



## PARENTS 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 SARA. Official policy and procedures of the SARA can be found on the website at [www.stalbertringette.com](http://www.stalbertringette.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 SARA website at [www.stalbertringette.com](http://www.stalbertringette.com) for most current version.

**REVISED JULY 2017**



## MESSAGE TO PARENTS

SARA is committed to the growth and development of its players. The following document outlines what SARA expects from parents and coaches throughout the Ringette season in order to optimize the experience for the players. If these expectations are not met, the individuals will be dealt with in accordance with the SARA Code of Conduct Policy. *(Please see Appendix B at the end of this booklet)*

- **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 parent's 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. SARA supports the concept of **Zero Tolerance** where there is abusive behaviour towards game officials.

SARA expects 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**

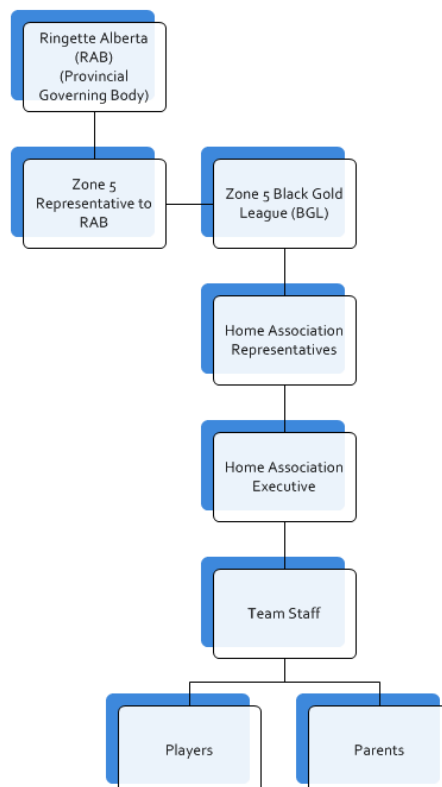
We expect parents to treat their coaches with respect. They have volunteered their time, they have committed to the roles, and responsibilities of a coach as laid out by the association. If you have a serious concern or question for the coach, email the coach, request a face-to-face meeting, and include your division coordinator 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 the games 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 as adopted by Zones 4 through 8 at the 2010 Annual General Meeting of the Black Gold League.





## 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 similar to 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>	10 and Under
<b>U10</b> (Potentially 3 Steps/Stages or Groups)	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>	19 and Over

Ringette has a major advantage over hockey 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 states 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.

In 2014, Ringette Canada added to the Joint Control rule, with 'Move it or Lose it'. If play is stopped due to the ring being immovable, or if it cannot be safely played, the ring is awarded to the team that:

- gains second control, or
- did not have initial control, or
- has initial control, provided the opposing team is not actively checking

A video aid on Move it or Lose it can be found here: <http://officiatingringette.ca/index.php?page=219>

**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:

Division	Game Duration	Period Duration (Two Periods)
U10 (All Stages)	50 minutes	18 minutes, Stop 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.

