



Fraser Valley
Ringette Association

Manager's Handbook

www.fvringette.com

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I. Introduction

Thank you for volunteering to manage your player's Ringette team. Volunteers like you are the life blood of all not-for-profit organizations that will help ensure we deliver a quality program to the many families that make up the Fraser Valley Ringette Association.

We want to ensure that you have a great experience in your role as Team Manager. This manual has been put together to help you. Ringette is a team sport and as the season progresses communication will be important. Please contact us if you have any questions.

Thanks again and have a great year. ☺

FVRA Executive

Key Contacts

FVRA Director of Coaching	coaching@fvringette.com
FVRA Referee in Chief	officials@fvringette.com
LMRL Referee in Chief	ric@lowermainlandringette.ca

LMRL Division Managers

Each new season, all of the 10 associations that make up the Lower Mainland Ringette League (LMRL) are included in a lottery draw at the LMRL board level to determine which association is responsible to manage each of the 8 divisions.

Other FVRA Executive Members: www.fvringette.com / Contacts folder

Other FVRA Team Staff: www.fvringette.com / Coaches folder

FVRA Lockers: located at Sportsplex, GPRC & Twin: each team will receive 1 key at the start of the season. Lockers house extra rings, first aid kits, pylons and cones.

Important Dates

Early Sept.	FVRA Managers & Coaches Meeting
November (TBA).....	FVRA Team Photo Day
December (first weekend in Dec.)	FVRA Michelle Vandale Memorial Spirit of Winter Tournament

II. General Information

What Does A Team Manager Do?

As Team Manager, your job is to organize the off-ice activities of the team and work as liaison between the players, parents and coaches. Please see FVRA Policy manual for full description.

Resources Available To Help You Succeed

This handbook is meant as a resource to aid both new and seasoned Team Managers. You will also want to become familiar with the Fraser Valley Ringette Association website. More useful information can be found on the Lower Mainland Ringette League and the BC Ringette web sites. Having good information will help everyone make better decisions.

Helpful Web Sites:	www.fvringette.com	www.lmrl.goalline.ca
	www.bcringette.org	www.ringette.ca

The Importance of Good Communication

Another key to having a successful team is basic – COMMUNICATION. Good communication between the Initiation Manager, the Coach and parents is essential to ensure the smooth running of any team.

III. Team Management

To have a successful season it is important for the Head Coach and Team Manager to clearly define and agree upon responsibilities at the beginning of the season, and to keep an open line of communication throughout the season. Duties *performed* by the Team Manager will vary somewhat by team based on the Team Manager's abilities, interests, and availability, the coach's perspective on responsibilities and by what other parents do. It is important for the Team Manager and the Coach to meet at the start of the season (and before the parent meeting) and get on the same page before they start talking to parents.

Each team should consist of:

Team Officials

- Head Coach, 2 Assistant Coaches, Team Manager & Trainer

Possible Team Support Roles - these will vary from team to team – see page 14 for details

- Treasurer
- Fundraising Coordinator
- Timekeeper and Scorekeeper Coordinator
- Away Tournament Coordinator
- Social Convener

Delegation of Duties

It is easy for managers to be tempted to do many of the job functions themselves. At the start of the season most parents will be prepared to volunteer in some capacity. A good rule of thumb is each family should take on one task. This spreads the work around and makes for a more enjoyable experience for all families. Getting involved also helps parents better understand the workings of a Ringette team. It is also important that we get parents involved to allow them to gain experience. This will ensure that FVRA has lots of experienced parent volunteers able to help out in future years.

IV. Important Requirements: Administrative, Legal & Accreditation

As a volunteers working with children there are administrative, legal and accreditation requirements that must be met by all Team Officials. It is the Head Coach's responsibility to ensure that all Team Officials (coaches, trainer and manager) have the required certification for the team's level of play.

This information is included in the Managers Guide so that the Team Manager can support the Head Coach in this function. All related information including course dates & locations can be found at:

- www.bcringette.org / Sport Development / Coaches

It is essential that by January 8 (or the date specified in a given year) all bench staff have obtained the necessary certifications. Questions regarding qualifications can also be put to our Director of Coaching.

Reminder: It is required by BCRA for all Coaches & other bench staff to wear CSA approved helmets at all times while on the ice. This includes any players on bench but not playing due to injury.

Criminal Record Check (CRC)

All Team Officials (Coaches, Trainer & Manager) over the age of 19 are required to have a criminal records check done by [October 15, 2015](#). [CRC's are valid for two years](#). Head coaches are to have their CRC done when handing in the application before the start of the year.

To complete a CRC you will find the link on our website www.fvringette.com. All CRC's are do be done online

The RCMP will complete the forms and email directly to the FVRA Director of Coaching.

