

## UOV TEAM MANAGER HANDBOOK

Welcome to your resource Guide for UOV Team Managers.

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## **► TEAM MANAGERS – GETTING STARTED**

Having an organized and informed team manager is one of the most important factors in the success of any team. Therefore, the ORA requires that all team managers complete Ringette Canada's "Manager's Certification Program". The program is a self-paced instructional package designed for team managers specifically for the sport of Ringette.

The team manager will assist the coach and help run the off-ice activities of the team. It is important that the manager communicates with the coach to ensure that the coach has input and is aware of all team activities on and off the ice. Team Managers should be organized, have access to the internet/email and communicate well. The Team Manager should ensure that as many parents participate as possible with the various tasks since there are too many for one person. Co-managing and delegation of tasks and responsibilities to other parents is the key to a successful and manageable year, and will only strengthen team building. The activities and responsibilities of the Manager are broken down into the following sections.

### **► WEBSITE**

[www.uovringette.ca](http://www.uovringette.ca)

## **► START OF SEASON**

### **A) TRF & Team Contact List**

An official team list called a "TRF" (Team Registration Form) is generated by the UOV Registrar and must be signed by the Head Coach. A copy is held by the Manager. The TRF is required when registering for tournaments and should be taken to tournaments. This form is very important, so keep it safe and handy (only give out copies to tournament organizers, etc. – keep the original). The Registrar will ask you to provide them with information from your bench staff (their position i.e.: head coach, date of Birth, address including postal code, email and cell phone number)

**NOTE:** *Changes to the TRF can be made until January 8th of the current playing season and then it's frozen till the end of the season (i.e. no changes can be made to the team roster or bench staff once frozen)*

A team contact list should also be generated by the Manager and distributed to all the parents. It should list the players with their jersey number and contact info (phone number, cell, e-mail). Another good idea is to create a mini team list (laminated) that the parents can take to the games until they become familiar with all players and parents.



## **B) Forms -- Distribute & Collect**

### **Police Check**

All coaches, manager and trainer, as well as other on-ice volunteers, must have a Police Record Check. Make sure that all the bench staff has required checks in place. Usually the executive appoints coaches and coaching staff and takes care of the necessary paper work but it is best to be sure.

### **Player Medical Forms**

Receive from UOV executive. Please make note of allergies for team snacks and/or parties, as well as special medications (ie. asthma puffers, etc.). Coaches and other bench staff should be made aware in case they need it on the ice or bench.

### **Codes of Conduct**

Every bench staff member, player, and parent must read and sign the code of conduct form. The ORA (Ontario Ringette Association) Bench Staff Code of Conduct form, the UOV Parent/Player Code of Conduct form which is provided upon registration by the UOV executive.

All necessary forms can be found at [www.uovringette.ca](http://www.uovringette.ca) under Policies /Forms

## **C) Certification**

It is important that the team officials have the proper certification for their role. Ringette Ontario has a NEW (2019) [Coaching Pathways](#) page where the qualifications and requirements for all Coaches and bench staff can be found.

- [House League Coach](#) \*NEW 2019
- [Junior Coach](#) \*NEW 2019
- [U6-U8 Coach](#)
- [U9 Coach](#)
- [U10 Coach](#)
- [U12 Regional Coach](#)
- [U12 Provincial Coach](#)
- [U14AA Coach](#)
- [U14A Coach](#)
- [U14 B/C Coach](#)
- [U16AA Coach](#)
- [U16 A Coach](#)
- [U16 B/C Coach](#)
- [U19AA Coach](#)
- [U19 A Coach](#)



- [U19 B/C Coach](#)
- [18+ AA Coach](#)
- [18+ A Coach](#)
- [18+/35+ BB/B/CC/C/DEV Coach](#)
- [Trainer Position](#)
- [Manager Position](#)
- [On-Ice Assistant Role](#) \* NEW 2019
- [Professional Development](#)

## D) Team Meeting

Bench staff will have a mandatory Team meeting prior to the start of the season, the president of the association and your convenor will be there to go over the do's and don'ts and any information you may need to know

During the first week, it is important to have a team meeting where the parents can be introduced to the coach and manager, and the rest of the bench staff. This can be done in the dressing room during one of the first practices. At this meeting, it is a good time to identify the responsibilities of the team for the year and get parents to sign up for the following positions:

- **Jerseys** - responsible for bringing jerseys to **all** games and cleaning when appropriate. **Note** that we only have 1 color of Jerseys they are Pink with Black trim.
- Game Clock operators, Shot Clock operators, and Scorekeepers - parents to work the game clock and score sheet.