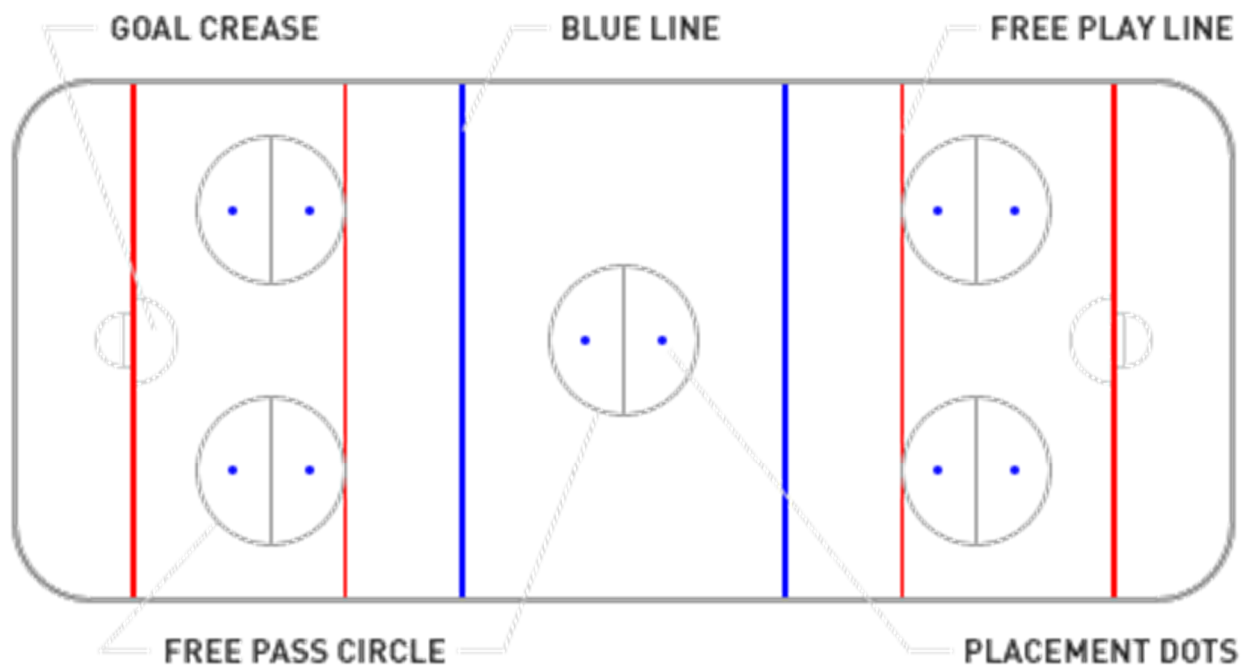


- If the shot clock's audible signal sounds in error:
  - Play is stopped; the shot clock is reset to 30 seconds; and the ring is awarded to the team last in control of the ring, in the nearest circle within the zone in which play was stopped.
- If the shot clock is reset in error, play continues.
- 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

### DELAYED CALLING OF A PENALTY

Arm straight up, and pointing to the player once or twice, until there is a stoppage in play.



### DELAYED CALLING OF A VIOLATION

Arm bent at the elbow, with the hand and forearm directed upward.



### DELAYED CREASE VIOLATION

Same as above, with the other arm counting the 5 second delay.



### TWO BLUE LINE PASS

Arm raised at a 45 degree angle to the body, and holding up two fingers.



### HAND ON LOWER THIRD

Both fists clenched and brought together and apart once at the thumbs.



### MINOR PENALTIES

#### BOARDING

Repeatedly striking the clenched fist of one hand into the open palm of the opposite hand, in front of the chest.



### BODY CONTACT

Fist clenched and arm extended out in front of the body.



### CHARGING

Rotating clenched fists around one another in front of the chest.



### CROSS-CHECKING

A series of forward and backward motions with both fists clenched, extending from the chest.



### DELAY OF GAME

The arm bent and placed across the front of the chest.



### ELBOWING

Tapping either elbow with the opposite hand.



### HIGH STICKING

Holding both fists clenched, one immediately above the other at the height of the forehead.



### HOLDING

Clasping either wrist with the other hand, in front of the chest.



### HOOKING

A series of tugging motions with both arms as if pulling something from in front, towards the stomach.



### ILLEGAL SUBSTITUTION/POSITIONING

Patting flat of hand on the top of the head.



### INTERFERENCE

Crossed arms stationary in front of the chest.



### PENALTY SHOT

Both fists clenched and the wrists crossed above the head.



### SLASHING

A series of chopping motions with the edge of one hand across the opposite forearm.



### TRIPPING

Striking the right leg just below the knee.



### FULLY SERVED AND EJECTION PENALTIES

#### UNSPORTSMANLIKE CONDUCT

Arm bent and placed behind the back.



#### MAJOR PENALTY

Using both hands to form a "T" in front of the chest.



#### MISCONDUCT OR MATCH PENALTY

Both hands on hips then pointing to the player.