Prevention in Motion

All Team Officials (Coaches, Trainer & Manager) for U9 to U19 Divisions are required to be certified in BCRA's Prevention in Motion or any of the following certification equivalent courses. The deadline for bench staff qualifications is January 1 of the current playing season. Note: Acceptance is based on proof of completion/certification for a program in 2005 or later:

- "More Than Just A Game" - BC Ringette
- "Prevention in Motion" – All Canadian Red Cross certifications from [other organizations](#) not just sports
- "Prevention in Motion" – Canadian Red Cross [On-Line Certification Program \(specific details\)](#)
- "Respect in Sport" On-Line Certification Program ([specific details](#))
- "Speak Out" – Hockey Canada Certification Program

Manager's Certification Program

All team managers are required to complete Ringette Canada's Manager's Certification Program.

Ringette has developed a complete training program for managers in order to address the special skills which managers must have in order to perform their job. It is a completely online program and is available directly from Ringette Canada through the coachingringette.ca website. The course involves reading a handbook and completing the accompanying test.

Code of Conduct Contracts

All players, parents and team officials must read and sign Code of Conduct Contracts. Each contract covers conduct at practices, games, events and team functions and addresses issues such as harassment, alcohol and drug use among others. FVRA expects players, parents and officials to conduct themselves in an ethical, appropriate manner at all times. As Team Manager, you are not only responsible for upholding the code of conduct personally, but for being vigilant that the code is not being abused by your players, parents and other team officials.

The Team Manager is to keep all originals in a secure place; at season end all copies are destroyed.

Medical Information Sheet

Each player/parent must fill out a Medical Information Sheet. This information could be critical in the event of an injury or a medical emergency. It should be your goal to have all the forms collected as early in the season as possible. Stress the importance of emergency contact numbers being ones which will actually be answered during regular game times. While it is recommended that one parent always be in the rink while their child is on the ice, this isn't always the case. However, a parent's authority for treatment will be necessary if a child must be taken to emergency, so accurate contact information is critical. Coaches should also fill out this form as they are on the bench and ice where injury is just as likely. Be sure to point out children with chronic health issues, ie asthma, to your bench staff.

The manager should keep the originals in a safe and secure place and a copy should be placed in the First Aid kit in an envelope marked 'confidential'. These forms are confidential and all copies should be destroyed at the end of the season.

Where to Get the Form: www.fvringette.com/ Administration

Volunteer Deposit Cheques

FVRA does not ask for volunteer deposit cheques however, if a family wishes not to participate in mandatory volunteer duties at the Spirit of Winter Tournament, they can write a cheque to Fraser Valley Ringette at the start of the season for \$100.00.

How to Get Reimbursed for Clinics

FVRA will reimburse volunteers for the cost of clinics they are required to take. Upon completion of the course, send a copy of the receipt to the Treasurer (with your address) and they will mail you a cheque.

V. Season Start Essentials

The team manager is the central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the ringette association, other teams and officials.

FVRA Coaches and Team Manager Meeting (early September)

It is mandatory that you attend the FVRA Coaches and Team Managers meeting. The Director of Coaching will run the meeting and provide an introduction to the season and be available to answer questions. The Director of Player Development will also review plans for the season.

Team Meeting

As soon as the team has been formed discuss the timing, location and goals for the first team meeting with the Coach. FVRA teams often use the team meeting as an opportunity for the players to bond in addition to sharing key information with parents. If someone is able to volunteer their home for such a meeting, where the players can have a separate space, this can be ideal. The parents will need to have a quiet place to discuss the plan and expectations for the year.

Sportsplex also has a meeting room available; e-mail the FVRA Ice Scheduler to book this room.

Parent Meeting (An example of an agenda for a Team meeting. Before meeting with the parents please be sure to communicate with the Head Coach, change the agenda to match your Bench staff/team each year could be different)

- 1) Head Coach introduction of Team Staff – review purpose of meeting
- 2) Head coach overview of expectations & Training - goals & objectives, credentials and philosophy
- 3) Manager
 - 1) Parent/Player Code of Conduct Forms
 - 2) Medical Forms
 - 3) FVRA Volunteer Requirements
 - SOW Tourney (4 hours per family) or \$100 check to FVRA
 - 4) Communication between team staff and families is crucial.
 - Please be sure to email team manager as soon as possible if you can not make a game of practice.
 - 5) Practice kids to be ready and on the ice ON TIME
 - 6) Games – Please arrive 1 hour before game time, with running shoes & no jeans
 - Team warm up
 - Coach talk
 - 7) Dressing Room - expectaions
 - NO CELL PHONES
 - 8) Name bars – where to be worn (Black on Black – White on White)

- 9) Parent phone list. Is everyone ok with having phone numbers & emails available to team?
- 10) Team Volunteer Hours
Time clock, shot clock & score keeper 3 per game, schedule will be made. It is your families' responsibility to find someone to do your duty if you are unable. Once a replacement has been found please email team manger with details.
- 11) Team Photo day first week in November details to follow.
- 12) First Aid volunteers (2 people required) must have first aid
- 13) Raffle Tickets – each family is responsible to sell their tickets
- 14) Fundraising – YES or NO
-Suggestions (Chocolate bars, bottle drive)
- 15) Website – YES or NO, someone to up keep
- 16) Tournaments (roughly \$750 each divide by number of participants)
- Burnaby Nov
- SOW Dec
- Richmond Jan
- Kelowna Feb
- Provincials Mar (U14 above)
- Westerns Mar (U14 above win at Provincials)
- Decide as Team which to attend –
Set a date when cheques need to be collected
- 17) Bank Account – 2 people on account

Questions to review and get answered:

- How many tournaments will the team attend?
- Will the team do fundraising or do parents want to write a cheque?
- Will you place a team order for name bars and/or jackets?
- Will snacks be provided after each game?