### **As well as possibly:**

- Water bottle coordinator
- Post-game / practice snack and drink coordinator
- Social events coordinator
- Photo day coordinator
- Fundraising coordinator - ways for the team to make some money (drink fund, etc.)

## ► **PRACTICES AND GAMES**

### E) Ice Schedule

The practice schedule is organized by the UOV Ice Scheduler and is posted on the UOV goaline website. The game schedule is arranged by the NCRRL and posted on both the UOV website by the ice scheduler and can be found NCRRL website

<https://ncrri.on.ca/schedules/103/>

It is a good practice that the Manager provides schedule updates, game reminders and directions/maps to the parents. Arena Maps can be found at [www.arenamaps.com](http://www.arenamaps.com)  
Parents can Also be reminded to regularly check the UOV website for updates. Instructions



on how to sync your smart phone calendar to the goaline calendar is available on the website, this must be done through a desktop computer.

The Manager should contact the UOV Ice Scheduler as soon as conflicts arise, such as tournaments, in order to reschedule practices and games as well as redistribute available ice times to other UOV teams.

Ice scheduler's email: Can be found at [www.uovringette.ca](http://www.uovringette.ca) under executive.

## **F) Dressing Room**

Managers are usually the last out of the dressing room to lock up while everyone is on the ice. However, this could be assigned to one of the coaches or another parent. You can pick up the key from arena staff. Once the game/practice is over, unlock the door in a timely fashion. For the last person out of the room, if any items have been forgotten then collect them to bring to the next ice time, and then return the key.

The manager of the jerseys should set the jerseys up in the dressing room prior to games. They should be collected at the end of the games (no player should be keeping their jersey) and wash them if necessary before the next game.

## **G) Home Games**

It is the Home Team's responsibility to provide a timekeeper and scorekeeper for the game. Someone to operate the shot clock is also needed at U12 Petite level and higher. You might consider setting up a schedule for these duties, using the team schedule page, to remind families of their scheduled duties.

## **H) Game Sheets**

**As Manager, you are responsible for filling out a game sheet for all of your home games on the **NCRRL Game Hub**. Please note that game sheets cannot be changed.**

### **Extra Game sheets are located:**

**Cobden** - Upstairs in the area on a shelf marked UOV or ask at the canteen they usually have some behind the counter.

**Renfrew** – Ask staff at the rink for a key for the lock up.

When filling out the game sheet, each one (there are 3 copies per sheet) should have a list of the player's names and jersey numbers.

Game sheet labels: Instead of writing all of the players' names at each game, it is more efficient to make a print out of your team list on Avery labels. They should be the appropriate size so as not to cover the signature area on the game sheet. The brand name Avery #5163 or #8163 is the right size. These can be affixed to each of the 3 copies of the game sheet. Remember when making changes to the line-up that if using labels the changes have to be made to all 3 copies.



Game sheets must be properly completed, signed and ready **before** game time **Note** - our League is NCRRL and the game #'s are found on the [NCRRL website](#) under game schedule for your division/age category best to have these numbers head of time. Once the top section and the home team section of the games sheet are completed provide it to the visiting team manager or coach so they can fill out their section. When they have completed it, they will return it to you and you will give it to the scorekeeper. It is the home team's responsibility to have the game sheet completed and in the hands of the referee prior to the game. If it is not completed correctly and information is missing, your team may be penalized for delay of game.

After the game, the referee will validate the games sheet. The scorekeeper provides back to the Manager for league update.

- **White sheet:** Signed by the referee and original placed by Home team in game sheet box (you may want to assign someone for this responsibility). These are then sent to the NCRRL.
- **Yellow:** Goes to the home team and kept by the Manager.
- **Pink:** Goes to the visiting team.

Reporting game results to the NCRRL: The Manager is responsible to report the game results to the NCRRL **within 24 hours** after the game is completed. This is done electronically, from information on the yellow game sheet. Reporting late electronically or failure to provide the white game sheet in the UOV game sheet box in a timely fashion will result in a fine to your team (UOV is assessed this charge by the NCRRL, which is passed down to your team).