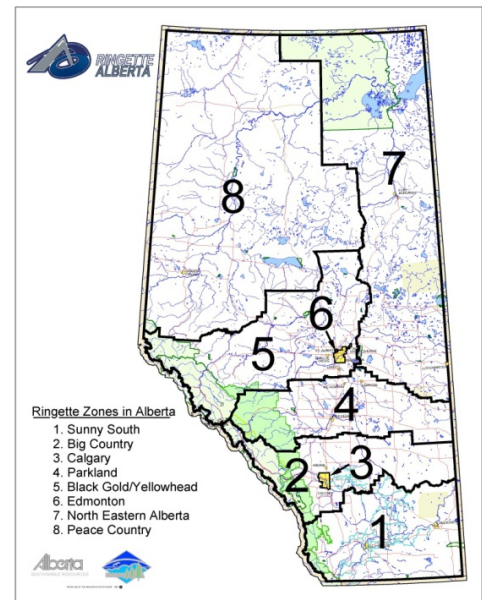


Thanks to Ringette Canada, Ringette Alberta & the Black Gold League for the above information!

## LEAGUE PLAY

St. Albert Ringette Association (SARA) plays within the Black Gold League (BGL). Your team has been registered with the BGL. SARA 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 boundaries. St. Albert is in Zone 5. In order 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 with and posted on the BGL website at [www.blackgoldleague.com](http://www.blackgoldleague.com). The league strives to provide a more accurate assessment of competitive equality and also provide for the development and preparation for playdowns and Provincials.

U10 will play four (4) games in the first and ten (10) games in the second session.

U12 to U19 will play six (6) games in the first session and ten (10) games in the second session. Session two play commences in November for all divisions.

- The exception to games scheduled within the BGL will be the SARA Active Start teams which will not have scheduled league games but instead, they will have fun games or exhibition style games coordinated by each team for the 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 \$500 fine from the League. All league games must be played and take precedence over practices, tournaments, or team events.

*Please note – that ‘not wanting to travel’ outside of metropolitan Edmonton, is not acceptable to either SARA or the BGL.*

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



## RINGETTE SEASON

For St. Albert, Ringette typically begins in early September with evaluations and team equalization sessions taking place. 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 March. Zone playoffs and Provincial playoffs are in March and April.

## TEAM FORMATION

Ringette Alberta moved towards a “stage-based” structure for the U10 Division. **(See Appendix A)**

This new structure ensures athletes are placed in an environment that is optimal for their long-term development. The following stages are included in the new 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 SARA website for further information.**

St. Albert and other associations in Black Gold tier their teams at U12 level and above. The number of teams SARA puts in each tier depends on the total number of teams in that division and is based on a formula provided by Ringette Alberta (RAB). In order to place players in each tier, SARA makes considerable effort to evaluate players to determine at what level each player should play.

## ICE TIMES

The 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 SARA approximately one week before the start of the season to allow for scheduling of all remaining slots by the Ice Allocator. The SARA 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 are scheduled in the evenings and on weekends. Generally, there are two 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

Most teams enter tournaments each year although it is not mandatory. SARA encourage a maximum of 3 tournaments per season, with one away tournament requiring hotel costs. This thinking encourages the younger levels to play as the cost will stay affordable. SARA encourages participation and does not want to deter families from the sport. Tournaments are typically held from Friday, during school hours through to Sunday, but this depends on the size and hosting association of the tournament. Tournament fees, accommodations, food, and travel expenses are an extra cost to the team.

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 the rescheduling of a scheduled game. Your team must play the scheduled game before the end of the session.

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.