Parents should be told at this meeting that they need to notify both the Manager and the Coach as soon as possible if their player will be unavailable for a game or a practice so that the necessary adjustments can be made and replacement players found, if necessary.

Review with parents that our home tournament (Michelle Vandale Memorial Spirit of Winter) runs Dec 7-9, 2012 and that they should plan accordingly.

Team Rosters

As soon as the team roster has been established and bench staff confirmed, the Manager should forward the list of players (names only) and bench staff (name, address, postal code, phone number and date of birth) to the FVRA Registrar.

The FVRA Registrar will then enter all information into the BCRA registration system (Karelo) and supply each team with an official Team Roster. It is critical the Coach and Manager review the Karelo Team Roster and ensure all the information is accurate. Deadline for roster changes is [November 15](#) except U9-Bunnies in which case late registration is accepted until [Dec 1](#).

This document will need to be supplied when registering for tournaments.

Additional Notes on Rosters and Picking up Players

All U9 to U19 teams can have a maximum of 18 players on their rosters. Open and Masters teams can have a maximum of 22 players on their rosters. Once your roster is set and submitted to FVRA you cannot have more than that number of players at a game. For example, your roster has 12 players but your coach wants to take a couple extra players to a tournament – this is not allowed.

You may 'borrow' players from other teams if you are short players but you cannot use a player who is in a division higher than yours – ie) a U10-Novice team cannot have a U12-Petite player nor can you use a player who is on a higher caliber team even if they are in a lower division - ie) a U16-Junior B Division team cannot use a U14-Tween A Division player.

There is a specified number of times you can use a player from another team so be sure to monitor who is being picked up to play for your team. For U9, U10 and U12, you can use a specific player for a maximum of 2 league games or 1 tournament. For U14 and above, you can use a specific player for a maximum of 3 league games and 1 tournament.

A player can only play up one division – ie) you cannot have a U12-Petite player play on a U16-Junior team – this is a BC Ringette rule and voids the insurance – don't take that chance.

Important: if your team wants to 'borrow' a player, your coach must first discuss it with the other team's coach before the player is asked.

Regarding picking up players, here is the procedure as stated in the BCRA Policy Manual:

Lateral Pick-up (non-tiered divisions only): In non-tiered divisions, teams from the same association are permitted pickup players from other equal caliber teams within their own division and association providing the following criteria are met:

- A team may only pick up to their regular roster size, unless the team has less than 11 players on their roster in which case they may pick up to a roster of 11 players.
- Roster of team picking up players must be 75% original roster players (no more than 25% pick-ups).
- The "borrowing" team must work through the entire roster of the "supplying" team before being able to pick-up the same player again. By "work through" it is understood that not every player on the supplying team may take the opportunity to play for the borrowing team, but that every player on the supplying team must be given this opportunity.
- All players are eligible to be picked-up for a maximum of two league games or one sanctioned tournament in a season.
- If a player plays with the same or another higher age division/level of play team in an additional tournament or third or more league games, the team will forfeit the games. The player will not have the right to become a member of that team and must return to their original team.

This policy applies to league and tournament play. All eligible players from the borrowing roster who are not participating must have a documented reason for not attending the tournament.

Note: The intent of this is to allow only for the replacement of players who are unable to attend the event, and to support the formation of smaller roster teams. It is not intended to create combination teams.

Equipment Distribution

The team is responsible for the safekeeping of this equipment and you should make note of the equipment received. At the end of the year, all equipment received must be returned in full and in good condition.

To start the season, each team will be given:

- Rings – to be returned at end of season
- First Aid Kit – to be returned at end of season

FVRA also loans out goalie equipment – to be returned at end of season

Jersey Distribution

Care of Jerseys

- Jerseys must be hung to dry after washing.
- Nothing is to be ironed on the Jersey (i.e. name bars)

Tip - Name Bars: should be sewn at bottom of jersey.

Ordering Name Bars – Lead-time is about two weeks; cost @ approx. \$9.00. Please check with local sports shops for quotes.

FVRA has home and away jerseys so parents may want a white and a black name bar.

Ordering FVRA Custom Mosspro Ringette Pants: order cut-off is Sept 30 of each year.

- Go to: www.fvringette.com / Player and Coaches folder
- Streamline Ringette – Sharon Smit 604-856-7067 www.streamlineringette.com

Ordering FVRA Teamwear - Custom Ringette Jackets & Clothing etc.