### **Make sure to submit our Scores and stats to the NRRL within 24 hours of game to avoid Team fines.**

- New Managers must register for a [Game Hub Account](#)
  - o Managers will enter their new team roster and set up their account
- log-on to the [NCRRL Game Hub](#) to complete the game report
- Report game scores by following website instructions. You will have to log-in/set up a NCRRL game hub account.
- You can just take a photo of the game sheet with your smart phone and upload it to game hub. You no longer need to mail in the game sheets.

It will ask you for refs certification # - they often forget to fill it in, use 00-00 if no # provided.

## **I) Scorekeeper / Game clock / Shot clock**

It is your team's responsibility to provide a scorekeeper, game clock operator, and shot clock operator (for U12 and over and "B" level teams and higher) for each of your team's home games (including exhibition). Instructions on how to run the clock are printed on a sheet by the box in the time keeper's area. Speak to your convener if you require formal one on training. For U12 and older it is also important to have shot clock operators trained on the shot clock rules. This can be coordinated with the UOV executive.

It is good to have more than one set of parents who know how to run the clocks so there is a backup in case one cannot attend.



Also, for exhibition games, the home team arranges for referees. This can be arranged by contacting the UOV Referee-in-Chief who then contacts the referees.

## **J) Rescheduling of Games – Regular Season**

In recent years, there have been an excessive number of league games cancelled or rescheduled which causes a huge administrative problem, not to mention a major headache for the association ice schedulers. As a result, NCRRL decided to specify that the rescheduling of league games would only be permitted in the following situations:

- Inclement weather
- Loss of ice
- Participation in a tournament
- League problem
- Other (with approval from the Division Convenor)

### **Inclement Weather**

No one expects your team to risk their safety by driving to a game on icy or snow covered highways. However, please do not cancel a game based on a weather forecast alone. Forecasts will often change in 24 hours and the driving conditions may improve the next day. Whenever possible, you should wait until the morning of the game to decide if you will cancel due to weather or road conditions. The only exception to this would be if you play early in the morning the next day or have a long drive (i.e. to or from Kingston).

Note that the away team is the cancelling team by default in situations of inclement weather unless both teams are traveling in which case either team may cancel.

### **Loss of Ice**

Examples of this would be if there is a power failure at the arena, the Zamboni is broken, or the ice time was double booked.

### **League Problems**

An example of this would be if no referees showed up to work the game.

### **Other**

If a team selects "other" as the reason for rescheduling a game, the request must be submitted by their respective association's executive confirming their knowledge and approval of this request. They must provide details of the reason to the level convenor and must receive the convenor's approval before the game can be rescheduled. The NCRRL will not consider requests made directly by the team. While there may be unique situations that will be dealt with on a case-by-case basis, reasons that are **not acceptable** for rescheduling league games include, but are not limited to:

- goalie is unavailable
- members of the bench staff, including coach is unavailable
- Number of missing skaters brings the roster to under ten.





## **What to do to cancel a game**

Obviously, you should not cancel any game without first speaking with a representative from the other team. It is the responsibility of the cancelling team to file the cancelled game report through the NCRRL website. If you are cancelling a game less than 24 hours in advance, you must also contact the ERRRA referee assignor. Once a make-up date has been determined you must also file a rescheduled game report through the NCRRL website.

## **How to Reschedule a Game**

Please ensure both head coaches are aware of the cancellation. Each team is responsible for informing their players of the cancellation.

Please cancel the game via Game Hub (usually the team requesting the cancellation does this but it is accessible to both teams).

In all cases of cancellations and regardless of the circumstances, the home team will be given the first opportunity to provide two possible dates for rescheduling the game. However, the home team is not obligated to do so unless they are also the cancelling team, in which case they must be the first to provide the alternate dates. The dates and times provided must not conflict with either team's game schedule and must be appropriate for the division and levels of the teams involved. If the dates offered meet these conditions, the visiting team must accept one of the two dates or risk forfeiting the game.

If the home team is unable to propose two acceptable dates, the visiting team will provide two possible dates and times. If the dates and times offered meet the conditions noted above, the home team must accept one of the two dates or forfeit the game.

