



2022-23 Season

Thank you for volunteering your time as a Manager with the West Ottawa Ringette Association (WORA)! We hope it is a rewarding and positive experience for you.

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.

In general, the Manager acts as a liaison between the parents, the bench staff and the Association and is responsible for:

- Distributing information from WORA to parents
- Preparing a contact list for the team
- Keeping the team page up-to-date on WORA's website, through their RAMP team login
- Notifying parents of the game/practice schedule and of any schedule changes
- Helping with the team's logistics, such as booking hotels for tournaments and providing maps/directions to arenas. For details on arena locations visit [Arena Guide.com](https://www.arena-guide.com).
- Collecting Background checks from team volunteers mandated by WORA/Ringette Ontario

GETTING STARTED

There are a number of tasks that need to be done as soon as possible after the team has been formed. To help you get organized, a description of these tasks is presented below. In addition, a checklist with the due dates for the time sensitive items is attached at the end of this section.

Bench Staff Details

All bench staff including managers must register through RAMP. The RAMP login can be provided as soon as the team is formed.

Bench staff will be added into the app as they register, they are NOT to be added manually, UNLESS they are not on the TRF.

RAMP defaults by not listing personal information on the web page as it can be accessed through the team app.

Parents/players list

The RAMP app is included in your team's registration fees. This should be used for team communication including schedules.

For instructions on how to use it please visit [RAMP APP HOW-TO](#).

Team Meeting

It is important to organize a team meeting as soon as possible after the team has been set. Sufficient time will be needed for the coach to discuss his/her expectations for the season, along with the details you wish to discuss at this first meeting.

You may wish to separate the coach's meeting (which may, at the coach's request, involve both parents and players) from a parent-only administrative meeting. Often a separate parents' meeting is held during a practice, although you will want to make sure that the bench staff has representation at the meeting if they would like or is made aware of what was discussed/decided.

Your team meeting should cover the following points (further details on all of these topics are provided below):

- Identification of other parent volunteers
- Preliminary discussion of budget
- Decision to look for team sponsors
- Fundraising options and willingness of parents to do fundraising
- Number and, if possible, which specific tournaments the team will enter (including WORA tournament requirements)
- Policies concerning player absences, dressing room supervision, etc.
- WORA Jersey Care Policy + Name Bars
- Parent/player code of conduct

Parent Volunteers:

Required:

- Trainer (although the first-aid certification can be held by one of the team's coaches, WORA strongly encourages teams to have this position held by a separate individual, which is why we have included it in this section as "Required")
- Treasurer
- WORA tournament representative & 2 Arena Representatives for tournament
- WORA banquet representative

Optional:

- Social coordinator
- Team fundraising coordinator
- Team apparel coordinator
- Tournament coordinator
- Game sheet coordinator
- Team photographer

Remind the parents that the team will need volunteers to do the following for all home games:

- Timekeeper
- Scorekeeper
- Shot clock operator (not required for Fun1, Fun2 and Fun3 teams)

This can be assigned in the RAMP app.

It is very important that ALL parents share the timekeeper/score-keeper/shot clock duties. Ideally, you will have a parent on your team already familiar with running the clock and willing to train others. Let parents know that all parents will be expected to cover these duties for the WORA tournament. [Check the website](#) under GAME TIME for more detailed information on these duties as well as how the clocks in our home arenas operate.

The WORA tournament and banquet representatives will attend meetings (usually 2-4 for each event), assist with the planning of these events 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.

You should have your volunteers sorted out by the end of the meeting, however the WORA tournament and banquet representatives do not need to be identified until early November.

Sponsors

Generally, all sponsorship money collected remains with the team. Sponsors should make cheques payable to the name listed on the team bank account - check with your bank to be sure.

