



# West Ottawa Ringette Association (WORA)

## Manager's Manual

Version 1.2 (August 2024)

The WORA Executive Board would like to sincerely thank you for volunteering your time as a Manager this year with the West Ottawa Ringette Association (WORA)! We hope it is a rewarding and positive experience for you.

We hope that you find this manual is a helpful guide to successfully navigate the things you need to do, and consider over the course of the season. If you have any questions or comments about the manual or items that aren't sufficiently covered off in the document, please do not hesitate to contact the [Director of Administration](#) or the [Manager Coordinator](#) for more information.

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## Manager's Role

It is important for you to know what your role and responsibilities will be on the team. You should discuss this at the outset with your Head Coach. Good communication between the Manager and Head Coach is essential to the smooth running of the team. It is recommended that managers start by reading this manual and discuss expectations of duties with the Head Coach to ensure you're aligned on respective responsibilities.

The Manager is a liaison between the parents, Bench staff and the Association and is generally responsible for:

- Distributing information from WORA to parents
- Preparing a team contact list
- Keeping the team page up-to-date on WORA's website, through their RAMP team login including adding events booked outside of WORA ice such as team socials and power skating, if applicable.
- Notifying parents of any schedule changes
- Overseeing the team's registration in tournaments and team accommodations and logistics for away tournaments
- Communicating screening requirements to Bench staff and other volunteers, as mandated by WORA/Ringette Ontario
- Overseeing the team budget and social activities, which includes working with the Team Treasurer to set the budget, approve fundraising activities and ensure sufficient funds to cover the team's activities and expenses for the season.

## Getting Started

There are a number of tasks that need to be done once the team has been formed. To help you get organized, a description of these tasks is presented below with timelines.

Getting Started	Due Date
Confirm Bench Staff is Registered in RAMP	Within first week of team formation
Confirm Admin Access to RAMP	Within first week of team formation
Ensure that RAMP is updated with Team Roster and Bench staff information	Within first two weeks of team formation
Parent Meeting	Within first two weeks of team formation
Appoint Treasurer and other volunteer positions	Within first week of team formation
With the Treasurer, create the team budget and get approval from parents	Within first two weeks of team formation
Tournament registration	Within first two weeks of team formation
Completed medical forms are provided to Trainer	Before first on-ice practice
Monitor that Bench staff are completing their qualifications and track volunteer screening documentation, such as Vulnerable Sector checks	Bench Staff qualifications are due Nov. 30
Identify WORA tournament and banquet representatives	Early November
Complete Manager's Certification Program (Ringette Canada online)	November 30
Track Vulnerable Sector Checks for Bench/Team staff and Team Volunteers as per WORA Volunteer Screening Policy	December 15

## Team Communications

The RAMP app is included as part of your team's registration fees and should be used for all team communication including schedules, activities and team-related information. For instructions on how to use RAMP you can access this YouTube video [RAMP APP HOW-TO](#).

RAMP has many features to manage the team, including the Team player roster, Bench staff and supporting

positions. Note that all roster players and bench staff need to register through RAMP in order to access RAMP login information, this will be done by the Registrar.

## **Team Meeting**

It is important to organize a Parent meeting with the Head Coach once the team is formed to discuss the Coaches expectations for the season, along with the items you wish to flag.

You may wish to separate the coach's meeting from a parent-only administrative meeting. Often a separate parents' meeting is held during a practice, although Bench staff should be made aware of what was discussed/decided.

You may wish to address the following points at the meeting:

- Identify parent volunteers, including the need for volunteers for Timekeeping, Scorekeeping and Shot Clock for home games
- Preliminary discussion of the Team budget
- Team sponsorships
- Fundraising options and interest to do so
- Get a sense of interest in number of tournaments to enter<sup>1</sup>
- Review policies concerning use of RAMP, player absences, dressing room supervision, etc.
- Reinforce the importance of jersey care

## **Bench Staff**

All Bench staff including managers must register through the [RAMP](#) site in order to be added to the RAMP App. The RAMP login can be provided as soon as the team is formed. The WORA registrar will send Managers the administrator log-in information for their team.

The Team Registration Form (TRF)<sup>2</sup> is the official document required for tournaments that lists all registered roster players and Bench staff and is generated by WORA's registrar. The Manager must verify all of the information on the TRF is accurate and have the Head Coach approve and sign the final version.

