



**Team  
Manager's  
Handbook  
2021-2022  
Season**

Prince George Ringette Association  
PO Box 1321  
Prince George, BC V2L 4V4

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## Prince George Ringette Association

The Prince George Ringette Association (PGRA) has been operating in Prince George since 1980, when the first team was created with the participation of 22 players. Today, PG Ringette boasts over 150 registered players every season with one or more teams in most divisions: FUN1, FUN2, U10 (Ages 4-9), U12 (ages 10-11), U14 (ages 12-13), U16 (ages 14-15), U19 (ages 16-19), 18+ Open (age 19 and over) and Masters (over age 30). The Association also has over fifty (50) volunteers who dedicate their time and energy to make the PGRA the great organization that it is.

Prince George Ringette teams compete in the Northern League Association and travel throughout BC to participate in invitational tournaments. The Northern League Association hosts tournaments in Terrace, Houston, Quesnel, and Prince George. The PGRA hosts the *Joy Hoffman Memorial Tournament* annually during the second weekend of November as part of the Northern League commitment.

Please refer to the PG Ringette website and the following link for policies and documents that may be helpful in your manager role.

[www.pgringette.ca](http://www.pgringette.ca) <https://www.pgringette.ca/constitution-bylaws-policies/>

### **New for 2021- Ice Allocation and Facility Booking Policy**

Ice times and facilities for gym ringette and dryland training are allocated to divisions and teams as fairly and equitably as possible on the basis of ice availability, number of teams, tournaments and related opportunities

The PGRA Ice Coordinator will be responsible for scheduling all Association ice times and is the contact for any ice or facilities booking related requests or issues.

A Board Designate- Vice President will be responsible for all Association facility bookings and is the contact for any facilities booking related requests or issues.

### **All volunteers of the Prince George Ringette Association need to hold a valid Criminal Record Check Clearance Letter.**

This includes Coaches, Assistant Coaches, Managers, any on ice helpers, Board of Directors, and basically anybody else who is or could be in a position to supervise children.

The CRC process is handled online through the Criminal Records Review Program. All that the PGRA (Vice-President) receives is the applicant's clearance letter. More information is in the attachment section.

## Prince George Ringette Board of Officers and Directors (2021/2022)

<b>Officers</b>		
President	Gina Layte Liston	president@pgringette.ca
Vice-President	Natsuko Komine Cronje	info@pgringette.ca
Secretary	Brenda Atkinson	secretary@pgringette.ca
Registrar	Karen Andrews	registrar@pgringette.ca
Treasurer	Rayna Barter	treasurer@pgringette.ca
<b>Directors and Area of Responsibility</b>		
Coaching	Jana Campbell	coaching@pgringette.ca
Ice Scheduling	Brooklyn Roehl	ice@pgringette.ca
Officials	Chris Bjorn	officials@pgringette.ca
Engagement and Events	Vacant	publicity@pgringette.ca
Webmaster	Bree Purden	webmaster@pgringette.ca
Sponsorship Director	Nichole Wareham	sponsorship@pgringette.ca
Past President	Aaron Bond	provincials@pgringette.ca
<b>Manager Positions</b>		
Equipment	Vacant	equipment@pgringette.ca

## **Team Manager Overview**

Thank you for taking on the role of Team Manager!

The manager is a key component and essential to parent/coach interactions, overall team organization, player and team documentation, team travel and fundraising. The interaction and organization of the team manager is a huge part of why parents keep bringing their child to Ringette.

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.

## **Training for the Role**

Prince George Ringette Association (PGRA) requires that all team managers be certified. The cost of the certification is reimbursed by PGRA.

Ringette Canada 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. This managerial "course" has been designed specifically for those who may not wish to coach, yet wish to contribute and be involved in a team's organization. The Manager's Certification Program is a completely online program and is available directly from Ringette Canada through the following website:

<http://www.coachingringette.ca/c/index.php?page=327>

## **Roles and Responsibilities**

Prior to the start of the playing season (beginning of October), Team Head Coaches will be identified and the PGRA Head Coach and Team Formation Committee/Registrar will provide the Head Coach with a team list and a copy of all player's registration forms. If there are any new registrations or requests for movement of players, the Player Movement Committee will discuss the request with the Head Coach.