The date for the rescheduled game must be determined, in cases of participation in a tournament, within two weeks of the date that notice of the tournament was provided by the cancelling team, and in all other cases, within two weeks of the originally scheduled game. The details of the rescheduled game must be reported by the cancelling team through the NCRRL website. This does not mean that the game has to be played within two weeks, only that the date of the game must be decided within two weeks. The game must, however, be played before the end of the current half of the season and before the start of play offs.

Should the date of the rescheduled game not be decided within two weeks of the originally scheduled game, the league executive will review the dates offered by both teams. Should it be found that one of the teams did not fully co-operate and accept a reasonable offered date, that team will forfeit the game.

In all cases, the cancelling team (and their respective association) will be held financially responsible for the cost of the game ice and any fees payable to officials if proper notice of the cancellation is not provided.

If the game is within 48 hours of game time, phone calls **MUST** be made in the following order **until someone is reached**:



- Kristy Bremer, ERRA Assigner, 613-863-5588
- Donna Sarazin, ERRA Assigner, 613-327-9244
- Michelle Bainbridge, Referee-in-Chief for the NCRRL  
home: 613-832-1055, cell: 613-219-1463

For games on Gatineau ice, please contact the Gatineau Referee-in-Chief at [arbitreenchef@ringuettegatineau.ca](mailto:arbitreenchef@ringuettegatineau.ca)

If no one can be reached then messages should be left and a response confirmed.

Then you must fill in the Cancelled Game Report located at [Gamehub](#). The cancellation button is to the left of each game listed in the team's schedule. **If this game time is in the past the cancellation button will not be displayed.** Please contact [web@ncrrl.on.ca](mailto:web@ncrrl.on.ca) for assistance.

### **Additional Notes**

- 3.10 Games rescheduled due to "Loss of Ice" are the responsibility of the Home team.
- 3.11 Games rescheduled due to "Inclement Weather" are the responsibility of the Cancelling team. The re-scheduled game must be played within 2 weeks of the original date.
- 3.12 Games not played - should a cancelled game not be played within the time allotted (2 weeks), the offending team(s) shall be subject to a League Judicial Hearing.
- 3.12.1 Games not played - should a cancelled game not be played within the time allotted (2 weeks), the offending team(s) shall be subject to a League Judicial Hearing.

## **K) Player Call up Rules**

### **Player Eligibility and Call UP Rules - Regular Season**

(For Regular Season Only – see following section for call up rules for Play Offs)

To be eligible to play, a player must register in her home Association and must be registered with the ORA or FSRQ. A [TRF adjustment form](#) must be completed and sent to the appropriate contact for approval.

A team may call up a player within the same Association or from another Association as a substitute for a missing player, but may only call up the same player a maximum of three (3) times during the season. Players may be called up from a lower age and/or skill level (i.e. from a lower skill level at the same age, or from the same or lower skill level at a lower age).



For example, U19 Belle A can call up a player from U19 Belle B, U16 Junior A or U16 Junior B. U16 Junior B can call up a player from U14 Tween B or U14 Tween C.

### **Substitution Matrix**

The NCRRL has aligned their call up matrix with the ORA substitution chart. The ORA substitution chart may be found in the [Games & Tournaments Chapter](#) of the ORA Operating Manual. If the preceding link no longer works, please go to (<http://www.ontario-ringette.com/>).

For the purposes of interpreting the chart for the NCRRL:

- Where the ORA substitution chart indicates "[Regional G&T](#)" for the NCRRL this is the appropriate [NCRRL age group convener](#).

### **Note:**

Lateral call ups are permitted but all teams should first look for call ups from within lower divisions (that follow the call up matrix) before seeking other girls for laterals.

A team may call up enough players to bring its roster up to twelve (12) skaters maximum, but not to exceed its number of registered players. If the number of registered players is less than 10 skaters and a goalie, teams are permitted to call up to 10 skaters and a goalie.

Note that these rules apply to league games only. See the ORA Operating Manual, Games & Tournaments Section, for call up rules for tournaments.

The use of an ineligible player will result in the game being defaulted.

### **Exceptions to call up rules for goalies**

Goalies are exempt from the 3 time limitation. As well, a team that has no goalie on its roster may call up a goalie in accordance with the call up rules with the addition that in this case the roster may exceed its number of registered players by one. In every game involving a call up of a goalie using this exemption, an email must be submitted to the League Age Group Convener specifying the team, the name of the call up and what team she is registered with, along with the game number, date, time and division of the game. Complete details of the call up MUST be written on the comments of the Game Sheet before the game commences. Details must include all of the information above.