## **Parent Volunteers**

### **Required positions:**

- A First-Aid certified Trainer. The first-aid certification can be held by one of the Coaches, however WORA strongly encourages teams to fill this position with a separate individual
- A Treasurer
- A Tournament representative & two Arena representatives for the annual WORA tournament
- A WORA banquet representative

Optional positions:

- Social coordinator

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<sup>1</sup> Refer to [Tournament](#) section for Team age/level-specific requirements

<sup>2</sup> Refer to [Team Registration Form](#) section for more information

- Team fundraising coordinator
- Team apparel coordinator
- Tournament coordinator - the manager may choose to appoint a volunteer to handle tournament duties such as booking hotels
- Team videographer or photographer

Parents will need to volunteer for each of the following tasks for every home game:

- Timekeeper
- Scorekeeper
- Shot clock operator (not required for FUN1, FUN2 and FUN3 teams)

These tasks can be assigned using the RAMP app to ensure each family has an equitable opportunity to assist with volunteer tasks.

It is very important that **ALL** parents share the timekeeper / scorekeeper / shot clock duties throughout the season. Ideally, a parent(s) will already be familiar with these duties and is able to train/help others. Let parents know they're also expected to cover these duties at the annual WORA tournament. Refer to the [GAME TIME](#) section of the website for more information, including shot clock manuals for our home arenas.

The WORA tournament and banquet representatives will attend meetings (usually 2-4 for each event) to assist with planning and keep the team informed on how the team can support these activities. Among other things, the WORA tournament representative will coordinate the volunteer schedule for the tournament. The banquet representative will be responsible for selling tickets to the team.

Ideally, you should identify the majority of your volunteers by the end of the meeting, however the WORA tournament and banquet representatives do not need to be identified until early November.

## **Sponsorships**

Generally, all sponsorship money collected remains with the team. Sponsors should make cheques payable to the name listed on the Team's bank account.

All sponsors' names/logos should be added to our Association's website as a form of appreciation. You can upload the sponsor logo and link to their website from your Team's Manager page. Details on how to do that can be found on the portal where you update your team's information and from this link [How To Upload Logos on Team Page in Ramp](#).

You should send a "Thank You" letter and provide the ["Team Sponsorship Agreement"](#) (available on the website) so that your sponsors may use it when filing their income tax returns. You may also choose to add a commemorative plaque to the Team budget to present to your sponsors at the end of the season. Sponsors may wish to have their name on a sponsor bar sewn onto the Team's home and away jerseys. The Team can also decide how multiple sponsors can be recognized, such as on water bottles, Team banner, additional sponsor bars etc. Generally, the biggest donor's name would go on the home jersey.

Please note that WORA does not provide invoices or receipts for these donations, as per the [Team Sponsorship Guidelines policy](#). Practically, this means that Sponsors can use the "Team Sponsorship Agreement" to claim a marketing expense for their business but it *does not* constitute a charitable donation for tax purposes.

## Fundraising

The targeted fundraising amount for your Team depends on your anticipated costs, which are affected by some but not all of the following:

- tournament fees
- team apparel costs
- renting extra ice
- team power skating
- sponsor costs (e.g. commemorative plaques, thank you gifts, etc.)
- social activities
- year end gifts for players and Bench staff
- supporting a non-parent coach

Parents may prefer to cover costs through parent contributions (team fees). Alternatively, parents may have some creative fundraising ideas. Fundraising activities should always be consistent with WORA's values. If there is any question about whether a fundraising activity is appropriate, please reach out to the [Director of Administration](#) for guidance.

Please consider referencing or adding to the [Fundraising Ideas](#) shared google file to help other teams find options!

## Team Finances

You will work with the Treasurer to prepare a Team budget to reflect all incoming funds and expenses anticipated over the season. The Team budget will be shared with the Coach and parents to review and seek their input and must be sent to the Board for their approval as well. You should also set up a Team bank account with the Treasurer.

You should provide mid-season and year-end financial reports to the parents to account for monies received and expenses paid from the Team account.