All sponsors' names/logos can appear on our Association's website. You can upload your sponsor logo, using a vector file, and a link to their website from your team's page manager. Details on how to do that can be found on the portal where you update your team's information and at 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 thank you plaque to your budget for your sponsors. In return for their sponsorship, sponsors may want to have a sponsor bar sewn onto the team’s home jerseys. If a team has more than one business willing to provide financial support then it is up to the team to decide how the additional sponsors will be recognized (e.g. banners, additional sponsor bars etc.). The larger donor goes on the home jersey and the other goes on the away. Note that it is important to communicate to sponsors that WORA does not provide invoices or receipts for these donations. [Please review the Team Sponsorship Guidelines policy.](#)

Fundraising

The amount of fundraising your team will do will depend on what your anticipated costs will be. You will need to take into consideration what costs will be incurred by the team for:

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

Parents may prefer to cover costs through parent contributions. 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 (or the team treasurer) must prepare a team budget (which must be approved by the Coach and shared with the parents) and a bank account will have to be opened for the team.

You should provide a mid-season and year-end financial report to the parents that accounts for both monies received in the team account 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 [Director of Administration](#) and [Treasurer](#) at both the beginning of the season (by October 31st) and at the end of the season (by April 30th). Please refer to the **Team Finances Policy** in the [Policies and Procedures section of the WORA website](#).

In order to open your team account, many financial institutions are now requiring a letter from the Association indicating that your team is part of WORA. A standard letter can be found on the [Managers section of the WORA website](#).

All you will need to do is 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](#).

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 as early as possible, typically in October or early November. These fees are used to cover the cost of extra ice allotted, as well as other fees specific to competitive teams. Managers can pay the funds via e-transfer to 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 Provincial/Easterns/Nationals.

Tournaments

Prior to your first meeting, you should speak with your coach to get some feedback as to what tournaments s/he wants to enter. Depending on what the coach has already communicated to the team, you may need to use the team meeting to make a final decision on how many and what tournaments the team wants to enter. The cost to enter a team in a tournament is generally in the \$500-\$800 range. Obviously, overall costs of out-of-town tournaments will be more. However, many teams will use an out-of-town tournament as a team bonding opportunity.

Your team will also be playing in the WORA tournament, which is typically held in mid- to late-February. Registration fees for this tournament do apply. Many tournaments fill up quickly, so registering early is strongly recommended.

A list of tournaments can be found at the Ontario Ringette Association (RO) website:
<https://ringetteontario.com/wp-content/uploads/2022/07/2022-23-Ringette-Ontario-Sanctioned-Event-Listing-July-13.pdf>

When registering for tournaments, you will see a request for your TRF.

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 is able to take this into account when allocating practices to your team.

Number of Tournaments for Fun2, Fun3 and U12

In a typical year, there is a maximum number of tournaments that Fun2, Fun3 and U12 teams can attend during a season. This maximum is set by Sport Development of Ringette Ontario.

For the 2022-23 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.
- U14 and up - unlimited number.

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

ALL WORA teams must participate in the WORA tournament, as long as their division and level is hosted.

Player absence from Games or Practices

You should advise parents that both the coach and manager need to know if a player is going to miss a practice or game. A practice plan is often developed around knowing a certain number of players will be present. For absences from games, sufficient notice should be given to allow time to call up a player. It is understood that

illness may prevent a player from giving reasonable notice. For competitive players, extra consideration must be given to the competitive 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 website. This policy 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 beginning of the season.

[The Jersey Policy](#) is available on the website; please review this document with all parents and ensure the Jersey Policy form is completed by all players. Important: jerseys are not to be worn for practices and they should be carried separately from the player's equipment bag.

Note that where there is a colour conflict between the jersey colours at a game, the rule is that it is the referee who determines whether there is a conflict and, where there is determined to be a conflict, the visiting team that will 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 \$150 will be charged.

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 at the end of the season.

In the event that equipment requires repair or replacement, please contact the Equipment Manager. Reasonable, normal equipment wear due to play and practice 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 for the cost to repair or replace damaged equipment at the Association's discretion.

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 [Source for Sports Barrhaven](#). 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). Please refer to the [Jersey Policy](#).