## 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 in-opportune time, to point out the infraction to the referee.

## VOLUNTEERING

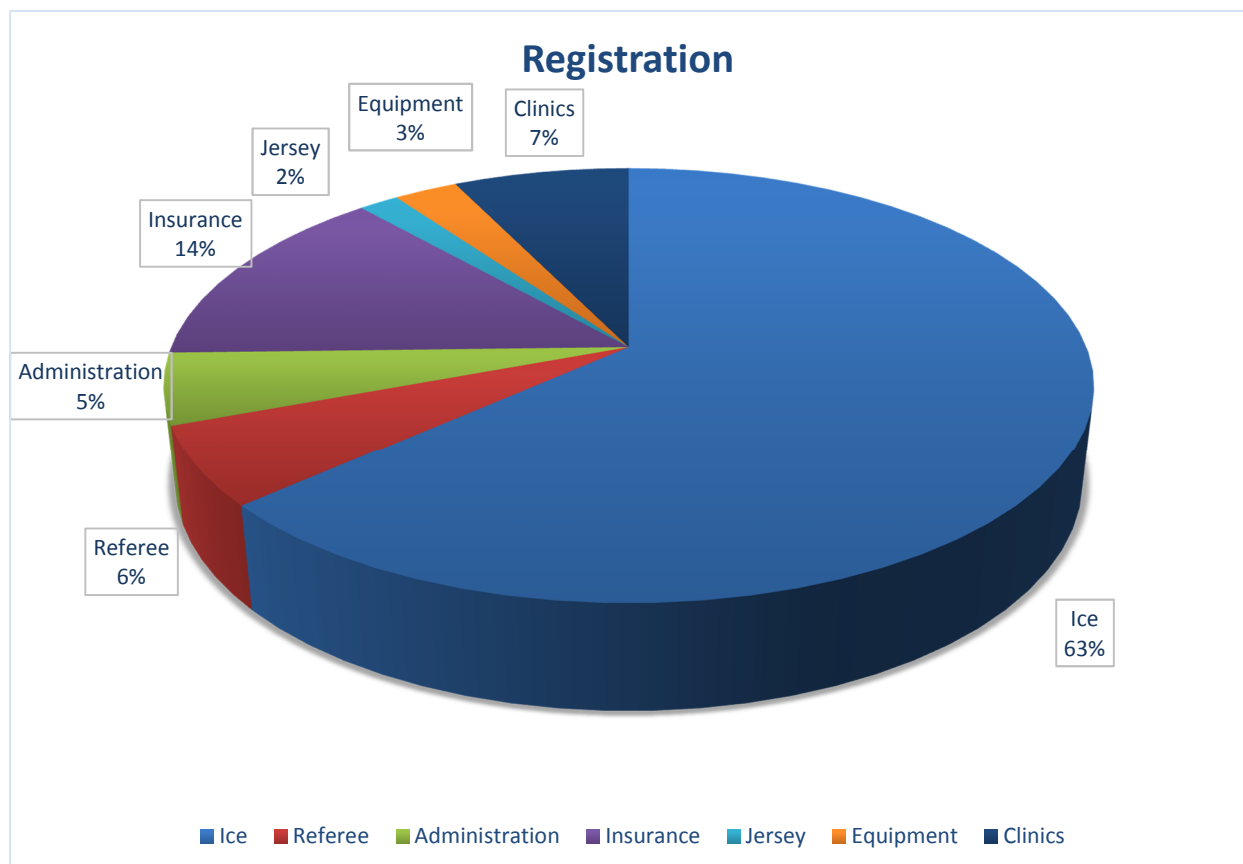
For many years, we have developed a strong relationship with our parents and the community that leads to a 'family like' atmosphere of cooperation and support. In addition to the volunteer requirements outlined at the time of registration (ie: bingo/casino shifts, etc), there are plenty of opportunities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



## REGISTRATION FEES

SARA often gets asked what the registration fees cover. The following is a list of a few items that your registration fees help with:

- Ice costs
- Referees costs
- Administration
  - Meeting Room Rentals
  - Player Evaluations
  - Provincial Fees
  - Advertising
- Insurance & Fee's
  - Ringette Alberta Fees ( \$55 per player, \$20 per referee, and \$20 per coach & manager)
  - Black Gold League Fees ( \$100 per team)
- Jerseys
- Equipment Purchases and Replacement
- Clinics and Technical Development for SARA members
  - Coaching Certification
  - Referee Certification
  - Power Skating
  - Goalie clinics





## FUNDRAISING

SARA 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 SARA. In addition, the SARA is fortunate to have a Fundraising Coordinator on the Executive to bring further fundraising opportunities to the association.

**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 initial team set-up fee (seed money) has been returned, must be returned to SARA. Any fundraised monies over and above the initial team fee's will be forfeited to the St. Albert Ringette Association.***

## TEAM FINANCIAL INFORMATION

Team financial accounts shall be a team activity and team responsibility. SARA assumes no liability or responsibility in the management of team accounts. Teams should discuss 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/team fee's (this is 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 person on the bench be a female. Head Coaches must have certification. Training costs (Coaching Clinics) are reimbursed by SARA; if you are interested, please contact the Technical Director on the Executive and check the Ringette Alberta website for locations.



