

St. Albert Ringette Association



Manager's Information Handbook

Preamble:

Thank you for volunteering for the position of Team Manager. The role you have taken is of particular importance as you contribute to the overall success of your team and the Association. S.A.R.A. is a strong and vibrant Ringette Association due to the countless hours of volunteer work completed by members. The Executive Board of Directors is here to assist and support you as you volunteer this season.

Although the role of Team Manager may seem to be a daunting task, it is relatively easy and requires only some organizational skills and a dedication to your team and the sport.

In order to get started SARA has prepared a package for you with a general step by step process.

A New Season:

This is an exciting time of year as our young athletes hit the ice for conditioning skates which leads to the evaluation process. Upon completion the coaches are named and there is a team selection process base upon the evaluations. Once the team is formed the coach notifies all players and the season is about to begin.

Upon receiving the call, your experience as a Team Manager begins. The following information is a brief point form description of tasks and responsibilities for the team manager.

- The first order of business will be your attendance at the Coaches and Manager's meeting. Any new information for the season will be provided, including rule changes and code of conduct.
- Next you will be notified of where and when the first practice will be held. This is the most opportune time to call a parent meeting to set the stage for the upcoming season. (A sample parent package is attached for information and guidance)
- It is a good idea to prepare a team roster quickly once the team is selected and then start applying for any tournaments you wish to participate in. The sooner the applications are submitted the better the chance of being accepted. Once the tournaments have been agreed upon with the parents the applications can be advanced to the various host associations.

- Prior to the parent meeting a team budget must be prepared which will include but not limited to the following:
 - Funding required for tournament participation
 - Team apparel
 - Team photographs
 - Social events (Christmas and Year End Party)
 - Extra ice time
 - Dry land training for the team
 - Coaches Gifts if the parents agree.

Remember to include fundraising as part of the budget which will assist in offsetting costs to the parents. (A sample budget has also been attached)

- You will also need to prepare a package for the parents. This will set the stage for the season and get the team off to a great start. Included in the package will be the following forms:
 - Coaching Code of Ethics
 - Fair Play Agreement for Parents
 - Fair Play Agreement for Coaches and Players
 - Player Medical Form
 - Proposed Budget
 - Letter to the Bank identifying two signatories for the Team Account.

Once you have passed out the materials to the parents' you will request the forms to be completed and returned to you. Create a binder with the specific information entered by player. In the event of an injury or a situation arises in which you need to access information quickly, it is at your fingertips.

In order to have the team run smooth for the season the involvement of parents is essential. A list of Team volunteer positions has been attached for reference and the more participation the better. These positions are to be filled at the parent meeting. Remember the more buy in from the parents the easier the workload.

Prepare a Team listing with the players and parents' names, telephone numbers, e-mail addresses and addresses. This can be distributed to the parents' for reference. A good idea is to create a "cheering sheet". This consists of a small photo, the name and jersey number of the player. Once completed distribute to each parent so they can cheer equally loud for each player on the ice.

SARA utilizes RAMP for the website. Contained within the website is the capability of a Team Micro Site. This will track all games and practices and you may also choose to enter the game stats for the older divisions. The players and parents have access and view the upcoming schedules as well as any news you wish to post.

The Micro site has a great print function once you have your roster entered. This function will print labels for the score sheets with the players' names and numbers as well as the team staff. Prior to each game you will be required to place the labels on the score sheet in preparation of the game.

Once your season is running smooth you will be required to prepare and submit a Hard Card to Ringette Alberta. This is a very simple process and all that is required is the names and age of the registered players and team staff on the roster for the season. This is filed and provides the ability to enter the Provincial Championships at the end of the season.

Coaches and managers are required to be certified in order to be on the bench and this is particularly important during the Provincial Championships. Ensure the Coaches and Managers Certificates for your team are submitted to Ringette Alberta prior to Provincial Play downs.

Part of the duties of the Manager is to report all scores for the games your team has participated in. This is an important aspect as it will determine the position of the teams for the re-pooling by Blackgold League for the second half of the season. Reporting scores is very simple as there is a link on the SARA website "Report a Score". You access the link and simply fill in the blanks. Once a game is complete a copy of the score sheet is to be placed in the Ringette Score Sheet Mail Box located in Mark Messier Arena just beyond the Zamboni doors.

If there is a change in the schedule such as a cancelled game or practice you can enter the information on the Micro site for your team and then have a mass e-mail sent outlining the details. It is very important to communicate all cancellations of practice or games.