- Go to: www.fvringette.com / Clothing folder

Water Bottles: Players are to bring their own water bottle to each ice session. It is also important not to share water bottles as this poses a risk of serious illness. After each session, wash the bottle well using a bottlebrush and warm, soapy water; rinse and dry thoroughly each day.

VI. Regular Season Management: The Basics

Record Keeping

As a Manager you will want to use some tools to stay organized. It is a good idea to create a binder with the following forms and documentation handy:

- Team contact list
- Karelo roster
- Contact lists - FVRA, LMRL, other teams
- Schedules - practices, games, and parent volunteers
- Game sheets – including blanks and extra labels
- Notices
- Arena information, maps etc
- Current financial information
- Tournament details
- Medical Information Forms (confidential and a copy of each form must be kept in the team first aid kit and on the bench at all times)
- Injury Report Forms

Contact List: Create and distribute a list of contacts for your team members; you will need to review what contact information parents/coaches want included. It is a good idea to keep extra copies on hand.

Team Web Site

Many teams now use a team web site to help with communication: schedules, goalie rotation, scorekeeper/timekeeper duties, e-mails, team event reminders, contact information etc. these web sites also contain arena addresses and directions which many parents need for away games. At season start, *ensure all parents approve* of any personal information shared on a team web site.

- Examples (free sites): www.teampages.com; www.hometeamsonline.com

Practice & Game Schedules

Practice Schedules: provided by FVRA Ice Scheduler & posted at www.fvringette.com

Game Schedules: provided by LMRL Ice Scheduler & posted at www.lmrl.goalline.ca

Cancelling Practice:

Contact the FVRA Ice Scheduler to cancel a practice. It is best to give as much notice as possible so that the Ice Scheduler may offer this time to another team. Every effort should be made before cancelling ice

Cancelling LMRL Games: from the LMRL web site

Sometimes it is necessary to cancel a game. Please follow the procedure below to make sure everyone, that needs to be, is informed.

1. Contact the Coach of the team you are scheduled to play. Coaches or Team Contact email addresses can be found on the "Coaching Staff" page to the LMRL website.
2. The "Home" team coach is to contact their association Ice Scheduler to ensure the ice is used.
3. The "Home" team coach is to contact their association Referee in Chief to ensure the referees get notified in a timely manner.

Once a game has been officially cancelled contact the Lower Mainland Ringette League Game Scheduler at scheduler@lowermainlandringette.ca to have take off the Website.

Rescheduling LMRL Games: from the LMRL web site

The procedure for rescheduling games is much the same as for cancelling games.

1. Contact the Coach of the team you are scheduled to play. It is the expectation of the LMRL, that coaches work together to find a suitable date and time to reschedule a game.
2. The "Home" team coach is to contact their association Ice Scheduler when looking for possible ice to reschedule a game.
3. When the ice is agreed upon by both teams, the "Home" team coach is to contact their association Referee in Chief to arrange for referees.

After all the details have been worked out contact the Lower Mainland Ringette League Game Scheduler at scheduler@lowermainlandringette.ca to have the new game time posted on the Website. Be sure to have the original game number to refer to.

FVRA Player Development

FVRA will be running various clinics during the year:

- Power Skating – sessions typically run Thursdays before Christmas
- Ring Skills – sessions typically run Thursdays after Christmas
- Goalie – a couple of sessions early in the year, to encourage more players to try goal

These clinics are run by professional instructors and are provided at no cost to FVRA families. Details will be supplied at the start of the season when the practice schedule is communicated.

Dressing Room Security/Etiquette: See FVRA Dressing Room Parent Handout: **Appendix A**

Managers need to enforce the 'no phones or cameras policy' in the dressing room. This is a Ringette Canada rule intended to protect the privacy of the players and should be strictly enforced - No exceptions. Players and adults are expected to keep all phones put away (pocket or purse) and step out of the dressing room to answer or make calls or retrieve messages. Have a team mom check in on the players periodically to ensure the players are behaving appropriately & there are no problems.

For Divisions U12 and higher no males are permitted in the dressing rooms. Players can come out to get their skates tied or for help with goalie equipment. Male coaches can come in and deliver their pre-game routine after being given the all clear by the Manager.

Upon arrival for games or practices the Manager will need to secure a dressing room. A sign for the dressing room door can be useful so parents know which dressing room has been assigned. The Manager should ensure that the players are supervised while getting ready and that no one enters the room until the players have dressed completely. It is recommended that two or more people be present in the dressing room with the players whenever possible. It is the Manager's responsibility to have a lock and key to lock up the dressing room while the players are on the ice and to unlock it when they come off the ice.

It is important that all teams use their designated dressing rooms as listed on the monitors located in the front lobby of Twin Rinks and Sportsplex. What happens is a chain, if one team takes the wrong room then it carries on all night and invariably older teams end up side by side and this could possibly lead to trouble. It is simply risk management on the part of the staff at Twin Rinks and Sportsplex.