Each Team must have a team bank account – **a personal account cannot be used**. The account must have 2 co-signers from different families. A copy of the Team budget must be sent to the [Manager Coordinator](#) and [Treasurer](#) by October 31 and by April 30. Refer to the [Team Finances Policy](#) for more information. Talk to the bank representative about setting up a Team email to send/accept e-transfers and avoid having to deal with cheques.

Many financial institutions may require a letter from the Association indicating that your team is part of WORA to open the Team account. A standard letter can be found on the [Managers section of the WORA website](#) and you can add the bank name and address, the names of the co-signers and the Team name that is to be used on the account. If your bank requires an original signature on the letter, please send an email to the [Director of Administration](#).

*Note for Competitive Teams:*

- WORA will collect a competitive fee from each team. Invoices are issued by December based on the budget amounts approved at the AGM. We will inform each team the amount to be collected in October or early November. This covers the cost of extra ice and other related fees and can be paid via e-transfer to [treasurer@westottawaringette.com](mailto:treasurer@westottawaringette.com) or cheque from their Team account to the

Association. This amount must be paid to the Association no later than January 31.

- Competitive teams should also budget for power skating, out-of-province league games, and Provincial/Easterns/Nationals.

### **Tournaments**

Prior to your first team Meeting, you should discuss with the Head Coach which tournaments they would like to enter. The Team Meeting can be used to decide how many and what tournaments to enter. Tournament entry costs generally range from \$500-\$1,300 and costs associated with attending out-of-town tournaments will be higher.

Your Team is expected to play in the annual WORA tournament in early February, as long as your division and level is hosted. Registration fees for this tournament apply. Note that WORA does not typically host AA teams but these teams are expected to volunteer even if they are not registered participants. Many tournaments fill up quickly, so registering early is strongly recommended.

A [list of tournaments](#) is published by the Ontario Ringette Association (RO). When registering for out-of-province tournaments, you will be asked to provide your TRF. Refer to [RO Tournaments and Events](#) page for details.

Once your team has selected your tournaments, it is important that you update your team page as soon as possible so that the Ice Scheduler can plan around these dates when allocating ice time to your team.

### **Number of Tournaments for Fun2, Fun3 and U12**

Ringette Ontario sets a maximum number of tournaments that Fun2, Fun3 and U12 teams can attend during a season.

This season, the MAX limit of tournaments that can be held during a season:

- U12 and below - 5 per team/6 per athlete, including end of year event and the WORA tournament.
- U14 and up - unlimited number

Out of province tournaments are not included in this total. Although it is not recommended to exceed the limit to align with the player development policies.

Teams participating in out-of-province tournaments, exhibition games, league games, are to advise the Ringette Ontario office thirty (30) days prior to the event. You can provide the information to RO by completing the information on this [Form](#).

### **Player Absence**

You should advise parents that both the Head Coach and Manager need to know if a player will be absent from a practice or game. A practice plan is often developed around knowing a certain number of players will be present. Sufficient notice should be given to allow time to call up a player for a game. It is understood that illness may prevent a player from giving reasonable notice. For competitive players, extra consideration must be given to the commitment the player has made as a condition of being on a competitive team.

### **Dressing Room Policy**

The safety of our members is paramount. As such, WORA has developed a [Supervision and Conduct in the Change Room Policy](#) on the West Ottawa, which must be adhered to at all times. Please review it with your team. Any issues or concerns regarding the policy should be directed to WORA's [President](#) or [Vice President](#) immediately.

## **Team Jerseys**

You or your coach will pick up the team jerseys from the [Equipment Manager](#) for distribution at the start of the season. Please review the [Jersey Policy](#) with parents so they're aware that a fee will be incurred for damaged jerseys. It is the parent's and player's responsibility to maintain their jerseys with a garment bag or carried separately from the player's equipment bag. Jerseys should not be worn for practices.

When there is a jersey colour conflict at game time, the visiting team will typically be asked to change jerseys, unless the referee decides otherwise.

When the jerseys are returned at the end of the season, please be sure to inspect each one. In the event that a jersey has been damaged, please consult with the Director of Logistics, who can help you in discussing the issue with the relevant parent. If a player has damaged a jersey, then the jersey replacement fee of \$50 will be charged.

Managers are asked to complete the [Team Jersey Assignment](#) form to help the Equipment Coordinator track team jersey sets. Managers are also asked to forward the [Player Jersey Inspection](#) form to parents to remind them of the Jersey policy.