A very important aspect to ensuring a smooth season is to remain in constant contact with the parents and coaches. You will be able to address any potential issue prior to it becoming a problem. Hold several informal parents' meeting throughout the season. Document decisions made at these meetings regarding fundraising, tournaments and anything else that concerns team funds or is of team importance (remember majority rules). Remember to contact both parents of a player whose parents have separate addresses and telephone numbers.

SARA is committed to the success of the athletes and teams. Being a Team Manager brings us one step closer to accomplishing our goals. Your dedication and time is appreciated by the Association but more importantly by the athletes. Please remember that resources are available to you throughout the season should you require any assistance. Please reference the SARA web site which will provide access to the Bylaws, Policies and any forms you may require throughout the season.

Thank you.



Coaching Code of Ethics

- **Act with integrity in performing all duties with your players, their parents, and your local ringette association.**
- **Strive to be well-prepared so that your coaching duties are carried out with competence.**
- **Act at all times in the best interest of the development of your players as whole persons.**
- **Maintain the highest standards of personal conduct and support the principals of play.**
- **Accept both the letter and the spirit of the rules of the game.**
- **Accept and support the role of the officials in providing judgment to ensure that games are conducted fairly and according to the established rules.**
- **Treat you fellow coaches with courtesy, good faith, and respect.**



Fair play Athlete Coach Agreement

Athlete
I agree to:

- Always play by the rules
- Never argue with an official. When a call is disputed, I'll let the coach or team captain handle it.
- Remember that I'm playing because I enjoy the sport. Winning is fun, but so are many other things about the sport.
- Work at achieving my personal best and not to get discouraged if it's not the best.
- Show appreciation for good plays/performances, even by opponents.
- Control my temper and not be a show-off.
- Play fairly all the time.

Signature:

Coach
I agree to

- Remind my athletes that winning a game or trophy isn't the only measure of success.
- Encourage my athletes and offer constructive criticism.
- Instruct my athletes both the letter and spirit of the rules.
- Teach my athletes that officials are an important part of the game. They should be respected at all times, as should their decisions.
- Encourage my athletes to be good sports.
- Give every participant a chance to play and learn the skills.

Signature:

- Remember that my actions speak louder than my words



Fair Play Agreement

For The Parent

I _____
Name

Agree to:

- Remember that children should always play for their fun.
- Teach my Children that honest effort is as important as winning.
- Provide plenty of encouragement to my children because that's the best way to help them learn.
- Teach my children that officials are important parts of the game and to respect their decisions.
- Encourage my children to be good sports
- Applaud the value and effort of volunteer coaches and officials.
- Remember that children only learn what we teach them. Fair play starts at home.
- Remember to not coach from the side lines. Getting messages from many sources will only confuse the children.

Signature _____

Date: _____



Player Medical Information

Name: _____ **Date of Birth:** _____

Person to be contacted in case of Emergency **Phone #'s**

Alternate contact **Phone #'s**

Family Doctor **Phone #'s**

Alberta Health Care Number

Relevant Medications _____ **Allergies** _____

Medical

History Previous Injuries _____

Does the player carry and know how to administer her own medications? ___ Yes ___ No

Other Conditions (braces, contacts lenses, etc) _____

Team Emergency Action plan members: _____

Note: Medical information is confidential. Only authorized individuals should have access to this card. Keep this card with the team at all times.

Example of Bank Letter:



St. Albert U-14 Ringette
Team # STA-TB1
(Insert Team Name)

To whom it concern:

The St. Albert Ringette Association (SARA) U-14 TB1 (insert Team Name) is a not for profit amateur sport organization. In order to advance the team and participate in the various tournaments and regular season a bank account is required. This is to inform you that the following people have been appointed to the team volunteer committee to fulfill the following positions.

Coach:	(insert name)
Asst Coach:	(insert name)
Asst. Coach	(insert name)
Treasurer:	(insert name)
Manager:	(insert name)

A deposit may be made at any time by either the Manager or the Treasurer. The positions of Manager and Treasurer shall both be required to sign any cheque or withdrawal from the account.