Please ensure the dressing rooms are left clean after each practice or game.

Photo Day Picture day is normally in early November with pictures distributed before Christmas.

FVRA organizes an annual picture day for all the teams. All players receive a Memory Mate (1 individual and 1 team 5x7) at no cost (players who miss the photo will receive a team picture). Various additional packages are made available for purchase. Have parents fill out the picture request forms in advance as there will be limited time to organize this at the event. Picture day is often chaotic given the number of players and teams within the Association. It is suggested that players arrive 30 minutes prior to their pictures and get dressed in their full gear (with stick and skates; without helmet). Please have your team (and completed forms) lined up in order of jersey number. You will be contacted at a later date to pick up the photos for your team and to distribute them.

FVRA Fundraising

Each year FVRA does one mandatory fundraising activity.

Each player is required to sell two books of Raffle Tickets (2 x \$50 = \$100).

If families do not wish to sell raffle tickets they can pay Ringette \$100 per player.

Team Fundraising

Teams may decide to fundraise to help pay for team expenses such as attending tournaments. The FVRA Board of Directors must approve all unsanctioned fundraising events. Please submit an email to the President of FVRA (president@fvringette.com) with details prior to your event.

Off Ice Team Activities

Some teams will want to do it all: fundraising, tournaments, parties; while others are more low-key. It's important to take the pulse of the group at the start of the season to see what the consensus is.

Activities to help with team building, relationships and fun outside of Ringette:

- October Activity: Meadows Maze: www.meadowsmaze.com ; 604-460-0603
 - 13672 Reichenbach Rd, Pitt Meadows
 - Split team into two groups; each group needs to find all the numbered stations

- Bowling
- Dryland Training
- Team Parties: Halloween, Christmas, End of Year

Christmas party tip: A fun way to handle gifts

- put a \$10 limit on Christmas gifts (you can also choose a theme... i.e. something fun or wacky). All children attending bring one wrapped gift (including siblings). All presents go under the tree. All the kids' names are put in a hat and the kids sit in a semi circle around the tree. First name drawn picks a present (does not open). Next name drawn can take the present already picked or one left under the tree. If they take one from another child, that child then picks a new one from under the tree. Next name drawn does the same. Last person to pick can take any present already picked or last one from under the tree.

Conflict Management

As a Manager you should encourage strong communication if you sense that there are misunderstandings developing. It is preferable that any issues that arise on a team can be dealt with through direct and open communication as early as possible.

Players and parents are encouraged to deal directly with the Head Coach or Manager if there is a problem to be addressed. If they are not comfortable dealing directly within the team they can contact one of the Executive and we will do our best to positively resolve the situation.

Problems need to be dealt with promptly and without bias to ensure the players have a positive season!

- Never bring complaints to the coaching staff before a game.
- Never bring your complaints or negative comments into the dressing room.
- Always treat the Coaches & officials with respect

Tip: Use The 24-Hour Rule: If a parent has something to say to a team official (that could be contentious) wait 24 hours after the event or the game before discussing it. By this time, everyone will have a better perspective and a lot of arguments naturally are eliminated in the process. Ringette is an emotional game. It's best to let the emotions simmer before talking to a team official.

VII. Regular Season Management: Team Roles

A Manager's role is to work closely with the Coach and keep the team organized and running smoothly. To do this the Manager will need to delegate many tasks to other parents on the team. It is a group effort and if everyone contributes the year is much more enjoyable for all. It is important to communicate early that every family is expected to volunteer to support the team.

The following is a list of some of the volunteer positions that you may wish to fill:

Treasurer

- Works with Coach and Manager to prepare a budget.
- Sets up the team bank account - have at least two people set up as signing officers.
- Responsible for all team bookkeeping. Deposits all income and pays all expenses.
- Provides a summary for parents as required during the season.

<u>2012 - 2013 Sample Team Budget</u>			
<u>REVENUES</u>		<u>EXPENSES</u>	
Fundraising Campaign #1	\$	Tournament 1 Fee	\$
Fundraising Campaign #2	\$	Tournament 2 Fee	\$
Parent Contributions	\$	Tournament 3 Fee	\$
Total Revenue	<u>\$ 0</u>	Christmas Party	\$

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		Year End Wind Up	\$
		Miscellaneous	\$
Balance	\$ <u>0</u>	Total Expenses	\$ <u>0</u>

Game Day Coordinator (for all Home games)

- Ensures that the Timekeeping & Scorekeeping duties are covered (as assigned on schedule).
- For U12 and higher, ensures that the Shot Clock duty is covered; secure shot clock remote.
- Trains families to run game clock, fill out score sheet and run shot clock properly.

Fundraising Coordinator

- Organize and coordinate FVRA mandatory campaign.
- Come up with a number of fundraising opportunities for the parents to choose from to raise sufficient funds to meet budget requirements.
- Organize and coordinate the fundraising campaigns that the team chooses to do.