SARA 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 SARA 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;
- Email game stats to SARA and Black Gold League Statisticians within 48 hours of games;
- Retain hard copies of game sheets throughout year and submit at the end of the season to the SARA Statistician;
- Book referees for all exhibition games – games regularly scheduled will already have referees booked; and
- 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 SARA.

**Team Safety and First Aid Coordinator:**

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

**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 team are attending out of town, may require workers.





**Tournament Coordinator:**

- 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.

**Turkey Ring Tournament Representatives (2):**

- Each team will need to provide a minimum of two volunteers to be part of the Turkey Ring Tournament Committee (Tournament held in October each year);
- These individuals will attend tournament planning meetings; generally 4 meetings will be required with the possibility of more frequent meetings closer to tournament;
- Tournament reps will work within the committee to help our Turkey Ring 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.

**Jersey Parent(s):**

- Responsible for team jerseys;
- Have jerseys at each game in a timely manner for players;
- Collect jerseys at the end of each game and put back into supplied SARA jersey bag;
- Wash and care for jerseys throughout the season; and
- Ensure all jerseys are cleaned, in jersey bags and returned at the end of the season.

**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;
- 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 pant 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 as well – similar to a hockey stick for safety and to allow easier pickup off the ice surface should it fall. Please check with your coach if you have any questions regarding equipment. There must not be any tape or grip support on the bottom third of the stick.



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:**

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



## Appendix A - U10 Structure:

### Generic Program Descriptions

**Stage: Active Start                      Sub-Stage: Active Start 1**

- approximately 1 ice time per week
- Introduction and primary focus: skating, ring handling, passing, checking, shooting, small area games
- Emphasis on active involvement, participation and FUN
- Introduce the concept of informal games in a 1/2 or cross-ice format. No scorekeeping.
- 1-2 Jamborees with other local Associations with similar program
- Season – post thanksgiving to early March (approx. 22 weeks)

**Stage: Active Start                      Sub-Stage: Active Start 2**

- Same as above but...
- Approximately 3 ice times every 2 weeks
- Enrollment in this program will be based on having more refined skating skills than Active Start 1

**Stage: FUNdamentals                      Sub-Stage: U10 – Step 1**

- 2-3 ice times per week will include a combination of practice and games depending on the league game schedule
  - Fundamental skills development focus including: skating skills, ringette skills and basic goalie instruction for all players
  - Emphasis on active involvement, participation and FUN
  - Full ice games with a focus on basic concepts, rules and flow of the game. Continue to play half ice or cross-ice games in practice sessions.
  - Game format should be structured to maximize “time on the ring” for each player.
  - Coaches on the ice during games for the first half of the season
  - Strive for team travel to remain relatively close to home
  - Tournament participation permitted. Quantity approved by the Association (1 - 2 maximum with recommendation that one be at or close to home and one “fun trip” away.)
  - Season – Mid September to early March (approx. 25 weeks)

**Stage: FUNdamentals                      Sub-Stage: U10 – Step 2**

- As above plus...
- Continue to refining skills and to understand game concepts.

**Stage: Learn to Train early                      Sub-Stage: U10 – Step 3**

- Can execute most skills in U10-Step 2 plus understands the game concepts very well.
- Maturity of the athlete indicates readiness for Learn to Train early.
- Season – Mid September to early March (approx. 25 weeks)

\* Ringette Alberta would like to recognize and thank Lori Horne for her leadership in the effort to move ringette in Alberta towards stage based athlete development.



## Appendix B – SARA Code of Conduct Policy

### PURPOSE

St. Albert Ringette Association seeks to ensure that all participants are treated with respect; that everyone has equal opportunity; and that discriminatory practices are prohibited. Under this policy participants are required to behave in a manner which upholds SARA Core Values.

### SCOPE

This Code of Conduct Policy identifies the standard of behaviour which is expected of all Members and Participants involved in the sport of Ringette as well as related on and off ice activities within the SARA and within the Province of Alberta as well as teams and their organizations participating in Ringette activities outside the Province of Alberta.