Thank you,

(Insert Name)
Manager
Team # STA-TB2
St. Albert (Insert Team Name)
SARA U14 Ringette



PROPOSED BUDGET

TWEEN - B
2010-2011

Tournaments (5 including Turkey Ring)	\$600.00	5 X \$600.00	\$3,000.00
SARA Pants	\$20.00 (per player)	16 X \$20.00	\$320.00
Team Photos (Basic Package)	\$20.00 (per player)	16 X \$20.00	\$320.00
Team Apparel	\$60.00 (per player)	16 X \$60.00	\$960.00
Team Functions	\$200.00 (each)	2 X \$200.00	\$400.00
Office Supplies	\$50.00	1 X \$50.00	\$50.00
Miscellaneous	\$65.00	1 X \$65.00	\$65.00
Team Banner	\$50.00	1 X \$50.00	\$50.00
SARA Raffle Tickets	\$75.00 (per player)	16 X \$75.00	\$1,200.00
SARA (Water Park Tickets)	\$10.00 (40 per team)	40 X \$10.00	<u>\$400.00</u>
		Subtotal	<u>\$6,765.00</u>
		Total Team Fee per Player	\$422.00
		First Half Due October 6 th	\$211.00

Second half due November 15th

\$211.00

\$422.00

Prior to finalizing the budget for our team our participation in tournaments has to be determined. The direction provided by the parents will provide a more accurate projection for the season and total budget required.

U-14 has the opportunity to fundraise which will offset a portion of the team fees. A conservative projection is listed below for consideration and is only limited by the fundraising activities undertaken.

Fundraising	[\$3,000.00]
Sponsorship	[\$1,000.00]

Total \$4,000.00

Team Budget: \$6,765.00

Minus Revenues:

\$4,000.00

Total Budget: \$2,765.00

Total Team Fee per Player: \$173.00

Total savings per player: \$250.00

The opportunity also exists to host a silent auction with a licence from Alberta Gaming. There is potential to raise in excess of \$3,000.00 which will offset team fees and assist in paying for tournament attendance. Efforts will be made to identify another St. Albert Team in order to share in the responsibilities and the proceeds of the fundraiser. This venture has been successful for the past two years with funds raised in the amounts of \$7,200.00 and \$11,000.00.

NOTE:

All extra monies left in the account at the end of the season will be divided by 16 and returned to each player, unless otherwise decided by a majority vote.

Prepared by (Insert Name)

Manager U-14

(Insert Date)

Agenda

- Coach to sign all Player Fair Play Agreement Forms

Team Name Selection

Jersey Number Selections

Years Experience

Sign In Sheet with E-Mail and current phone numbers

Coach to introduce himself and coaching staff

Coaching philosophy

Responsibilities

Forms to be signed and returned to the Manager

Parent Volunteer List

Timer and Scorer Sign up

Pants Log

Volunteers for the Turkey Ring

Presentation of the Budget



SARA
(St. Albert Ringette Association)
PARENT PACKAGE
U-14
2010-2011 SEASON

AGENDA

1. Welcome
2. Team Roster
3. Team Name Selection
4. Season Plan
5. Goals and Commitments
6. Volunteer Sign Up Sheet
7. Emergency Action Plan
8. Code of Conduct
9. Team Proposed Budget
10. Forms
12. Questions

Dear Fellow Parent,

Welcome to the 2010-2011 Ringette season. I am (Insert Coaches Name) and have volunteered to coach the U14 team. We are excited to hit the ice this year and get to know all your children and work with them to develop their Ringette skills and teamwork on and off the ice.

Our first priority this season is to deliver an enjoyable and rewarding experience for all the players! In doing so, we plan to incorporate many games, fun and enjoyable drills and activities on and off the ice. In addition we will also focus on teaching important Ringette fundamentals such as:

- Skating skills
- Ringette skills and concepts including passing, ring handling, shooting, position play, breakouts and defence
- Ringette team building and terminology to assist in understanding the game

I invite all the parents to participate and we look forward to a very fun and enjoyable season.

Coach (Insert Name)

2010-2011 U-14 Season Plan

- The Ringette season is approximately 26 weeks (October to March)
- There are 16 regular season games scheduled
- Weekly practices are scheduled for (Insert Day of the Week and time) at the (Insert name of the Arena)
- St Albert Turkey Ring is scheduled for October (Insert Dates)
- Additional Tournaments will applied for
- Communication will be distributed primarily by e-mail

Coaching Philosophy: (Ensure the coach agrees or has input)

We play as a team, we win as a team and we lose as a team

Keep the game fun for all the players. The goal is to have all the players excited to come to practice and games

Encourage all players and make each player feel they are part of the team and have a contribution toward our success

Fair ice time, each player will be given the opportunity to play the game and in all situations

Focus on Team Building and fundamental skills

Sportsmanship and leadership will be promoted and encouraged

Positive reinforcement will be used to encourage and we will promote positive attitudes

Will follow the Code of Conduct for Coaches, Athletes and Parents

Respect for team-mates, referees, coaches and parents

Parent - Coach Relationship

Coaches are open to discussion regarding the achievements and progress of players. If you would like to discuss your child's progress we are certainly here for you. Please keep in mind that coaches are also volunteers and we will do our best to make this an enjoyable year.