Social Coordinator

- Responsible for organizing team social events throughout the season (team building events, Christmas party, year-end party etc.) and buying end of year gifts for bench staff and players, as decided in collaboration with the coach and team parents.

Out-Of-Town Tournament Coordinator

- Responsible for out of town accommodations and meal planning while away (pot-luck meals and/or restaurant reservations, fun team events).

VIII. Regular Season Management: Organizing League Games

As Team Manager you are to ensure games run as smoothly as possible.

Scorekeeping & Timekeeping: (Please see FVRA web site for clock instructions)

It is the responsibility of the home team to provide the scorekeeper and timekeeper (and shot clock operator for U12 and older) for all LMRL games. Ensure all parents are trained to run the time clock and understand how to fill out the Official Game Report (game sheet). (It is a good idea to have a sample Game Report filled out so that new parents can see an example of how to complete it.) You can cover this at a parent meeting and may want to go over time clock operation at a team practice.

Tip: Pre-printed Labels: You can create labels with player's names and numbers and stick them on Game Reports (4 copies each game – one for each page). It is important these are updated for each game to take into account missing players, affiliates or jersey number changes (for example, if a player has forgotten their jersey) and the goalie should be noted. The team name should be at the top of each label and all team officials should be included on the bottom.

Fun Tip–Music: To give your home games an NHL feel, at Sportsplex you can play music during the pre-game skate, during stoppages and between periods. All you need is an MP3 player/I-Pod, earphone jack (with two male ends) and an adapter to plug into the console located in the timekeepers box.

Shot Clock:

Rules: www.fvringette.com / Coaches folder (scroll to bottom). Used in divisions U12 and higher.

Official Game Report

Games Reports need to be filled out for home games and provided to the away team at least 15 minutes before game time for completion of their team information. Bench staff (usually Head Coach) from each team must sign the Game Report.

What to do with copies of the Game Report (after the game)

Buff (orange): give to home team

Pink: give to visiting team

Canary (pink): give to home association

White: mail to **LMRL Referee in Chief (RIC)** -please see LMRL web site for current season RIC mailing info.

Posting Game Results on the LMRL web site at www.lowermainlandringette.ca

The home team is required to post game results ASAP following each game.

- To enable them to do this each team (coach) will be e-mailed their LMRL Login & Password
- Be sure to obtain this Login and Password from your coach.

Game Reports – Information from LMRL

Posting Game Scores

Posting game scores to the Lower Mainland website

Once our webmaster has been given the contact information for coaches, he/she will issue the Head coach a login ID and a password for posting game scores to the LMRL website. The head coach will receive an email message from the LMRL website advising him/her of his Login and Password.

If you would like your Login and Password sooner please email vicepresident@lowermainlandringette.ca with the following information; Association Team (U12 1), Name, Home Phone, Cell Phone and email. Once you have been issued your Login and Password:

- 1) Go to LMRL website www.lowermainlandringette.ca
- 2) Click on LOGIN it is located at the top right hand corner of the website or at the bottom of the menu on the left hand side of the Home Page.
- 3) Use the Login ID and Password you were issued
- 4) The Goalline control panel will come up on your screen
- 5) In the Statistics section click on Report Game Scores for: (select the schedule/season)
- 6) A new page will come up on your screen. If the other coach has not already posted the score you should find it listed on this page. If not you may need to change the date range.
- 7) Click on Report
- 8) It will come up with a screen showing a box for the Visiting Team and another for the Home team.
- 9) Enter the scores for both teams.
- 10) Click on submit Game Report.
- 11) You're done! Don't forget to log out.

It is assumed that the winning team will likely post the game score. However either team is welcome to post the score, we would ask that all coaches post scores within 48 hours of playing the game.

Tiering Games U14-U16-U19- & 18+

Please scan and email all tiering game sheets to your division manager. Their email can be found on the Division Manager page of this web site. In some cases they may be at the rink watching your game and may take a copy with them.

Regular Season Game Sheets:

All divisions (except U9) are to mail the top copy (white) to our LMRL-RIC. You can find their contact information on the LMRL web site.

Please note if there is an issue at a game that has to be dealt with by a referee, the white copy will not be returned to the coach and will be forwarded to the LMRL- RIC by the senior referee of that game.

Divisions U14-U16-U19 & 18+: Posted game scores will be displayed on the website and stats will be calculated. Stats will be used for seeding for the year end playoffs. The format of the year end playoffs is yet to be determined.

Divisions U10 & U12: Posted game scores will be displayed on the website but stats will not be calculated for the October to December schedule.

Division U9

Posted game scores will be displayed on the website butt stats will not be calculated.

All Game Reports where an official has kept the top white copy to write up a game summary/report will be sent to the RIC by the official(s) - they have their own procedures to follow.

Most importantly: all Game Reports MUST HAVE A GAME # in the top right hand corner or they will be sent back to the home Association. Considerable amounts of time goes into taking stats and reading through each Game Report and the RIC does not have the time nor desire to look up the game #'s for ones that come to them blank, no game #, no divisions, no rink, no date/time, no coaches, and very occasionally no refs have signed.

