apparel, etc. Ideas include bottle drives, raffle tickets, pub nights, etc.

In addition, the SGRA is fortunate to have a Fundraising Coordinator on the Executive to bring further individual fundraising opportunities to association members throughout the year which can be applied to your individual player account. These opportunities can include Cookies Dough Sales, meat sales, Kernels Popcorn Sales, etc. **PLEASE NOTE: Fundraisers organized by the Association may change from year to year and are determined by the incoming Executive and Fundraising Coordinator.**

***Any monies left in your individual player account, gained through fundraising, once the initial team set-up fee (seed money) has been returned, 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.***

## REGISTRATION FEES

SGRA often gets asked what the registration fees cover. The following is a list of a few items that your registration fees help with: ***(Please note: All figures shown below are based on the 2019/2020 season)***

- Ice costs (approx. \$166,000)
- Referees costs (approx. \$13,500)
- Administration (approx. \$17,000)
  - Office
  - Player Photos
  - Website
  - Advertising
  - Equipment Storage
- Credit card and bank fees
- Insurance & Membership Fees (\$35,000)
  - Ringette Alberta Fees for players, referees, team staff
  - Black Gold League Fees
- Jerseys (\$11,000)
- Equipment Purchases and Replacement (approx. \$10,000)
- Clinics Coach & Player Development (approx. \$12,000)
  - Coaching Certification
  - Referee Certification
  - Power Skating
  - Goalie clinics
  - Player evaluations

## TEAM FINANCIAL INFORMATION

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 agree to 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.

## 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. All teams have need for the following positions:

### **Head Coach, Assistant Coaches, On-Ice Assistants, Junior Coach, Trainer, and Goalie Coach (where applicable)**

Every team needs to have a Coach and at least one Assistant Coach. Ringette requires that at least one certified coach on the bench be female. Head Coaches and Assistant Coaches must have appropriate certification set out by Ringette Alberta. Training costs (Coaching Clinics) are reimbursed by SGRA; if you are interested, please contact the Coaching Director on the Executive and check the Ringette Alberta website for locations.

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.

Coaches plan practices, direct games and share their wisdom with their players. Anyone interested in coaching is required to fill out an application (available through our website).

### **Team Manager:**

- Act as a liaison between the parents and coaches;
- Provide information to the parents;
- 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;
- Assist with distributions and collection of SGRA equipment and jersey to the team;
- Ensure game sheets are labelled with proper player and coaching staff information;
- Ensure game sheets are collected and distributed appropriately after games;
- **Enter BGL Game scores in team Ramp website;**
- Manager will have access to SGRA equipment storage at Spruce Grove Arena, holding responsibility for providing shot clock remotes to workers prior to games, and returning to lock-up after games;
- Submit Provincial Tournament Applications to Ringette Alberta.

**Treasurer:**

- Set up a bank account to control funds raised by the team;
- Two signatures will be necessary for team cheques;
- Set up a team budget and provide parents with a year-end accounting;
- Look after player accounts, team funds, retain receipts; and
- Provide refund of any team money back to parents (if applicable) and forward any additional fundraised amounts, clearly indicating amount and player name, to SGRA to be used as a credit toward player's next year registration.

**Team Safety and First Aid Coordinator:**

- Familiarize with the Team Safety and First Aid Response Plan located on the SGRA website.
- Complete and be aware of safety plans and response during team activities and events.
- Ensure proper response and procedures for injury and return to play.

**Sweetheart Tournament Representatives (2):**

- These positions are to be filled before other volunteer positions below
- Each team will need to provide a minimum of two volunteers to be part of the Sweetheart Tournament Committee (Tournament held in February each year);
- These individuals will attend tournament planning meetings throughout the year; generally, one per month to start with the possibility of more frequent meetings closer to tournament;
- Tournament reps will work within the committee to help our Sweetheart Tournament be a success;
- Reps are responsible to communicate tournament commitments to the team, such as basket donations and volunteer shift schedules for the tournament; and
- Reps will generally work one to two additional shifts the weekend of the tournament as a "Tournament Committee Representative" in addition to team volunteer requirements.

**Timekeeper/Scorekeeper/Shot Clock Scheduler:**

- Timekeeper and Scorekeeper workers are required for all home games. A Shot Clock Operator is also required for all home games in U12 and up.
- This position would be required to coordinate a fair and equitable rotation amongst the parents to work these noted positions.
- Ringette tournaments which teams are attending out of town, may require workers. The scheduler will include these games into rotation.

- It will be the workers responsibility to find coverage for positions if they are not able to fulfill their turn – not the scheduler.

**Tournament Coordinators:**

- Obtain input from coaches and parents as to how many tournaments the team will want to attend throughout the season; ensuring input includes how many out of town tournaments the coaches and parents are able to commit to;
- Research and inquire about available tournament;
- Responsible for filling out and submitting tournament application forms and payment (payment obtained from Treasurer);
- Inquire about team rates and reserve blocks of hotel rooms for out of town tournaments; and
- Provide coaches and parents with information regarding upcoming tournaments, hotels and booking instructions.

**Social Coordinator:**

- Obtain input as to what types and number of activities the team is interested in throughout the year;
- Arrange social functions for the team and/or parents throughout the year and at tournaments;
- Arrange or assist with any player or coach gifts, if applicable.

**Fundraising Coordinator:**

- Obtain input as to what type of fundraising activities the team would be interested in throughout the year;
- Discuss budget with team staff and parents, to decide how these budget goals will be met;
- Work with SGRA Fundraising Coordinator, collecting and providing orders for SGRA coordinated individual fundraising efforts (Coordinate any additional fundraising efforts decided on as a team (Ex. Bottle Drives).

**REQUIRED RINGETTE EQUIPMENT**

Equipment required for Ringette is similar to hockey including a CSA approved helmet with a Ringette-specific facemask (diamond shape openings not rectangular guard) and a BNQ certified neck protector. A Jill strap and a padded girdle are worn under the game pants instead of the traditional hockey pants and jock strap. The Ringette stick shall be a regulation stick and is cut off somewhere between the chest bone and the armpit (with skates on) for proper length.

The top of the stick (cut off end) must be taped for safety and to allow easier pickup off the ice surface should it fall. There must not be any tape or grip support on the bottom third of the stick.

Please check with your coach if you have any questions regarding equipment.



Good used equipment is available at used equipment stores and equipment exchanges. The best time to buy equipment is in August with the best selection available pre-season. The following is a list of a few companies that offer goods and services; please check your local phone directory for a complete listing.

**Equipment can be bought, and in some instances, sold, or traded at the following places (but is not limited to):**

- United Cycle (Edmonton)
- Source for Sports (St. Albert)
- Pro Hockey Life (Edmonton)
- ProSkate (Edmonton)
- All Sports Replay (Edmonton)
- Totem Outfitters (Edmonton)