Medical Forms

Please provide parents with the [Medical Form](#), which must be filled out and returned to you. A Medical Form must be received from each player. The original forms should be kept by the trainer in the first aid kit and a copy may

be kept by you as well. If you keep a copy, you are responsible for ensuring that the privacy of the information disclosed on these forms is kept at all times. In addition, you must also ensure that the individual who is responsible for your team's first aid kit where the originals will be kept (typically your team's trainer) is also aware of the requirement to ensure the privacy of the information disclosed on these forms. If there is a particular sensitivity about a player's medical information, players/parents may submit medical forms directly to the team's trainer, as long as the manager is aware that the form has been submitted.

All potential and actual injuries resulting from participation in ringette must be reported immediately (within ten (10) days to Ringette Ontario (RO) using the [Injury Tracker](#). **Teams are responsible for ensuring that this obligation is met** and so, as the manager, you should ensure you are aware of the requirements and do your best to ensure that your team is meeting them. From these reports, RO can compile data to more effectively monitor and control risks within our sport.

In addition, all injuries should be reported to WORA immediately using our [online form](#) on the WORA website under FORMS. The tool is available to everyone – managers, coaches, parents, etc. By using this tool, we can help ensure that our obligations to RO are met and that we help address safety and risk concerns in 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. You can find a copy of the Code of Conduct on the [website](#) for your reference. Any concerns about compliance with the Code of Conduct should be raised to the Association's President or Vice-President as soon as possible.

Dry Land Training

Generally speaking, the purpose of dry land training is to improve endurance, cardiovascular fitness, and flexibility. It also helps promote team building. WORA books time at a local high school gymnasium for teams who want to complement their on-ice training or other training with additional dry land training. There is no additional cost to the teams who want to do this. Should a team decide to organize their own dryland training, it is the responsibility of the team to organize, plan and pay. No additional insurance is required except if required by a third party.

Note, WORA has a set of 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 partnered with 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 October to Christmas. We are currently in search of ice time that will accommodate our competitive teams. Additional details on the program will be sent directly to the eligible teams. Additional details on the program will be sent directly to the eligible teams.

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 powerskating@westottawaringette.com.

Goalie Incentives for Regional Teams

In order to encourage our regional players to play goalie, we have a goalie incentive program. 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).

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 will be included in the Manager Kits. If those teams need additional ribbons, please contact the [Goalie Coordinator](#) to obtain ribbons. All other teams are also welcome to have ribbons and can also obtain them by contacting the Goalie Coordinator.
- A Booster Juice gift card for any single goalie who plays 5 games in nets. Please contact the [Goalie Coordinator](#) 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 obtain reimbursement of pizza party or booster juice costs. **Reimbursement will be limited to \$7 per player on the team's TRF, once per season. The deadline to submit requests for reimbursement is March 31.**

Team Registration Form (TRF)

The TRF is the official Ringette Ontario “RO” document, registering each player and team with RO. It lists all players' names and year of birth. It also lists all bench staff along with their RO number. TRFs are now all completed and stored in RAMP. There is no need to print or sign the TRF.

You will need to provide a copy of your **summary TRF** when registering for tournaments. Tournaments use these forms to ensure players entered on a team are legal players and registered. Do not provide the detailed TRF as it may contain confidential information such as player's addresses etc.

Changes to the TRF can be made until **December 1st** for provincial teams of the current playing season and then it's frozen until the end of the season (i.e. no changes can be made to the team roster or bench staff once frozen). Changes can be made to regional TRF 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 **December 1**. 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.

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

Managers - must complete a Manager's Certification Program. This Program is administered through Ringette Canada. All new Managers are required to register for the program at www.coachingringette.ca and should complete it by **December 1**. Direct link is here: [Home](#)

The fee for the Manager's course is \$25. Please submit the fee receipt to the WORA Treasurer using the online [Expense Reimbursement Form](#) found on the WORA website under FORMS.

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](#).

Safety Officer - The Safety Officer is a role as a requirement for [Rowans’ Law](#).