- Views on coaching may differ from parent to parent. If there is a concern with the method of coaching, game strategy, player treatment or ice time please channel this through the manager. The coach, through the

manager, will address all issues regarding the players and your concerns.
Please do not confront the coaching staff in front of the players.

Team Goals and Commitments

Coaches Will:

- Be prepared for all games and practices
- Be fair with ice time and positions
- Get to know each player as an individual and respond accordingly
- Create a fun and challenging environment for players
- Teach Ringette fundamentals and skills to prepare players for the next season
- Encourage players to implement team building activities

Parents Will:

- Show commitment to your child and the program by being on time and involved
- Encourage your child through positive reinforcement
- Ensure your child is ready and on time for each practice and game
- Discuss any concern with the manager

Players Will:

- Show respect and consideration for other players, coaches, referees and parents
- Address the coach as "Coach (Insert Name)"
- Be prepared to try hard and listen at all times
- Ask questions when you do not understand

Important Parent Information

This is going to be an exciting and fun season for the players and parents of the U-14 Team. I have prepared a package for you containing important information, some of which must be returned to me in order to file and have assessable. Please review the information, complete and return the following documents:

- Fair Play Agreement for the Parent,
- Fair Play Agreement for the Coach and Player
- Player Medical Information sheets.

In order to prepare for any game it is expected that the players arrive at the arena 45 minutes prior to game time to provide the coaches sufficient time to select the lines and address the team prior to the game. This will provide the players an opportunity to bond as a team as they get dressed and prepare for the game. The dressing room is for the players and female coaches only until the players are fully dressed and ready at which time Head Coach (Insert name if a male coach) will enter to prepare the girls for the games. In the event that you will be unable to attend a game or will be late please notify Coach (Insert Name) in advance.

For this season each team member will be responsible for their own photo packages. The budget reflects \$20.00 for each player. This will cover the cost of the basic package and if anyone wishes to order additional items or photos they will be responsible for the additional charges.

SARA will provide each player (parent) a book of raffle tickets (\$75.00). The cost of the tickets is covered in the budget so it is the parent's choice either to sell the tickets and recover the money or simply enter your own name for the draw. When we receive the tickets they will be distributed and tracked in order to fulfill the obligations under the Gaming Act. In addition each team will receive 40 West Edmonton Mall Galaxyland tickets at a cost of \$10.00 each (\$400.00 team fee). These tickets will also be tracked when we receive them. The date has been set as (Insert Date of Event) and will be open to friends and family.

Fundraising is an option for our team this season. There will be a request for volunteer parents to organize events for everyone to participate and raise funds to offset the cost per player. The proposed budget is attached for information and approval at this meeting.

The St. Albert Ringette Association has a proud tradition and therefore they have requested that we conduct ourselves in a professional manner at all times as it is truly a reflection of our team, league and association. In the event that an issue

arises and requires to either be addressed or action taken the following process has been undertaken by our team.

The league has a zero tolerance regarding negative involvement with a referee by a coach, player, parent or team. The position of referee is very difficult and in many cases they are learning just as our girls are. If an issue arises there are avenues to explore in order to have it reported and rectified. There shall be one point of contact from our team to the Referee-in-Chief and that is the manager. Please bring your concerns forward in writing with the date, time, arena and opposing team as well as a description of the concern. The concern will be forwarded requesting the outcome and resolution be communicated back to our team.

Ringette is a competitive sport and as such many of us become very involved as we all wish the best for our children. All of the parents have a role with the team whether it is the jersey parent or the coach and all the time dedicated to the development of our children is volunteered. Due to the competitive nature of the sport and our passion for our children, situations may be encountered that cause concern or anxiety for parents. If this should occur during the season there is a designated process to address these concerns:

- Step one is to have a “24 hour cool off period” to reflect and formulate the adequate response
- Step two is to bring your concerns forward to the manager
- Step three is the manager review your concern with you to formulate the course of action you desire
- Step four is to advance your concern if required and attempt to resolve the issue to the satisfaction of all involved

The management of a Ringette team is very enjoyable and the focus of my attention will be to ensure the players get the most out of the season. I will correspond regularly with the parents and I am assessable at any time to answer questions and address concerns. In order to be successful I will request all the parents to become involved in some aspect of the team and the season.

