



## **NORTHWEST CALGARY RINGETTE SOCIETY**

### **MANAGER HANDBOOK 2023-2024 SEASON**

On behalf of the Board of NW Ringette, and all the athletes, we thank you for volunteering to be the manager for your team this season. Your contributions will be invaluable to make the season a success!

This handbook provides an outline of information and links to important documents and information. If you have any questions as the season goes along, your contact is the Manager Liaison, available by emailing [manager@nwringette.com](mailto:manager@nwringette.com)

#### **Important Websites:**

NW Ringette: [nwringette.com](http://nwringette.com) – includes the contact list for the Board  
Ringette Calgary: [ringettecalgary.ca](http://ringettecalgary.ca)  
Ringette Alberta: [ringettealberta.com](http://ringettealberta.com)  
Ringette Canada: [ringette.ca](http://ringette.ca)

#### **2022/23 Important Dates and Document Submission Deadlines:**

**September 25, 2023** Managers Meeting - JT's at Triwood 7-9pm  
**October 1, 2023** Police Check applications submitted online (applies to Coaches, Assistant Coaches, On-Ice Assistants, and Managers)  
**October 2 and 4 2023** Photo Night – Huntington Hills  
**October 15, 2023** Parents have completed or renewed Respect in Sports for Parents (1 parent per family, every 3 years)  
**October 15, 2023** Submit a pdf of your team's Fair Play Pledges (1 for coaches, 1 for players, 1 for parents) to [manager@nwringette.com](mailto:manager@nwringette.com)  
**November 1, 2023** All police check results shared/on file with NW Ringette  
**November 30, 2023** Safesport training completed by all bench staff and managers  
**December 1, 2023** Submit first half requests for reimbursements  
**December 15, 2023** All coaching certifications completed – TRF is finalized  
**March 1, 2024** Submit second half requests for reimbursements  
**TBD May/June 2024** NW Ringette Annual General Meeting

Updated: September 15, 2023

### **Manager Certification Requirements: By October 15**

- [Manager Certification \(http://www.coachingringette.ca/c/index.php?page=327\)](http://www.coachingringette.ca/c/index.php?page=327)
  - *completed once lifetime*
- Safe Sport training (<https://safesport.coach.ca>)
  - *All bench staff and management*
  - *Completed by Nov 30, 2023*
- Police check - [policechecks@nwringette.com](mailto:policechecks@nwringette.com)
  - *renewed every 5 years*

### **Manager Duties:**

#### **Season Start-Up**

- Attend the Manager's Meeting September 25<sup>th</sup>, 2023 7-9pm JT's at Triwood
- Assist the coach in distributing team volunteer roles
- Distribute, collect and submit required forms (see Forms to Collect)
- Facilitate Team Staff registration in RAMP  
RAMP Staff link: <https://www.rampregistrations.com/login?v3=d5e5611bfd>
- Facilitate completion of Team Staff Police Checks by **October 1st**  
Police Checks Policy:  
<http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36312&SessionId=64e41340J5527d2555363&co=1>  
Police Checks questions to: [policechecks@nwringette.com](mailto:policechecks@nwringette.com)
- Facilitate Respect in Sport Parent completion (one parent must complete every 3 years)  
<https://ringettecalgary.ca/information/certification/sport-parent/>

#### **During the Season**

- Assist the coaching staff as requested
  - Attending meetings with parents and athletes
  - Booking extra ice, dryland training space etc
- Input team schedule (practices, games, team events, tournaments, photo night time) into TeamSnap (or scheduling program your team elects to use).
  - Ensure cross-over ice is demarcated in the schedule and your coaches are aware of their full ice time period
  - Arena addresses are available on the [Ringette Calgary website \(https://ringettecalgary.ca/league/arenas/\)](https://ringettecalgary.ca/league/arenas/)
  - If you notice any schedule errors contact [scheduler@nwringette.com](mailto:scheduler@nwringette.com)
- Update team on notices, communications and requests received from NW Ringette
- Game sheet preparation

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- Home team provides the game sheet but it is best to always have a few extra available just in case the other team forgets
- You will need 3 roster labels per game, a template is provided by emailing [manager@nwringette.com](mailto:manager@nwringette.com)
- Instructions for completing the game sheets are found on the Ringette Calgary website (<https://ringettecalgary.ca/docs/rulesregs.pdf>)
  
- Game reporting
  - To be completed within 24 hours of the league game being played, by the winning team, or the home team if the game was a tie.
  - Game results during city championships are to be reported within 4 hours of the completion of play.
  - For U10 teams, game sheets are emailed to the division coordinator.
  - For U12 teams and up, please see the instructions on the [Ringette Calgary](https://ringettecalgary.ca/league/game-reporting/) website (<https://ringettecalgary.ca/league/game-reporting/>)
- Oversee your team volunteers and address inappropriate parental behaviour.
- **By December 1 and March 1:** Submit reimbursement requests (coach and manager certification costs, direct training allowances) to [manager@nwringette.com](mailto:manager@nwringette.com)

### Policies:

- Rules & Regulations for league games are directed by [Ringette Calgary](http://ringettecalgary.ca/docs/rulesregs.pdf) (<http://ringettecalgary.ca/docs/rulesregs.pdf>)
- Rules & Regulations for provincial games are directed by [Ringette Alberta](https://ringettealberta.com/policies/#technical) (<https://ringettealberta.com/policies/#technical>)
- All NW Ringette policies are found on our [website](http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36375&SessionId=27026212194924&co=1) (<http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36375&SessionId=27026212194924&co=1>).
  - Of utmost importance is upholding the no-male rule in the change rooms for U12 level and up (coaches may enter prior to/after game once all players are dressed in jerseys), the 2-adult rule in the change rooms for all levels of play at all times, and no cell phone use in the dressing room (1 device for music only is allowed).
- Information on the [Communications Flowchart for Queries, Complaints and Appeals](https://ringettecalgary.ca/docs/CommunicationsFlowChart.pdf) is available at <https://ringettecalgary.ca/docs/CommunicationsFlowChart.pdf>