The “SO” designation is to be handwritten 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 - 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) 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

Note that there are 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 beginning of each ringette season.

All bench staff must provide details of their certifications to WORA. More details to come on tracking for this season.

Bench Staff Code of Conduct

All bench staff must sign the Bench Staff Code of Conduct. This is part of the RAMP registration process and no other action by the manager is required.

Vulnerable Sector Checks

A valid vulnerable sector check (VSC) with the Ottawa Police is required for **all bench staff and managers**. WORA requires that all bench staff complete a VSC each year. This is done online and can be completed in minutes for **FREE** when you include the *WORA letter for Police Record Check* (available on the website [here](#)). This should be completed by December 15 of each season and sent to the vice.president@westottawaringette.com.

Note that WORA will accept checks from MyBackCheck.com however they must be done annually and any costs associated will not be reimbursed.

Complete details regarding obtaining a VSC can be found on the Ottawa Police website ([VSC - more details](#)).

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. Registrar@westottawaringette.com can update coaches qualifications in RAMP registration back end, if the coaches did not already input their qualification when they registered. A report can be exported through RAMP by Registrar@westottawaringette.com and given to coaches@westottawaringette.com for review.

WORA Social Media

WORA maintains accounts on Instagram and Facebook. Managers are asked to advise parents and players of these accounts. Links to all social media accounts can be found on our website. We encourage all teams and players to tag West Ottawa on appropriate social media posts to continue to promote WORA and the sport of ringette.

Getting Started Checklist

Getting Started	Due Date
Bench Staff Details	ASAP
Parent Meeting	ASAP
Tournament Registration	ASAP
Rowan's Law	Signed in RAMP
Medical Forms	Before 1 st game of the season
Bench Staff Code of Conduct	Signed in RAMP
WORA Parent Player Code of Conduct	Signed in RAMP
Team page – access and updates	ASAP
Identify WORA tournament and banquet representatives	Early November
Manager's Certification Program (Ringette Canada online)	December 1
Coaches/Trainer qualifications	December 1
Vulnerable Sector Check	December 15

IT'S TIME TO PLAY

Ice Schedules

The National Capital Region Ringette League (NCRRL) will post the league schedule on their schedules and results page (<http://ncrri.on.ca>)

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. Someone to operate the shot clock is also needed at U12 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. Since 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 must change jerseys.

Labels

The use of labels is required by the NCRRL and is a huge time saver when preparing the game sheets. In the RAMP app, teams can use the backend of the app to print their labels

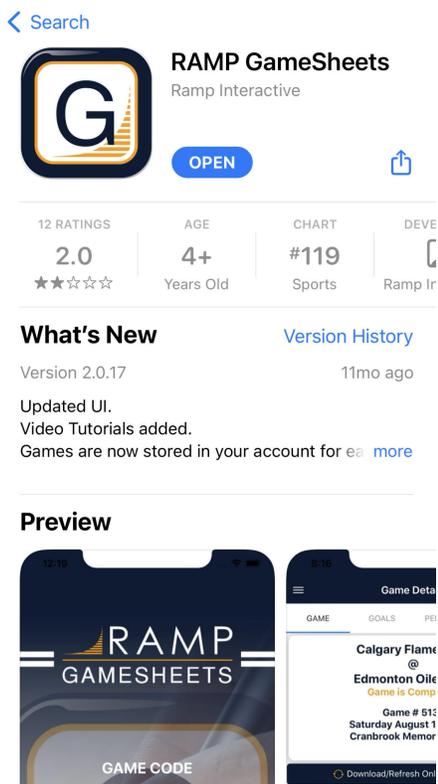
Prepare the labels once the player jersey numbers have been assigned. You will need 3 labels per game.

Game Sheets

NCRRL is moving to RAMP GameSheets for this season. Please take the time to review these instructions in full.

<https://ncrrl.on.ca/report-games/>

<https://ncrrl.on.ca/coaches-managers/gamesheets-reporting/>



[RAMP-GAMESHEETS-Questions-and-Answers.pdf](#)

[RAMP-GameSheet-App-Guide.pdf](#)

[RAMP - Timekeepers](#)

PAPER GAME SHEETS AND LABELS

Teams in the LERQ will still need paper game sheets.