Please do not hesitate to contact me.

Manager's Name

Home: (Insert Phone Number)

Cell: (Insert Phone Number)

E-mail: (Insert e-mail Address)

EMERGENCY ACTION PLAN

Ringette is a fast paced competitive sport and as such it is very physical for the players. In the unfortunate event of an emergency, or if an injury should occur, the coaching staff and volunteers would like to be prepared to provide the best course of action and response. In order to effectively respond to any emergency a plan must be prepared in advance and the responsibilities understood by all involved.

Manager Responsibilities:

- The Manager will identify a Trainer and alternate for the season
- The Manager will be responsible for providing the address of each arena to the Coaches and Trainers
- The Manager will be responsible for maintaining current emergency contact lists for the players and have the list present at all games and practices
- The Manager will be responsible for maintaining current emergency medical information sheets for every player and have the list present at all games and practices
- The Manager will provide the required support during the situation to the coach and parents.

Team Trainer Responsibilities:

- The Trainer will be responsible for assessment of the situation
- The Trainer will be responsible for notifying any required resources to deal with the situation further
- The Trainer will report to the Coach

Coaches Responsibility:

- The Coach will provide the required support during the situation to the player, trainer and parents

SARA
(St. Albert Ringette Association)
PARENT PARTICIPATION
U14-TB1
2010-2011 SEASON

On-Ice

Coach:

Assistant Coach:

Assistant Coach:

Assistant Coach:

Team Trainer:

Off-Ice

Team Manager:

Team Treasurer:

Jersey Parent (Home):

Jersey Parent (Away):

Tournament Coordinator:

Tournament Coordinator:
(Accommodations)

Social Committee:

Time Keepers:

Assigned by Manager

Fundraising:

Team Apparel:

RESPONSIBILITIES

Coaches:

- Responsible to run a program that is appropriate for the age and abilities of the players
- Responsible for assembling a team of assistants, including the manager to assist in the development and implementation of the Ringette program
- Instruct/coach players during practices and games
- Provide leadership for players during all team activities
- Responsible to ensure rules of fair play are upheld
- Maintain open and respectful communication with parents through the Manager
- With the support of the manager, secure team involvement in exhibition games and tournaments

Assistant Coaches:

- Assist with coaching/instructing players
- Provide leadership to players
- Ensure fair play
- Assist in securing exhibition and tournament games
- Report to coaches
- Maintain list of goalies with coach and ensure fair rotation

Trainer:

- Look after team equipment and first aid kit
- Must be able to attend games and practices, or find an alternate
- Administer first aid when necessary, with certification provided

Manager:

- Coordinate, with parent involvement, all off ice activities.
- Oversee team fundraising and expenditures
- Assist coaches to secure team involvement in exhibition games and tournaments
- Maintain and regularly distribute to the parents general information, schedules, fundraising and spending reports, team roster information, etc.

Treasurer:

- Prepare the budget
- Handle all money transactions
- Provide regular spending and fundraising updates to the manager, parents and coaches
- Open an account and manage the money
- Report to the manager

Jersey Parent:

- Responsible for the care and delivery of Home jerseys to every game
- Responsible for the delivery of jerseys to the Photography Studio for team pictures

Jersey Parent:

- Responsible for the care and delivery of Away jerseys to every game
- Responsible for the delivery of jerseys to the Photography Studio for team pictures

Tournament Coordinator:

- Seek and book accommodations for the team for tournaments that require an overnight stay
- Work with the Social Committee to arrange activities for the players while at tournaments
- Assist in arranging transportation if required
- Report to the manager

Social Committee:

- Organize fun events and extra curricular activities for the players and parents
- In coordination with the parents and coaches organize the year end party
- Organize team building events
- Assist the tournament coordinator with organizing activities
- Report to the manager

Fundraising Committee:

- Seek opportunities to raise funds to offset the team budget
- Seek opportunities to gain sponsorship
- Seek input and participation from all parents
- Report to the manager

Team Apparel Committee:

- Research the opportunity for the team to purchase apparel such as a track suit
- Seek input from the treasurer
- Report to the manager

RINGETTE EQUIPMENT REQUIREMENTS

When purchasing ringette equipment, consider these two important details:

1. Make certain the player is adequately protected and
2. Be sure the fitting allows freedom of movement so the player can properly perform the necessary skills and better enjoy the game. A complete set of ringette equipment can be purchased for a relatively reasonable cost. Shop around for the best values: you do not need to buy the most expensive equipment. There are also many discount sports stores in the St. Albert (and Greater Edmonton Area) that buy and sell used equipment. Just keep in mind that the equipment must fit properly to provide maximum protection.