## **Equipment Policy**

Team equipment is provided by WORA for use to play/practice ringette on the ice and dry-land gym practices sanctioned by WORA. This equipment is not to be used for road play or other such play that could excessively wear or compromise the equipment. It is to be maintained by the players (jerseys), managers (team gear), and trainers (first aid kits) and returned to the [Equipment Manager](#), in the condition it was received, at the end of the season.

In the event that equipment requires repair or replacement, please contact the [Equipment Manager](#). Reasonable wear and tear is expected. Unreasonable neglect, abuse or loss of equipment will not be tolerated and the individual player to whom the equipment is assigned will be required to pay to repair or replace damaged equipment at the Association's discretion.

A \$300 equipment fee is added to the team fees to cover wear and tear and gear replacement costs. This is a recovery fee that covers consumable items such as first aid kits as well as equipment that frequently gets lost or broken, including rings, pylons, bungee cords, etc. Any surplus is applied to the Jersey Set replacement fund or other large equipment purchases.

The [Equipment](#) section of the site contains forms for teams to request team equipment, goalie equipment, and loaner gear for FUN1/2.

## **Name Bars**

The player name bar consists of the player's last name in uppercase letters. Two name bars are needed: white lettering on a black background for the home (black) jersey and black lettering on a white background for the away (white) jersey. These can be ordered online from [Pro2Col Uniforms and Sportswear](#). The player name bar is sewn to the bottom of the player jersey and the sponsor bar is sewn across the shoulders of the jersey. Both must be hand sewn (no machine stitching) as referred to in the [Jersey Policy](#).

## **Medical Forms**

Please provide parents with the [Medical Form](#), which must be filled out and returned to you (or the Trainer) before a player gets on the ice for their first practice. The Trainer should keep the original forms in the first aid kit and you may keep a copy as well to be informed of health issues and allergies. If you keep a copy, you are responsible to protect the information disclosed on the forms at all times and ensure that the



Trainer is also aware of the need to protect the information disclosed on the forms. If there is a particular sensitivity about a player's medical information, players/parents may submit medical forms directly to the Trainer, as long as the manager is aware that the form has been submitted.

All potential and actual injuries to a player or bench staff resulting from participation in ringette must be reported immediately (within ten (10) days) to:

- Ringette Ontario (RO)) using the [Injury Report Form](#); **and also**
- WORA using our [online form](#).

**Teams are responsible for ensuring this obligation is met.** From these reports, RO and WORA can compile data to more effectively monitor and control risks within our sport.

### **Code of Conduct**

As part of the registration process, all parents agreed to abide by, and make sure players abide by, the terms of WORA's [Code of Conduct](#). Please remind everyone of this commitment at your team's first meeting. Any concerns about compliance with the Code of Conduct should be raised to the Association's [President](#) or [Vice-President](#).

### **Dry Land Training**

The purpose of dry land training is to improve endurance, cardiovascular fitness, and flexibility. It also helps promote team building. WORA books a local high school gymnasium for teams to complement their on-ice training or other training at no additional cost to the teams. It is the Team's responsibility to organize, plan and pay for their own dry land training. No additional insurance is required except if required by a third party.

WORA has secured gym access at All Saints High School for team use, [the following spreadsheet](#) can be used to reserve space for your team. Please remember to update the spreadsheet if your team decides not to use previously reserved space.

WORA has indoor ringette sticks and rings that can be borrowed from the [Equipment Manager](#). Any questions about dryland can be directed to the [Dryland Coordinator](#).

### **Power Skating**

WORA partners with the Goulbourn Skating Club to provide its members with the CanPower Power Skating Program, at a reduced group rate. In addition, we will offer additional power skating for some of our competitive teams.

Players who enroll under the Goulbourn Skating Club will be offered 19 (Novice), and 22 (U12A) week programs starting in early October and ending in March. Public programs can be found on the GSC website.

The competitive power skating program will run from early September to the end of March/early April. Additional details on the program will be sent directly to the eligible teams. These programs are mandatory costs that should be reflected in the competitive teams budgets.

Please consult the [Power Skating](#) page on the WORA website for complete details about the available sessions for each age group and level and how to register. Questions should be directed to the [Power Skating Coordinator](#).