It is the home team's responsibility to bring the game sheet to the game and to ensure it is completed properly for both teams. You will be provided with enough game sheets for the entire season at the beginning of the season. If you run out, please send a note asking for more to administration@westottawaringette.com. Always bring extra blank game sheets with you to a game.

If you are the home team then, once the game is completed, please ensure the following:

- team name clearly legible
- player names and numbers clearly legible
- any missing players must be crossed out for each game.
- call ups must be written on every copy of the label or on game sheet that is used for the game for which they are called up. The playing level of the call up must also be noted.
- player in the position of goalie is indicated (FUN3 and above). Please indicate by writing a "G" (for goalie) beside the player's name who is playing the position of goalie for that game.
- game number clearly legible
- coaches names clearly legible
- referees have signed the sheets, and both their name and referee number are clearly legible
- ensure the person doing the game sheet during your game provides the time of all goals and penalties
- draw an underline after the first period of play to separate it from the second period
- in accordance with Rowan's Law, the name of each team's Safety Officer must also be listed after the letters "SO" in one of the slots provided for the Assistant Coach. The safety officer is the "go-to" who ensures that they are aware of details in the event of injury.

Carbon copies of the game sheet should be distributed for all games as follows (note: you need to consider whether you are the home or visitor team when copies are distributed):

- **If you are the home team:** keep the yellow copy for your records. As per NCRRL, please keep the white copy in your possession for the season. More details to follow later in the year. Game sheets should be submitted within 24 hours of the game. <https://gamehub.ncrrl.on.ca/login>
- **If you are the visiting team:** keep the pink copy for your records.

In all cases, the yellow copy should be kept by the manager in case there is a dispute. These should be kept by the Manager until the end of the season and then they can be shredded.

Reporting Game Scores

Coaches and managers, if you have not received your login credentials yet in order to update scores, please contact web@ncrrl.on.ca and provide the following information

- Your name

- Email
- Division of play for your team (ex. FUN3, U12A)
- Your home association (ex. CORA, MDRA)

Although WORA is part of the Eastern Region Ringette Association (ERRA), our teams may play in different leagues, including Quebec leagues, depending on the level of the team. Although some of our competitive teams may play in Quebec leagues, they are governed in part by the NCRRL, especially in the area of player discipline.

Keep in mind that you need to send in a game report for every home game the team plays. But exactly what you need to do depends on which league your team plays in. Fines are levied if a team fails to comply with these procedures. Game scores must be reported on-line **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](#).

Reporting Canceled and Rescheduled Games to NCRRL

Detailed instructions are provided on the [NCRRL website](#). There are very strict rules for canceling games as the league and associations are very short on ice times and this makes it difficult to reschedule games.

Player Call-ups and other Rules and Procedures

There are specific rules for calling up players when a team finds itself short due to illness or injury. Please refer to the “NCRRL Rules and Regs” on the NCRRL website ([NCRRL Rules and Procedures](#)) for Player Eligibility rules as well as other rules to be familiar with (e.g. 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.). It is very important that coaches are aware of these rules.

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

It's Time to Play Checklist

Before the Game	After the Game (Home games only)
Timekeeper/Scorekeeper/Shot clock people are scheduled (home game only)	Give the pink copy of the game sheet to the visiting team. Keep the yellow copy for your records.
Game date/time/location has been communicated to parents/players	Report the game score on-line within 24 hours, NCRRL website quick link .
Game sheet labels are prepared	Scan white copy of the game sheet and submit it in the NCRRL gamehub.
Do the players have both jerseys in the event they need to change colour?	

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

National Capital Region Ringette League (NCRRL):

<http://ncrri.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

Ringette Ontario:

<https://ringetteontario.com>

Ligue Élite de Ringette Québec or Ligue de Ringette Québec (LRQ/LERQ):

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