Each association should consider holding a minor officials clinic to ensure that at least 1 person from every team (U9-Bunny to 19+ Open) knows how to keep proper time/score/shot clock. These clinics can be run by your RIC or senior officials in your local Associations or please don't hesitate to contact the RIC for assistance in getting this done.

Each person on the team who gets trained can then be responsible for ensuring that all the other parents get proper training as well and so on and so on. This will only help the game of Ringette. We will have more time to play the actual game, less time wasted in trying to get warm up times, 1/2 times, penalty times up / off etc. Game Reports will be filled out properly and with a pen that goes through all 4 copies, and shot clock operators will have confidence in what they are doing. UTOPIA!

Post-Game Nutrition

Some teams like to arrange for post-game nutrition. This can be coordinated by the social convenor and be assigned to a different family for each game or it can be assigned to the fundraising coordinator with snacks sold and the proceeds put toward team expenses. Nutritionally, it is recommended that the players eat and drink a combination of carbohydrates and protein within a half hour of coming off the ice.

Fun Tip: Player of the Game Award Buy a Ringette trophy and have your team name and year put on the faceplate. At the end of each game the coaches present the trophy to the 'player of the game' (as chosen by the coaches). This player takes the trophy home and then brings it to the next game where the coaches present to another player. Track who has received the trophy so that all players get their chance.

On Ice Officials (Referees and Linesmen)

Teams are not permitted on the ice without on-ice official(s) also on the ice. If the officials are not out, go knock on their door.

Concerns Regarding Conduct of Officials

If you have a concern or complaint about something that has happened at the rink concerning officials please e-mail the Director of Officials. If you have officials showing up late (i.e. not 15 minutes before the start of a game) please send the Director of Officials an e-mail with the time & date of the game so he/she can remind the officials to be on time.

IX. Tournaments

REGISTER EARLY if the Coach has not already done so on behalf of your team as most tournaments are first come, first served. As soon as a Manager is appointed they should ensure that the Coach decides what tournaments they'd like to attend and begin the registration process. It may not be possible to complete the team roster or bench staff list if registration is done prior to the team being finalized but complete as much information as possible and, if a cheque is required, you may consider sending a post dated cheque from your personal account. Keep track of all tournaments that the team has registered for and the deadlines to update the roster and bench staff and to send payment if applicable. You should also note the deadline for withdrawal without penalty in case the team changes plans.

It is important to book accommodation right away. You can call the hotel and book a block of rooms at a preferred rate. Each family then calls to book their room (from the block) paying the hotel directly.

List of BC Sanctioned Tournaments: www.bcringette.org / Competitions folder

- Burnaby: November
- Delta: December – U9 Jamboree
- Fraser Valley: December
- Richmond: January
- Kelowna: February
- PoCo: March Wind Up U9 to U12

Provincials (Tween to Open): go to www.bcringette.org / Competitions folder

Commitment to attend form must be completed by the Head Coach only, no assistant coach or manager may complete this form.

It is important to let the ice scheduler know what tournaments you may be attending as soon as possible so that games and practices will not be scheduled while your team is unavailable.

All BCRA sanctioned tournaments require a Karelo team roster to be supplied (see above for details). If you have any changes to your roster – players, coaches & any other bench staff – please contact the FVRA Registrar. Some tournaments require a Team Adjustment form to be submitted at the time of team check-in.

Michelle VanDale Memorial Spirit of Winter Tournament

All FVRA teams should attend our home tournament (open to U10 to U19 teams).

Each team pays - registration fee was \$700 in 2013-2014.

Note: each family will be assigned a 4 hour time commitment during the tournament.

X. Risk Management for Managers

Emergency Action Plan (EAP): Found on the FVRA web site

A copy of the EAP should be kept in the First Aid Kit.

The Manager or Head Coach should also have a copy.

Game Plan in the Event of an Injury

It is critical that every team has a game plan in the event of an injury. This game plan should be discussed with the coach, trainer and parents.

Accident & Injury Report Form

- Submit online; go to: www.bcringette.org / Policy Manual / Online Forms
- Accident and injury reports MUST be submitted by a designated team staff member and within 30 days of the occurrence. Please supply as much supporting information as possible.

Returning to the Ice after an Injury

Upon return from an injury the player cannot participate in any Ringette activity without a note giving them approval to return to Ringette from their attending doctor. This note must be given to the Manager to file with the Accident & Injury Report Form.

XI. Wrapping Up the Season

As the season winds down, there are a few final tasks to perform:

Returning Jerseys at the end of Season

At the end of the season each manager/coach will set a place and time for players to return their jersey which should be washed, name bars removed, and on hangers. The jerseys are then turned in to the Equipment Manager at an agreed to time. Return the jerseys in numerical order, separated into darks and lights, and hung on wire hangers.