MANDATORY EQUIPMENT:

Helmet CSA Approved. One of your most important purchases: only a CSA approved helmet is allowed and it must be sized at the time of purchase to fit properly. The chin strap must always be fastened. Facial protector (i.e. face mask) - CSA Approved Type 5 or Type 6.

Gloves (the same type as used in Hockey) Check for proper fit, with good finger and hand mobility.

Elbow pads (the same type as used in Hockey). Check for proper fit.

Ringette girdle and pants (these are different than used in hockey). Check for proper fit and hip and pelvic protection.

Shin guards Check for proper length so they protect the knee and shin completely: shin guards are best fitted while the player is sitting. To fit properly, measure from the centre of the knee cap to the top of the skate boot and match the player's shin measurement to the size of the shin guard. Shin guards should be secured with proper shin guard straps

Skates (the same type as used in Hockey) The other most important purchase: skates that will fit the player today, with no more than 1/2" allowed for growth. Ensure that there is adequate protection in the ankle, toe and instep areas. Improperly fitted skates will hamper the player's ability to skate.

BNQ Approved Neck Guard regular or with collar

Jersey game jerseys are provided by St. Albert Ringette for games; players should have (at least) one for practices.

Ringette stick (*is not* a cut-off hockey stick)

- The playing end of a consists of the lower one-third of the total length of the player's stick (goal stick excluded) as measured from the playing tip upwards towards the butt end.
- The player's stick must have both ends smooth (not cracked nor splintered), with no added tape within the playing end of the stick. Width faces of the stick must form two straight parallel lines from end to end. Thickness faces must form two straight parallel lines, except at the playing end.
- The minimum thickness at the tip of the playing end must not be less than 12 mm., and the taper length must not be more than 250 mm. The tip of the playing end must be at 90° to the parallel portion of the thickness faces. Thickness faces must also form two straight parallel lines except at the playing end which, if tapered, must be symmetrical and formed of smooth straight faces.
- The stick may be made of wood, plastic, or aluminium, and/or any other material approved by Ringette Canada.
- The width of the shaft must not be less than 27 mm. nor more than 35 mm. The thickness of the shaft must not be less than 17.5 mm. nor more than 25 mm.
- Maximum length of the stick is from the ice up to the height of the underarm. The measurement is to be taken while the arm is extended at 90° to the body while the player is standing on skates.

OPTIONAL EQUIPMENT

Shoulder pads this is, however, highly recommended for all players. Adjust to fit the individual at the time of purchase. Measure the player's chest just below the arm pits and match the player's chest measurement to the shoulder pad size in inches. A fiber cap is extremely important in preventing shoulder separations and should extend to the tip of the shoulder.

Mouth guard single or double



St. Albert Ringette Association Concussion Information/ Procedure

INFORMATION:

Concussions in Sport:

Concussions have become a very prominent topic today and have an impact at every level of sport; from recreational to competitive to professional. These types of injuries are very serious and can have long lasting symptoms and a negative impact for anyone who suffers a concussion. Knowing the seriousness and frequency of this type of injury, it is critical that SARA has a comprehensive procedure in place to protect the athletes. The procedure will also assist coaches, team staff and parents in recognizing the symptoms which will assist in mitigation of risk to the athlete and our organization.

Concussion in amateur sport has been the subject of research conducted in Canada and the United States in recent years. Experts in the medical field have provided information and direction aimed at reducing the risk of injury.

"Scoreboard results and sports culture sometimes lead the athlete, coach, manager, and even team medical personnel to ignore the long-term health of the player in favour of a short-term goal. It is the responsibility of league or governing sport bodies to enforce rules that protect the health of the player, to recognize deficiencies in current concussion knowledge, and to institute preventative measures based on accurate data." We can no longer claim that we do not know how to identify or evaluate this injury. Nor can we say that we do not know what the consequences of this injury are. We know they can be significant and life altering. It is everyone's responsibility to see and to act."