## Goalie Incentives for Regional Teams

WORA has an incentive program to encourage regional players to play goalie. These incentives are available to all regional teams who do not have a full time goalie. A full time goalie is considered either a single player acting as full-time goalie or 2 players sharing the goalie position and who don't play another position.

The incentives are as follows:

- Goalie Ribbons for playing 1, 3, 5 and 10 games in nets. Ribbons for FUN2, FUN3 and U12 regional teams are included in the Manager Kits. If teams need additional ribbons, please contact the [Director of Player Development](#). All other teams are also welcome to use the ribbons and can obtain them from the Goalie Coordinator.
- A Booster Juice gift card for any single goalie who plays 5 games in nets. Please contact the [Director of Player Development](#) to obtain gift cards.
- Pizza Party or a round of Booster Juice for a team that has 5 players or more who take a turn playing a game in nets. Please complete the [Goalie Incentive Program Reimbursement Form](#) to get reimbursed for pizza party or booster juice costs. **Reimbursement is limited to \$7 per roster player per season.** The deadline to submit reimbursement requests is March 31.

## Team Registration Form (TRF)

The TRF is an official document registering each player and team with Ringette Ontario. It lists all players' names and year of birth and Bench staff along with their RO number. There is no RO limit to the number of Bench staff members on the TRF. However, WORA prefers to maintain a maximum number of 5 Bench staff (including Junior coaches) on a team's TRF. Additional fees may apply if Bench staff exceeds the 5-person guideline. There is a maximum of 2 Junior coaches permitted on a TRF. TRFs are now completed and stored in RAMP. There is no need to print or sign the TRF.

For competitive teams, changes to the TRF can be made until **December 1**. Changes can be made to regional TRF's throughout the season if needed.

## Bench Staff Qualifications

All Bench staff (Coach, Assistant Coaches, Trainer, Junior Coaches and Manager) must have their respective qualifications by **November 30**. Any Bench staff not qualified for their position by this date will be removed from the TRF. It is the responsibility of the Bench staff to know what training they need. The Head Coach will work with the Coaching Coordinator to ensure all Bench staff are completing or have completed the required training and certifications and any re-certifications, if needed. All Bench staff must provide details of their certifications to WORA by emailing the [Coaching Coordinator](#).

**Coaches and Assistant Coaches** - coaching requirements, which includes the requirements for Managers and Trainers, are on the RO website and summarized on our website and the [ERRA website](#). Please contact the [Coaching Coordinator](#) if you need help determining what qualifications are required.

**Managers** - must complete the [Manager's Certification Program](#) by **November 30**. The fee is \$25. Please submit the fee receipt to the WORA Treasurer using the [Expense Reimbursement Form](#).

**Trainers** - must have current certification in one or more of the following:

- medical doctor/student
- fire/police
- registered nurse
- ambulance training
- athletic therapy
- equivalency for any certified first aid course (re-certification is required every 3 years.), 13 hours or more in duration which includes the following content:
  - principles of First Aid and Safety
  - artificial respiration
  - wounds and bleeding
  - shock, unconsciousness and fainting
  - fractures, joint injuries
  - head and spinal injury
  - medical conditions (diabetes, asthma)

All teams FUN2 to U19 must have at least one Bench Staff member who has First Aid Certification. It is highly recommended that this person be present at all games and team activities. Note that this person does not have to have the title of 'Trainer'; it can be one of the coaches. Find more information [here](#). Please remind the Trainer to replace their First Aid kit at the end of the season, noting which supplies were used throughout the season.

**Safety Officer** - The Safety Officer (SO) is a role as a requirement for [Rowans' Law](#). The SO designation is written on the game sheets next to the person who is designated for that game. This is normally the Trainer, but in the absence of a Trainer, can be a Manager or Assistant coach. We strongly recommend not using the Head coach, as they are coaching, and the person is responsible for filling all injury reports as well as removing a player from game play if they have a suspected concussion. They are NOT to diagnose (only a medical doctor can do so) but because of the training a Trainer has, they are able to assess if someone should be removed.