### DEFINITIONS

These words have the following meaning in this policy:

- a. Core Values of SARA are established as:
  - Teamwork: Co-operation to achieve common goals. Competition on the ice, cooperation off the ice; Clearly defined roles, responsibilities and expectations; Recognition for achievement and the celebration of our successes and respecting the values, skills and contributions of others.
  - Integrity and Respect: Commitment to opportunity and consistent actions; Commitment to be open, honest and ethical in all that we do.
  - Safe and Fun Communities: Ensuring a positive, fun and safe environment.
  - Excellence: A commitment to high standards in process and knowledge.
- b. Discipline: Defines the steps taken and the consequences for not acting in a manner consistent with the Code of Conduct.
- c. Members: All categories of membership defined in the SARA Bylaws
- d. Participants: Includes, but is not limited to, all SARA Executive, Members, coaches, officials, athletes, managers, volunteers, administrators, employees (including contract personnel), parents or legal guardians, and fans.



## PRINCIPLES

- All participants will treat others with respect.
- All participants will have equal opportunity limited only by their desires, effort and ability.
- Discriminatory practices will not be tolerated.
- SARA will foster an environment that supports the Core Values.

## REQUIREMENTS

All participants will maintain the dignity and self-esteem of other participants by:

- Demonstrating respect for individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status;
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and Members;
- Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct and practices;
- Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - Interacting with others in a way that enables all individuals to maintain their dignity and respect;
  - Consistently treating individuals fairly and reasonably;
  - Ensuring that the rules of the sport of Ringette, and the spirit of such rules, are adhered to.

Adults will take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Ringette events. All participants will adhere to the legal requirements for alcohol consumption.

Participants will respect the property of others and not wilfully cause loss or damage.

Participants will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods that will affect the Ringette performance or experience of themselves or other participants.

Participants will refrain from any behaviour that constitutes harassment and/or bullying of any kind. , Harassment is defined as comment or conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading, or malicious. Bullying includes, but is not limited to cyber bullying, emails, texting or social media chatter. Participants are not permitted to enter into the opposing team's dressing room, the official's dressing room nor are they permitted to confront game officials about the game unless invited to do so by said officials.

It is essential that Participants understand the importance of actively displaying respectful and equally ethical behaviour towards officials. The SARA accepts the concept of **Zero Tolerance** where there is abusive behaviour towards game officials.

Participants will refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, and where such conduct has



the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment.

Participants will refrain from the use of power or authority in an attempt to coerce another participant to engage in inappropriate activities.

### COACHES CODE OF CONDUCT

In addition to the above, Coaches have additional responsibilities and must model appropriate behaviour. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

Coaches will at all times:

- Understand that you have an obligation to abide by the policies and practices of SARA and that failure to do so could result in a loss of coaching privileges;
- Commit yourself to learning the rules of the game, skills to be taught, and coaching techniques for player and team development. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all required clinics and coach development programs SARA may hold and/or offer from time to time.
- Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at players for making a mistake or losing a competition.
- **Ensure a safe environment for athletes/participants** by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
- Remember that players need a coach they can respect and look up to... be generous with your praise when it is deserved and set a good example;
- Develop team respect for the ability of the opponents, as well as for the judgment of officials and opposing coaches;
- Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game;
- Communicate with parents and/or legal guardians and follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from a physician authorizing play if they sought medical advice for the injury to begin with.;
- Coaches are responsible for the conduct of their players and team staff during practices, games and team functions;
- **Accept and promote athletes' personal goals** and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
- Encourage and facilitate athletes to be responsible for their own behaviour, performance, and decisions;
- Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;



- Be reasonable in your demands on player's time, energy and enthusiasm. Remember that they have other interests, including academics, and being able to pursue these interests, as well as ringette, will help them maintain their enthusiasm and make them better players.;
- At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete;
- Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a Ringette coach;
- Keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons;
- Act in the best interest of the athlete's development as a whole person.

### **COMPLIANCE AND CONSEQUENCES**

Participants will comply at all times with the Bylaws, policies, rules and regulations of Ringette Canada, Ringette Alberta, and St. Albert Ringette Association as adopted and amended from time to time.

Conduct that violates this Code of Conduct may be subject to sanctions pursuant to SARA's Complaints and Discipline Policy.

Ringette Alberta has the right to take action where it determines that SARA's actions are insufficient to maintain the Core Values. Failure to comply may make SARA subject to sanctions pursuant to Ringette Alberta's policies related to discipline.