It is the responsibility of the parents to return their jerseys in a timely manner and in good condition.

TIP: collect jerseys from families after the last game of the season (versus trying to collect afterwards). You will need to wash them; this is much easier than coordinating pick up afterwards.

Year End Team Party

Teams usually schedule an end of season party. The details are up to the team. You can take a poll of the players and see what activity they would like to do or you can review with the coaches & parents. This is a good task to delegate to a parent or two. At the younger ages, most teams give small gifts to the players to celebrate the year. Coaches and officials are also given gifts, usually in the form of gift cards, but do try to get info on what they like first.

Player Gift Ideas:

- Medal
- Trophy

Coach Gift Ideas

- Coffee mug with team photo
- Plaque with team picture – Centaur Awards – cost @ \$40 each

Fun Activities / Venues

Captain Kids (Sportsplex): U9 on last Thursday before spring break (2 teams cost = \$150)

Willowbrook Lanes: U10 on last Tuesday before spring break (have nice sized meeting room)

Activity and Dinner at Walnut Grove Community Centre 604-882-0408

Activity 1: Swim (note, during week public swim may start at 6:30PM)

Activity 2: Rent the gym (ball hockey etc); rent full or ½ of gym

For the team dinner rent a banquet room (up to 60 people); cost is about \$75 (incl insurance).

Each family brings one item (juice, veggie tray, fruit tray, dessert); enough for 10 people.

Manager should track how many adults & kids will attend and also extra item each family is bringing.

➤ order pizza from **Little Caesars** (close by – across from Save On) **604-513-6000**

➤ 90% kids will want cheese only pizza; @ 2 slices per person

➤ Also bring plates, napkins & bottled water; music etc

Cost per person = \$4 to \$5 (not including cost of swimming; cost covers pizza & banquet room rental)

Add Some Fun with Player Certificates: at year end parties, many teams present players with a participation certificate. It is nice for the coach to include a positive comment for each player. Generic templates can be found on the internet.

Financial Report:

Once all of your activities are complete, the Treasurer can forward a final report to the team.

Coach Evaluation Forms

Coach evaluation forms will be distributed by the Team Manager to the parents at the end of the year.

Completed evaluations can be mailed to FVRA or dropped at the FVRA mail box at Sportsplex (located by the trophy case). Mark on the envelope 'Coaches Evaluations'.

Congratulations, you've done it!
Time to enjoy a well-deserved break!

Appendix A

**FRASER VALLEY RINGETTE ASSOCIATION
DRESSING ROOM PARENT HANDOUT**

Players need to build camaraderie and the dressing room is a great place to do so but we need to make sure our kids are being respectful of their teammates, parents, opposing players and themselves.

Dressing rooms should be a restricted area for the exclusive use of players to change into their equipment and uniforms, share the team experience, and expect privacy. In general, access to team dressing rooms is limited to designated team officials, players, coaches, managers, trainers or designated female parents. Without exception, at least one member of the team staff present in the dressing room must be an adult female.

The dressing room is also an area for the players to build team spirit, to physically and mentally prepare and focus on game preparation and strategies, and to receive instructions and direction from the Coach and team management staff.

Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of our players as they dress and prepare for a game or after a game.

- No male coaches or parent is permitted in the dressing room while the players are getting dressed (U12 Petite level and above).
- There should be at least one adult female in the dressing room at all times.
- Players must be fully dressed at least 10 minutes before ice time so the coaches can enter and discuss the game with the players.
- No cameras/video cameras or cell phones are permitted on the change room at any time.
- Voices will be kept to a reasonable level. No screaming or yelling.
- No graffiti or vandalism or any sort to walls, benches, bathrooms or showers.
- No swearing or rude language of any kind.
- Fighting, badmouthing and general abuse of fellow players will not be tolerated.
- No alcohol or tobacco.
- Garbage must be cleaned up before you leave the change room. No tape left stuck to anything. Leave the dressing room the same way you would expect it to be when you arrive – clean.

All participants in the Fraser Valley Ringette Association are expected to adhere to these guidelines at all times.

Appendix B

Quick Reference Guide

Fraser Valley Ringette Association www.fvringette.com

Visit often for Practice and Game schedules, contact information and MORE

Lower Mainland Ringette League (LMRL): www.lowermainlandringette.ca

- Game Schedules
- League standings
- Maps for all LMRL Arenas
- AA Program Info
- Game rules
- Equipment

BC Ringette Association (BCRA): www.bcringette.org

- Coach Qualification requirements detailed for each level of play
- Training schedule & course descriptions (coaching, manager)
- List of Sanctioned Tournaments
- Game rules
- Equipment
- Coaching resources
- On-line forms

Ringette Canada: www.ringette.ca

- LTAD information
- Coach Qualification requirements
- Ringette at the National & International level

Forms

- Medical Information Form
- Code of Conducts

Custom Mosspro Game Pants & Other Ringette Equipment

Streamline Ringette: www.streamlineringette.com –
Contact Sharon at 604-856-7067