- The SO needs to be written beside their name in case the Ministry and/or City where the event is taking place requests a copy of the game sheets to test compliance
- The SO does not need to be the same person for every game as we know that not everyone can always make every game – so as long as one person has stepped up to be the SO for that game (in place of the trainer), that works and is indicated on the game sheet

There may be periodic changes to the required qualifications and so coaches, trainers and managers should not assume that qualifications remain the same from year to year. Requirements should be confirmed on the RO website at the start of each season.

### **Bench Staff Code of Conduct**

All Bench staff must sign the Bench Staff Code of Conduct as part of the RAMP registration process.

### **Volunteer Screening and Vulnerable Sector Checks**

A valid vulnerable sector check (VSC) with the Ottawa Police is required for all Bench staff, Team managers and other volunteer positions considered Level 2 as outlined in the new WORA Volunteer Screening Policy. This is done online and there is typically no charge when you include the [WORA letter for Police Record Check](#).

This must be completed by December 15 of each season and sent to [records@westottawaringette.com](mailto:records@westottawaringette.com).

Managers are responsible for ensuring that their team's bench staff and volunteers have completed the required documentation and have sent it to [records@westottawaringette.com](mailto:records@westottawaringette.com). A pre-populated database will be shared with Managers to track the status of these documents being completed and submitted to the Association.

### **Team Page on the WORA Website**

All Managers will receive login access to the portal that allows them to update their team's page on the Association website. Details regarding the team's tournaments, events and sponsors can be added by the Manager to their team's page through the portal.

### **Social Media**

WORA maintains the following social media accounts:

- [Facebook - West Ottawa Ringette Association](#)
- [Instagram - @westottawaringette](#)

Managers are asked to advise parents and players of the WORA social media accounts; these links can also be found on the [website](#). We encourage teams and players to tag **@westottawaringette** on appropriate social media posts, to continue promoting WORA and the sport of ringette.

Throughout the season, please send photos and stories to the [Social Media Coordinator](#) to brag about and promote the accomplishments of your team, share off-ice highlights, and give shout-outs to well-deserved players, bench staff, and volunteers.

### **Tips on submitting content for WORA social media**

First and foremost - thank you for helping us create engaging and fun content for our social media! Your contributions help showcase the best moments of our teams, and build a strong ringette community. To assist with capturing all the highlights from our teams, please follow (and share) these guidelines for submitting photos:

#### **1. Taking High Quality Photos**

- a. **Clarity is Key:** Make sure your photos are clear and in focus. Try to take photos in well-lit areas.
- b. **Avoid Noisy Backgrounds:** Choose a simple, clean background for your photos. Avoid clutter or distractions that could take away from the main subject.
- c. **Eyes on the Lens:** When taking group or individual shots, ensure everyone's eyes are looking at the camera lens for a more engaging photo.
- d. **Action Shots:** Capture the thrill! Action shots of players during games or practice are always a hit, just make sure they're not too chaotic or hard to follow.
- e. **Team Spirit:** Photos that show team spirit, such as group shots, high-fives, or celebrations, are great for social media.

#### **2. Building a Story (caption it!)**

- a. **Tell a Story:** Include a brief description of what's happening in the photo. Who's in it? What's the occasion? Why is this moment special? Don't be afraid to add some personality!
- b. **Bragging Rights:** If the photo captures a milestone or a significant achievement (like a tournament win, a player's first goal, a game-changing save, or a team bonding moment), be sure to mention it.
- c. **Shout-Outs:** Give a shout-out to players, coaches, volunteers, or even fans who went above and beyond. This helps our Social Media Coordinator add a personal touch to the final post.

### 3. Submitting Content

- a. **How to Submit:** Send your photos and captions to [social@westottawaringette.com](mailto:social@westottawaringette.com) with the subject line "[Team Name] Social Media Content".
- b. **Timeliness:** If the content is time-sensitive (e.g., related to a specific tournament or event), try to submit as soon as possible so we can post it while it's still relevant.

### 4. Content We Love to Share

- a. **Game Highlights:** Key moments from recent games, like a winning goal or a great save.
- b. **Team Bonding:** Moments that show the team coming together off the ice, like team dinners or community events.
- c. **Behind-the-Scenes:** Fun or interesting things happening behind the scenes, like pre-game rituals or practice sessions.
- d. **Player Spotlights:** A focus on individual players, coaches, or volunteers who have done something notable.