Paul Sean Echlin, MD, from the AIM Health Group, Family Medicine, in London, Ontario, Canada

What is a concussion?

A concussion is a brain injury that cannot be seen on x-rays, CT scans, or MRIs. It affects the way you think and remember things, and can cause a variety of symptoms.

What causes a concussion?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion.

What are the symptoms and signs of concussion?

It is important to know that a person doesn't need to be knocked out (lose consciousness) to have had a concussion. There are a variety of symptoms and signs of a concussion.

Symptoms:

- Headache; Dizziness; Feeling dazed
- Seeing stars; Sensitivity to light
- Ringing in ears
- Tiredness
- Nausea, vomiting
- Irritability
- Confusion, disorientation



- Poor balance or coordination;
- Slow or slurred speech;
 - slow to answer questions or follow directions
- Poor concentration;
 - Cannot remember things that happened before and after the injury
 - Does not know time, date, place, period of game, score of opposing team, score of game
- Delayed responses to questions;
- Vacant stare;
 - Loss of vision, sees double or blurry
- Decreased playing ability;
- Unusual emotions, personality change and inappropriate behaviour

Prevention Tips:

Players and Team Staff:

- Ensure the helmet is CSA approved and fits snugly
- Always ensure the straps are fastened appropriately
- Get a custom fitted mouth guard (recommended)
- Respect other players
- No hits to the head
- No hits from behind

Coaches:

- Inform and educate players to avoid body contact especially from behind
- Recognize signs and symptoms of concussion
- Inform and educate players about the risks of concussion

Guidelines for Team Staff:***What should you do if an athlete gets a concussion?***

- The athlete should stop playing the sport right away. He/she should not be left alone and should be seen by a doctor as soon as possible that day.
- If an athlete is knocked out, call an ambulance to take him/her to a hospital immediately. Do not move the athlete or remove athletic equipment like a helmet as there may also be a cervical spine injury; wait for paramedics to arrive.
- An athlete with a concussion shall not go back to play that day, even if he/she says he/she is feeling better. Problems caused by a head injury can get worse later that day or night. He/she shall not return to sports until he/she has been seen by a doctor.
- All incidents resulting in suspected or actual concussion must be reported to the Director of Coach and Player Development, and the President of the St. Albert Ringette Association.

How long will it take for the athlete to get better?

The signs and symptoms of a concussion often last for 7-10 days but may last much longer. In some cases, athletes may take many weeks or months to heal. Having had previous concussions may increase the chance that a person may take longer to heal.

How is a concussion treated?

It is very important that an athlete does not go back to sports if he/she has any concussion symptoms or signs. Return to sport and activity must follow a step-wise approach:

- 1) No activity, complete rest. Once back to normal and cleared by a doctor, go to step 2;
- 2) Light exercise such as walking or stationary cycling, for 10-15 minutes;
- 3) Sport specific aerobic activity (i.e. skating in ringette, running in football), for 20-30 minutes. **NO CONTACT**;
- 4) “On ice” practice such as ring drills, shooting drills, and other activities with **NO CONTACT** (i.e. no scrimmage);
- 5) “On ice” practice including scrimmage, once cleared by a doctor.
- 6) Game play.

Note:

Each step must take a minimum of one day. If an athlete has any symptoms of a concussion (e.g. headache, feeling sick to his/her stomach) that come back either with activity, or later that day, he/she should stop the activity immediately and rest for a minimum of 24 hours.

The athlete should be seen by a doctor and cleared before starting the step wise protocol again. This protocol must be individualized to the athlete, their injury and the sport they are returning to.

It is important to note that the ultimate responsibility for an athlete under the age of 18 is that of the parent and/or the legal guardian.

When can an athlete with a concussion return to sport?

It is very important that an athlete not play any sports if he/she has any signs or symptoms of concussion. The athlete must rest until he/she is completely back to normal. When he/she has been back to normal and has been seen by a doctor, he/she can then go through the steps of increasing activity described above. When the athlete has progressed through these steps with no symptoms or problems, **and** has received clearance from a doctor, he/she may return to play.

If you are unsure if an athlete should play, remember...when in doubt, sit them out.

Guidelines for Athletes/Parents:

What should occur In the event of a concussion?