### **Designation of Call UP Players on Game Sheet**

Call up players shall be designated as such on the game sheet, including age and skill level. This information, for both teams, must also be included in the on-line game reports submitted to NCRRL. The rules for call up players shall apply equally to skaters and goalies, except for the two exceptions noted above.

### **Call up Rules for Playoffs**



ALL call ups and player substitutions, including goalies, for playoff games must be approved by the [League Age Group Convener](#). Conveners are only authorized to approve call ups that follow the League call up rules and comply with the Player Call UP Chart on the NCRRL website. Requests for call ups outside of these parameters must be sent in writing to the Convener and the Convener must consult the League Executive for approval. Requests must be made a minimum of 24 hours before the game– last minute requests for exemptions to the call up rules will not be approved.

**In all cases a [TRF adjustment form](#) must be completed for any call up and sent to the appropriate contact for approval.**

## **► ADMINISTRATIVE DUTIES**

### **L) Fundraising**

Appoint a fundraising coordinator - ways for the team to make some money (drink fund, etc.) or facilitate fundraising initiatives, Keep track of fundraising event and financials.

### **M) Finances**

Team finances include funds to cover Referee fees, tournaments, additional ice time, team social events, end of year trophies, and other team expenses which are above and beyond the UOV registration fees.

Team finances are the responsibility of the team. The UOV Executive takes no responsibility over team finances. However, following the guidelines identified in this section is highly encouraged to avoid possible conflicts, errors, or misappropriation, and represent best practices in the management of team finances.

The team Manager is responsible for team finances and keep track of the Teams Credits and Debits and develop a simple accounting/tracking system.

### **N) Liaison**

Act as the Liaison for the team and the coach for issues they would like to discuss. The "24 hour rule" is advisable -- if there is a conflict to be addressed, you should wait 24 hours after the event to address it with the coach, bench staff, or other parent, which permits a cool down period and a better conversation for resolution. However, any situation where the well-being of a player is at stake must be addressed immediately.

### ***Complaints***

**No parents, coaches or managers are allowed to call any member of the NCRRL Executive.** All complaints etc. must go through your convener who will then bring it to the UOV President who will bring the complaint to the NCRRL Executive.

### **O) Name Bars**



While the older players will normally have the name bars from previous years, new members will require name bars, and your convener will advise you on how to go about ordering required name bars. Parents are responsible for putting their child's name bar on the Jersey, Please do not use glue or sewing machine, a loose hand stitch is best!

## **P) Goalie Equipment**

The Manager is also responsible for the Teams Goalie equipment. Equipment is provided by the association for novice groups such as the stick, blocker, chest/shoulder protector, ring glove are all mandatory and will have to be brought to every game. The Team will rotate each child through the goalie position throughout the season for the U7/U8/U9/U10 levels.

## **Q) Special Events**

The insurance policy that covers UOV is part of our membership with the Ontario Ringette Association, and provides limited coverage for off-ice team events, provided the UOV executive knows of, and approves, the event. Accordingly, teams must notify the UOV Executive of any off-ice event, or unscheduled game or practice, to ensure insurance coverage. To give the executive time to evaluate events, notify the executive at least one week before the event. **Note** Non-sanctioned events/tournaments are not covered under our ORA insurance policy, your convener can provide more information should you have questions about unsanctioned events.

## **R) Media Relations**

You will receive log in credentials for your UOV goalline manager App and website. You can update your team statistics, game scores, highlights and photos etc.

Email your game scores, highlights and photos to the Renfrew Mercury – Tiffany Lepack at [tlepack@metroland.com](mailto:tlepack@metroland.com)

[MYFM 96.1](#) Renfrew online, or Facebook

## **► TOURNAMENTS**

### **S) Tournament Registration**

**It is very important to establish your tournament selection ASAP in the new season** and relay that information to ice scheduler so she or he can send in the info to league scheduler so that you are not rescheduling games. The tournament schedule does come out in August and is very nice to have on hand within the first couple of weeks. A lot of the tournaments fill up quickly so it is best to get an idea from the parents on the team how many they want to do and what distance they want to travel.