### 5. Final Tips

- a. **\*\*Stay Positive\*\*:** Our social media represents the spirit of our association—let's keep it positive and uplifting!
- b. **\*\*Respect Privacy\*\*:** Make sure everyone in the photo is comfortable with it being posted. Avoid submitting or posting photos of minors without parental consent, as per the [social media policy](#). And remember - there is zero tolerance for cameras in the change rooms, therefore absolutely no photos/videos in change rooms.

A note on posting: while we love receiving your content, please understand that not every photo or story will make it onto the WORA social media pages. We'll do our best to share a variety of content, but due to space and timing, we may not be able to post everything.

One last reminder: **don't forget to tag @westottawaringette** so we can see and potentially re-share your team and player posts!

## IT'S TIME TO PLAY

### Ice Schedules

The National Capital Region Ringette League (NCRRL) will post the league schedule on their [website](#). This schedule, posted in the fall and then again for the second half of the season (early December), does not include practice ice.

Refer to your team's page on the WORA site for your game and practice schedule.

### Home Games

It is the home team's responsibility to provide a timekeeper and scorekeeper for the game. A shot clock operator is also needed at U12 level and higher. The Team RAMP app can also be used to assign these duties and remind families of their scheduled duties. The home team decides which jersey they will wear (WORA teams use black as their home jersey), if a colour conflict arises (as determined by the referee), the visiting team typically changes jerseys.

### Game Sheets

Ringette Ontario has upgraded all standard gamesheets to digital gamesheets through the use of the RAMP GameSheets APP. The app will be used by teams, timekeepers and referees to enter game details. You can find the GameSheets app in the [google play store](#) as well as the [apple app store](#).

As Manager, you need to ensure that all Bench staff sign the game sheet in the app prior to the start of the game. The Head Coach, Timekeeper and Officials will need to download the RAMP GameSheets app onto their smartphone.

Each person will use the app to create an account on the app. This is the same account login/password as the RAMP TeamApp, if you have used this previously. There is a link to a YouTube tutorial (~ 14 min) at top of RAMP GameSheets home page.

Your admin access to the Team's RAMP login information will be emailed to you by the WORA Registrar. Follow the Ringette Ontario instructions from the [League Games Details and Location](#) sheet to add games. You can access the [Creating Portal Games in RAMP](#) sheet as well to add non-league games.

NCRRL games are linked to your Team's RAMP and do not need to be entered manually.

We strongly recommend you bring a paper game sheet with you for all home games, to be used in case of technical issues with the RAMP GameSheets app. Refer to the [Game Time](#) section of the website for a printable version.

### Game Codes

The Game Codes for your games can be found on the RAMP Game Portal. On the left-hand side menu of the Dashboard, under "League Gamesheet App Codes".

Game codes are generated on the RAMP Games Portal once a league or portal game has been created. These codes are mandatory to access the electronic game sheet. When a game is created, the following nine digit codes (###-###-###) are generated and are unique for each game and role:

- **Home Team Code:** used by the home team to select player and staff for the game and for signing the game sheet

- **Visiting Team Code:** used by the visiting team to select player and staff for the game and for signing the game sheet
- **Gamesheet Code:** used by the Scorekeeper to enter all the game stats during the game
- **Officials Code:** used by officials to verify accuracy of stats of the game and to sign off and make any comments on the game

Each code gives different access, so Coaches cannot sign in via the Gamesheet code.

The home team must ensure that they provide the codes for the games to the individuals that require them. Usually, the official's scheduler will require this information ahead of the game to better prepare the officials.

Please refer to the [RAMP Electronic GameSheets App Quick Guide](#) and [RAMP Gamesheets App Questions and Answers](#) documents from Ringette Ontario for more helpful information.

The Quick Guide document also covers how to ensure your Team Staff can access the app and sign in prior to the game, to validate roster players, and other considerations before the game starts. Also, how to track game stats during the game, what to do after the game and ensuring that the Officials sign the gamesheet.

### **Scorekeeping**

All Scorekeepers must download the RAMP Game sheet App on their smartphone. The tournament convenor or Home Team will provide you with the game sheet app code. You should provide the [Instructions for Timekeepers](#) from Ringette Ontario for the Scorekeeper to keep them with them in the box.