- The athlete should stop playing the sport right away. Continuing to play increases the risk of more severe, longer lasting concussion symptoms, as well as increases the risk of other injury.
- The athlete should tell the coach, trainer, parent or other responsible person whenever they have received a hit to the head and experience any sign or symptom of a concussion regardless of how slight, and should not return to play that day.
- The athlete should not be left alone and should be seen by a doctor as soon as possible that day.
- The athlete should not drive. If someone is knocked out, call an ambulance to take him/her to a hospital immediately. Do not move them or remove athletic equipment such as a helmet until the paramedics arrive.

How long will it take for me to get better?

The signs and symptoms of a concussion often last for 7-10 days but may last much longer. In some cases, athletes may take many weeks or months to heal. Having had previous concussions may increase the chance that a person may take longer to heal.

How is a concussion treated?

- It is clear that concussion symptoms are made worse by exertion, both physical and cognitive (mental). The most important treatment for a concussion is rest.
- You should not exercise or do any activities that may make you worse, like driving a car, reading or working/playing on the computer. If mental activities (e.g. reading, concentrating, and using the computer) worsen your symptoms, you may have to stay home from school.
- If you go back to activities before you are completely better, you are more likely to get worse, and to have symptoms last longer. Even though it is very hard for an active person to rest, this is the most important step.
- Return to school and work should not occur until you feel better, and school/work activities do not aggravate your symptoms.
- Once you are completely better at rest, you can start a step-wise increase in activities. It is important that you are seen by a doctor before you begin the steps needed to return to activity, to make sure you are completely better. If possible, you should be seen by a doctor with experience in treating concussions.

When should I go to the doctor?

Anyone who gets a head injury should be seen by a doctor as soon as possible. You should go back to the doctor IMMEDIATELY if, after being told you have a concussion, you have worsening of symptoms such as:

1. Becoming more confused;
2. Headache that is getting worse;
3. Vomiting more than twice;
4. Not waking up;
5. Having any trouble walking;
6. Having a seizure;
7. Strange behaviour

You should not go back to sport until you have been cleared to do so by a doctor.

Parents:

When should I take my child to the doctor?

Every child who gets a head injury should be seen by a doctor as soon as possible.

You should take him/her back to the doctor IMMEDIATELY if, after being told your child has a concussion, he/she has worsening of symptoms such as:

1. Becoming more confused
2. Headache that is getting worse
3. Vomits more than twice
4. Doesn't wake up
5. Having any trouble walking
6. Having a seizure
7. Strange behaviour

Problems caused by a head injury can get worse later that day or night. The child should not be left alone and should be checked throughout the night. If you have any concerns about the child's breathing or how he/she is sleeping, wake him/her up. Otherwise, let him/her sleep. If he/she seems to be getting worse, you should see your doctor immediately.

No child should go back to sport until they have been cleared to do so by a doctor.

PROCEDURE:

At all times the health and best interest of the player will be considered first and foremost.

Any suspected or confirmed concussions sustained during or in relation to a sanctioned ringette event shall be reported to the Executive Board of Directors for SARA.

- It is the responsibility of the coach to provide the relevant information to the Board of Directors. The information will include the athlete's name, the sanctioned event the athlete was participating in and a brief description of the details surrounding the event.

Any concussion injury that occurs during or in relation to a sanctioned Ringette event will be reviewed by the Executive Board of Directors.

- It is the responsibility of the Board to ensure the process and protocol is followed in relation to an athlete returning post injury.
- It is the responsibility of the Board to ensure that all Coaches follow the procedure and do not permit a player assigned to their team to continue in the sport until proof of medical clearance has been obtained.
- It is the responsibility of the Board to distribute the procedure to all participants through the St. Albert Ringette Association Website.
- It is the responsibility of the Board to review the registration of a player as per the Policies in the event of an extended absence by the player.

Any reported, suspected or confirmed concussion of an athlete will be brought to the attention of the parent and/or legal guardian of the athlete by the Executive Board of Directors.

- It is the responsibility of the parent and/or legal guardian to ensure medical clearance is obtained from a qualified medical doctor which is satisfactory to the Executive Board of Directors prior to the athlete returning to the sport post injury.

The intent of these guidelines is to provide information in relation to concussions that may occur during the participation in Ringette. Knowledge is power therefore we strive to provide all our athletes, coaches, team staff and parents with the power to prevent concussions.

St. Albert Ringette Association
Executive Board of Directors
September, 2011