



Managers' Responsibilities:

- Attend managers' meetings. Should you not be available for a specific meeting you need to designate another member from your team to attend in your place. Teams not represented at meetings will not be able to vote on motions which may affect their team. Each team has one vote on motions affecting Ringette policy. No votes are given to teams on motions regarding policies covered in the amalgamation agreement. These meetings also play a key role in information sharing and facilitate the exchange of paperwork, etc.
- Play a key role in keeping the team organized and the lines of communication open between Coaches, Parents and Players and the NWC Ringette Executive.
- Review the Coaches Manual (received by your coach at Mandatory Coaches Meeting held in early October) for key dates and processes.
- Distribute and collect Player Information Forms. A complete copy of these forms, along with an up to date arena listing, must be available at every ice time. The coach should have one set (in a duo tang) in the coach's bag and you should have a set in your binder. These forms may be completed during the evaluation process, and would then be provided by your NWC Division Coordinator when your team is set. If they were not done during evaluations, **they are high priority and need to be completed ASAP.**
- Distribute and collect Code of Conduct Forms. Again, these may have been completed during the evaluation process. If not, they must be completed and signed ASAP, preferably prior to the team's first ice time.
- Obtain and provide to Ringette Calgary, a copy of birth certificate (or equivalent) for every new (to Alberta) player on your team. Please include association, team division and team name, along with your contact information. It is best if all birth certificates for a single team are sent in one batch. Contact Ringette Calgary for additional information if required.
- Complete roster information as requested by Registrar, this will be via email. This is for forwarding to Ringette Alberta in order to have your team appropriately registered and is typically required by mid-October. Upon completion by Ringette Alberta (about January), you will receive your official Team Roster which must be supplied at tournaments.

- Ensure all team bench staff (head coach, assistant coaches, trainer, manager) have successfully completed a CPS police security clearance.
- Prepare and distribute a team list for the coaches and parents. List should include jersey #'s, players' names, phone #'s, parents' names, addresses and email addresses. You should request permission from all parents to include this information to cover any privacy issues. Additionally, you may wish to make "cheer cards" – laminated, credit card sized cheat sheets including player #, player name and parents' first names to help everyone cheer the players on ice. It's a good idea to include the Head Coach and your cell phone numbers on these cards as well (check with Coach to make sure it's okay).
- Send information to team regarding team photo date/time/place. The NWC photo coordinator will provide this information to you at a managers' meeting or through the NWC Ringette Secretary/Manager Mentor. Ensure photo envelopes are distributed prior to photo night where possible.
- Prepare a 'team jobs list' and involve all parents on your team to help everything run smoothly and efficiently. A well organized team is a successful one.
- Arrange Casino workers - usually 3 volunteers per team are needed. Casino volunteers need to provide a commitment cheque (will be cashed if commitment is not honored). Casino coordinator will provide additional information at the managers meetings.
- Set team fees (\$150 - \$175) per player. This will pay for tournament entry fees and cover the cost of team bonding activities. Decide with team if you want to fundraise. Check to see if you need a license to fundraise.
- Decide if you will handle financial transactions or if you will have a team treasurer (could be one of the team jobs).
- Notify ice schedulers, both city and quadrant of tournaments your team is applying to/accepted in.
- Apply for tournaments, (this could also be a designated team job, under the title of tournament coordinator). Check the Ringette Alberta web site for tournament schedule www.ringettealberta.com . Most teams apply for two out of town tournaments and all Calgary teams compete in the ESSO Golden Ring.
- Once accepted into a tournament you must complete a travel authorization form for Ringette Calgary. This is done electronically via the Ringette Calgary website www.ringettecalgary.ca.
- Hotel bookings need to be made well in advance of tournament. Some team managers book them before the beginning of the season in anticipation of application and acceptance. You can block book rooms and have each family book their rooms from the block booking, paying the hotel directly, or you may consider the use of a Hotel Booking Agent.

- Check the Ringette Calgary web sit for registration information and deadlines for the ESSO Golden Ring tournament also referred to as EGRT. This tournament is usually set for the third weekend in January and is the largest ringette tournament in the world. In the past we've had as many as 180 teams competing and teams have traveled from across the country! All Calgary teams, who submit their forms on time and who fulfill their volunteer requirements, are accepted. The EGRT is an excellent avenue to promote the sport of Ringette
- Arrange volunteers for ESSO Golden Ring - 3 arena hosts, 2 minor officials (scorekeepers, timekeepers, penalty box doors) and 1 shot clock operator (petite and above) or hospitality night volunteers (bunnie or novice) OR as indicated on the EGR application. These volunteers are IN ADDITION to the minor officials required by your team during round robin games, and are included in the application process. Teams may be fined for failure to complete these duties.
- Distribute game and practice ice schedules to all team members. Ice scheduler will send full schedule to you. When sending ice information to team ensure the following is included: ice times, including am or pm, dates, arena, specify game or practice, team competing and parents responsible for time keeping, shot clock operating (Petite and up), and score keeping.
- Fill out game sheets – roster stickers showing jersey #'s and player names simplify this process. Home team is responsible for delivering game sheet to visiting team.
- After each game collect your team's copy/ies of the game sheet. Winning (or home in case of a tie) team gets the white and yellow copies while the losing team receives the pink copy. The winning (or home in case of a tie) team is responsible for sending (via email) the score to the league division coordinator – specific to your division, Novice, Petite, etc - **as soon as possible after the game.** You need to include: **game date, time, arena, Teams competing, division and final score.** **Mail the white copy** to your division coordinator. The league division coordinators' list is posted on the Ringette Calgary web site (under "Coaches" tab) and is also included in the coaches manual.
- For those divisions which participate in provincials (Petite and up), confirm with your team that, should you earn a place (become the city champion in your division) in provincials, your team will participate and email your team's intent to participate in provincials to Ringette Alberta by the deadline (typically January 31st). Provincials are hosted in different locations each year, with the host city/association being shown on the Ringette Alberta website as hosts are determined. There is a Provincial Tournament fee (currently set at \$600.00/team) which teams will need to budget for if they are successful in becoming the City Champion. The tournament fee is due upon confirmation of your team's eligibility to compete in the provincials. Please note that on occasion wild card teams are selected to represent a zone (Calgary is zone 3) at provincials in addition to the city champions. Coaches and team Managers need to ensure that all affiliate players are included on the RA registration form.