It is also good to note under tournaments changes to your trf if required..the process and the time it may take to be approved. For a listing of local tournaments, please consult the NCRRL website. A list of out of region tournaments is available on the ORA (Ontario Ringette Association) website <http://www.ontario-ringette.com> and the Ringette Québec website.



Many Tournaments are using Score2stats: <http://www.score2stats.com> can create an account, update your team profile and easily apply for tournaments.

Otherwise find the Tournament you are interested in then consult the league website to view Tournament info, registration deadlines etc.

Examples:

- CORA Ringette is <http://www.ottawaringette.on.ca>
- Arnprior Ringette is <http://www.arnpriorringette.ca>

Regardless of where the tournament is located, don't assume that you are in a tournament until you have a confirmation.

## **T) Tournament Requirements**

Whether it is the team manager or another parent who is taking on the tournament profile, when signing up for a tournament you will usually provide:

- Usually a cheque for tournament fees, some accept e-transfer or PayPal.
- "TRF" – a list of eligible players and authorized bench staff members

When preparing for the tournament you should:

- Hotel Booking – block rooms for team well ahead of time, if overnight travel is required
- Direction, Schedule & Rules - for the coaches and parents so they know the details
- Team meals - book a restaurant for a team meal if time permits
- Forward tournament schedule to parents ASAP so that they can plan their schedule.

When arriving, you will need to register (day of) and provide:

- "TRF" official team list - obtained at start of year
- Many tournaments also require copies of coaching certifications, and trainer and manager qualifications.

## **U) Rescheduling a game for a tournament**

- 1.) Go online to [the NCRRL site](#) the top of the page has a tab [called schedules](#), have a look to see what the other team currently has scheduled, as it is our responsibility to reschedule our games.
- 2.) Write down the dates and game numbers of the game(s) to be rescheduled, as well as the contact person for the opposing Team, you will need these later.
- 3.) If we find a few dates (Weekends) the opposing Team may have available, give our ice scheduler a call or email, to see if we have any ice time available those weekends.
- 4.) Make sure to have at least three possible dates to present to the opposing Team.



- 5.) Email or call the opposing Team (you will have to search for this info), ask them if they would be willing to reschedule our game(s) due to our enrolment in a tournament. Give them possible dates and allow a few days before follow up so they can present the options to their Team, Bench staff etc.
- 6.) Once a date has been confirmed with let our ice scheduler know of the changes
- 7.) We must also inform the NCRRL of the schedule changes, Have the game #'s ready as you will need them to fill out the report.
- 8.) Log into the [NCRRL Game hub](#), select reschedule game report and fill in the blanks.
- 9.) If you have 2 games booked you will have to submit two reports.
- 10.) You will receive email confirmation once complete

### ► Other Sources of Information

Other sources of Information include the following:

#### **National Capital Region Ringette League (NCRRL) website**

<http://www.erra.ncrml.on.ca>

#### **Eastern Region Ringette Association (ERRA) website**

<http://easternregionringette.ca/>

#### **Ontario Ringette Association (ORA) website**

[www.ontario-ringette.com](http://www.ontario-ringette.com)

#### **Ringette Canada Officiating Signals**

<http://www.officiatingringette.ca/index.php?page=216>

#### **Arena Maps**

[www.arenamaps.com](http://www.arenamaps.com)

### **Please view:**

#### **NCRL Summary of Rules and Procedures**

[http://ncrml.on.ca/new\\_ncrml/documents/Summary\\_of\\_NCRRL\\_Rules\\_and\\_Procedures.pdf](http://ncrml.on.ca/new_ncrml/documents/Summary_of_NCRRL_Rules_and_Procedures.pdf)

#### **NCRRL Coaches and Managers Page – Call Ups, Disciplinary rules, Rescheduling, Seeding & re-seeding, Sportsmanship rules, Gamesheets/Reporting, Penalties U8/U9 & What's New.**

<http://ncrml.on.ca/index.php?page=coaches>

### ► FORMS

A variety of printable forms you will use throughout your season can be found on our [www.uovringette.ca](http://www.uovringette.ca) goalline website under policies/forms or the following link [http://uovringette.ca/page.php?page\\_id=79365](http://uovringette.ca/page.php?page_id=79365)