### Forms to Collect:

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- [Player Information Form](#). Obtain these as soon as possible. It is recommended to keep these with you at all rink/dryland times in case of emergency, and to also make a copy of the forms and assemble them in a small binder for your head coach. You should also include an [Emergency Action Plan](#) in this binder. *These forms are NOT submitted to NW Ringette.*
- [Fair Play Pledges](#). **DUE OCTOBER 15.** Once you have collected these from your coaches, parents and players, please email them to the Manager Liaison ([manager@nwringette.com](mailto:manager@nwringette.com))
- [Jersey Agreement Form](#) and Deposit: Players at U16 and U19 levels are permitted to keep their NW Ringette Association jerseys with them personally during the season. The Agreement form and deposit (\$200, postdated cheques only, dated March 30, 2023, made out to Northwest Calgary Ringette Society) for each player on the team is to be submitted to the Manager Liaison **prior to the first league game for the age level.** We will arrange to collect the cheques during Photo Night, Oct 2 and 4, 2023.

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## **Reimbursements:**

### **Direct Training Allowances – U14, U16 and U19 Teams Only**

- Offered to teams at the U12A, U14, U16 and U19 levels to a total of \$300, for expenses relating to the development of direct on-ice skills. Examples are provided on our [website \(http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36314\)](http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36314)
- Active Start, U10 and U12 B/C teams receive assigned power skating sessions during the season.
- To submit your team's expenses, complete the [DTA Reimbursement Form](#) and submit the form with receipts to [manager@nwringette.com](mailto:manager@nwringette.com) by **December 1** and **March 1** to allow time for cheque preparation and distribution prior to the break in December and prior to the end of the ringette season.

### **Coach Certification Reimbursement – All levels**

- NW Ringette will reimburse qualification costs for a maximum of FOUR coaches (Head and Assistant) per team, per season
- Required qualifications at each level are found on our [website \(http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36281&SessionId=97858412076743&co=1\)](http://www.nwringette.com/Team/teamWeb.dll/PageContent?ContentId=36281&SessionId=97858412076743&co=1)
- To be reimbursed, the coach must have also completed all requirements to be approved and listed on the Team Registration Form (TRF) – this includes their police check, SafeSport training, and Making Ethical Decisions certification
- The Coach Certification Reimbursement Form, confirmations of course/activity completion and receipts are to be submitted to [manager@nwringette.com](mailto:manager@nwringette.com) by **December 1** and **March 1**.

### **Manager Certification Reimbursement – All levels**

- Managers may submit requests for reimbursement for their Manager Certification course, SafeSport training and Police checks.
- To Manager Certification Reimbursement Form, confirmations of course/activity completion and receipts are to be submitted to [manager@nwringette.com](mailto:manager@nwringette.com) by **December 1** and **March 1**.

## **Team Volunteer Roles:**

- At the time of registration, parents are asked to select volunteer roles for NW Ringette, or alternatively provide a volunteer buy-out.
- This association-level volunteering (or a volunteer buy-out) is in ADDITION to Team Roles required to have an operational team.
- The roles described here are typical needs for the team but are not necessarily inclusive.

| <b>Volunteer Role</b>      | <b>Description</b>   | <b>Note</b>   |
|----------------------------|--|---|
| Banner Parent              | Organize creation of team logo and banner<br>Bring banner and put up/take down for each game   | Active Start/U10 levels only  |
| Jersey Parent              | Bring jersey set to each game, wash on a regular basis and hang to dry. Do not make any repairs.   | AS, U10, U12, U14 only<br>Game jerseys are not permitted to be used for any off-ice activities such as bottle drives<br>May choose to split home and away jersey responsibility between 2 families  |
| Minor Officials Assignment | Seek volunteers or assign team parents for roles as scorekeeper, timekeeper, penalty box and shot clocks during games<br><br>Bring and set up shot clocks at arenas without shot clocks when playing as home team          | Refer to <a href="https://ringettecalgary.ca/docs/rulesregs.pdf">Ringette Calgary</a> (league play - <a href="https://ringettecalgary.ca/docs/rulesregs.pdf">https://ringettecalgary.ca/docs/rulesregs.pdf</a> ) and <a href="https://ringettealberta.com/policies/#technical">Ringette Alberta</a> (provincial play - <a href="https://ringettealberta.com/policies/#technical">https://ringettealberta.com/policies/#technical</a> ) for roles and numbers of minor officials to be provided by home and away team as this differs between RC and RAB<br>Home games scheduled by NW Scheduler have shot clocks.<br>Sign out a shot clock for a game (id Mt Pleasant)<br>Shot clock Training – will advise on upcoming clinics<br>Shot clocks U12 and up only<br>Refer to the Ringette Calgary website for information on which arenas have shot clocks installed. |
| Treasurer                  | Open team bank account<br>Prepare and communicate team budget<br>Collect and deposit cash-call and fundraising funds<br>Communicate budget updates to parents at mid- and end- of season, copying the Division Coordinator | See sample budget template and explanation. It is advisable for the Manager and Head Coach to monitor the team funds periodically during the season.  |
| Fundraising Coordinator    | Plan team fundraisers  | It is not permitted to use the NW Ringette gaming license   |
| Social Coordinator(s)      | Organize team social events and activities during the season   | Must be mindful of team budget/out of pocket expenses for families  |
| Apparel                    | Coordinate selection and purchase of team apparel (eg practice jerseys, off-ice gear etc)  | Must be mindful of team budget/out of pocket expenses for families  |