### **Paper Game Sheet Labels**

It is a good practice to have extra paper game sheets or photocopies of gamesheets on-hand for all games in case the Timekeeper has trouble with the Gamesheet app. The game results need to be reported in the App no later than 30 minutes following the game.

Game sheets labels are a time saver when preparing the game sheets. In the RAMP app, teams can use the backend of the app to print their labels. Prepare the labels once the player jersey numbers have been assigned. You will need 3 labels per game.

Even if you're the visiting team in an out of province league, you should bring a paper game sheet to report the game to NCCRL. You will be provided with enough game sheets for the entire season at the beginning of the season. If you run out, please ask the [Director of Administration](#) or the [Manager Coordinator](#) for more.

### **Game Results**

The NCCRL uses RAMP to report game results on-line. Game scores are displayed, and on-line unofficial standings are automatically updated as each report is submitted. The Home Team is responsible for reporting the game results as soon as practicable after the game, and no later than 30 minutes after the game. Please access the [NCCRL site](#) for more information on game reporting.

### **Reschedule/Cancel Games**

The Head Coach or the Manager is responsible to notify the opposing team and the [NCCRL Referee-in-Chief](#) in the event that a game needs to be canceled or rescheduled, please refer to [NCCRL](#)

[guidance](#). Please also advise the [Ice Scheduler](#) as soon as possible if canceling a Home game.

### Helpful RAMP Resources

Ringette Ontario has helpful documentation to help with the RAMP Gamesheets app:

[RAMP Electronic GameSheets App Quick Guide](#)

[RAMP Gamesheets App Questions and Answers](#)

[League Games Details and Location](#)

[Creating Portal Games in RAMP](#)

There are also several video references on the following RAMP topics available for the [RO RAMP Video and Resources page](#):

- Registering Team for a Tournament
- Submitting Teams to Leagues and Tournament
- Officials Training

For out-of-province games, you need to send in a game report for **within 24 hours of the completion of the game**. The NCRRL asks that the same person always performs this task. Complete details can be found on the [NCRRL website](#).

### Games in LERQ - for U16AA, U19AA only

NCRRL tracks penalty minutes for our players in LERQ, as such relevant WORA teams in LERQ must report away games, not only home games, on the NCRRL website via the Game sheets RAMP app.

### Instructions to set up LERQ Team Account

1. Go to [Ringuette Quebec](#) site
2. Click on **Demande d'accès**
3. Fill in the form with your last name (Nom), first name (Prenom) and email address (Courriel)
4. Select West Ottawa from the Association drop down list
5. Select the box that says "**Entree des resultats de parties**". This will request permission to enter game results.
6. **Click on "Envoyer"** to send
7. You will hear from Ringuette Quebec about your access request
8. Log into [Ringuette Quebec](#) site using your new account
9. Follow the instructions to enter player names and jersey numbers.

### Player Call-ups

Please refer to the [NCRRL Rules and Regs](#) on Call Ups for Player Eligibility rules and other rules, such as the number of people allowed on the bench at one time, requirement for one bench staff member to be female, mercy rule, canceling a game due to inclement weather, etc.

\*\*\* There are special rules for FUN3 and under players.



## **OTHER IMPORTANT INFORMATION**

### **Ice Allocation Information**

Regional teams can expect an average of one practice (plus a game) a week.

Competitive teams will be provided with additional practices, the costs of which are covered by the additional competitive fee paid by the team (see Section “Team Finances”).

Consideration is given to age and level in allocating ice times, and efforts are made to have similar levels share practice ice.

### **Buying Extra Ice**

Extra ice can be purchased from the City of Ottawa by contacting the City at 613-580-2595. Any ice purchased by teams (and not by the Association) is to be paid for by the team that makes the purchase from their team’s funds.

### **Important Websites**

#### **West Ottawa Ringette Association:**

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

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

<http://ncrrl.on.ca>

The schedule and game results and standings are updated weekly on the NCRRL website. This website also has links to other ringette association sites where you can find out who the Coaches and Managers are of the teams you’ll be playing. You should also refer to this site for a summary of NCRRL rules and procedures.

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

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

#### **Ringette Ontario:**

<https://ringetteontario.com>

#### **Ligue Élite de Ringuette Québec or Ligue de Ringuette Québec (LRQ/LERQ):**

<http://www.ringuette-quebec.qc.ca>