It is the Head Coach's responsibility to find a team manager with whom he/she will work closely with throughout the Ringette season. The Team Manager is the primary source of team communication for parents, coaches, and tournament directors. The Team Manager communicates all information from the Team Staff and PGRA to the parents.

**It is important for the Team Manager and the Head Coach to meet at the start of the season (and before the parent meeting) and establish a cohesive plan before they start talking to parents.**

The Head Coach should pass all registration and team information to his/her Team Manager. The Team Manager must review all information in the documentation and facilitate the addition of any missing information. For example, if the care card # is missing from the registration information please get the missing info from the parent/guardian and forward to the Registrar. Ensure that all parents of new players have provided copies of the player's birth certificate. Most returning players should have this information on file. If in doubt, contact the Registrar for confirmation of information on file.

Ensure medical information is up to date and that all team staff are aware of any underlying concerns. Work with the coaches to establish an emergency kit with all necessary items. Any time a player is injured during an ice time (game or practice), the coach must complete an accident and injury report and submit this to BC Ringette (if possible ASAP, if not within 24 hours). The coaches may ask for the manager's assistance in obtaining details. Attached is the link to the form on BC Ringette. It can be completed online or printed and completed by hand. <https://www.ringettebc.ca/wp-content/uploads/2017/06/Incident-Report-Form.pdf>

**Codes of Conduct:** All players, parents, volunteers and team staff must read and sign a Code of Conduct. Team Managers are not only responsible for upholding the code of conduct personally, but also that the code of conduct is being followed by the players, parents, volunteers and other team staff. The Team Manager is to keep all originals in a secure place (except Coach Code of Conduct forms which are held by the Coaching Director); and at season end all the copies are destroyed.

U14 and Up Code of Conduct:

[https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct\\_AthletesU14AndUp.pdf](https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct_AthletesU14AndUp.pdf)

FUN1, FUN2, U10 and U12 Code of Conduct:

[https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct\\_AthletesU12AndDown.pdf](https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct_AthletesU12AndDown.pdf)

Volunteer (Trainer, Managers, Helpers) Code of Conduct:

[https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct\\_GeneralServicesVolunteer.pdf](https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct_GeneralServicesVolunteer.pdf)

Parent Code of Conduct

[https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct\\_Parents.pdf](https://www.ringettebc.ca/wp-content/uploads/2018/09/CodeofConduct_Parents.pdf)

The Head Coach and Manager should discuss the PGRA Team Apparel Policy which is available on the PGRA's website:

<http://www.pgringette.ca/wp-content/uploads/2018/08/Team-Apparel-Policy.pdf>

and Team Finance Policy regarding how funds will be collected and utilized during the season should be reviewed on the PGRA website:.

<http://www.pgringette.ca/wp-content/uploads/2018/08/Team-Finance-Policy.pdf>.

### **The Rule of 2 must be adhered to at all times.**

The Prince George Ringette Association actively participates in Safe Sport and the Rule of 2. The Rule of 2 serves to protect players in potentially vulnerable situations ensuring more than one adult is present. This includes change rooms, closed-door meetings, travel, and training environments, amongst others.

Any one-on-one interaction between a member of the Team Staff or a PGRA volunteer and a player must take place within earshot and view of a second CRC-cleared member of the Team Staff or a volunteer.

One (1) screened member of the Team Staff must be the same gender as the player.

**Conflict Management Working with Team Parents-** 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. Evaluate criticism before reacting. Players and parents are encouraged to deal directly with the Manager first, if there is a problem to be addressed. Problems need to be dealt with promptly and without bias to ensure the players have a positive season!

**Tip: Use The 24-Hour Rule:** If a parent has something to say to team staff (that could be contentious) suggest that they 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.

### **GENERAL RINGETTE SEASON OVERVIEW**

- **Team Manager's Kit:** Masking tape, hockey tape, sharpie, moleskin, bandaids, sewing kit, scissors, safety pins, hair elastics, socks Multi Tool, mini first aid kit, menstrual products, tissues, neck guard, wet wipes, spare laces, seam ripper, and spare helmet hardware/parts.

- When emails are sent out to groups, it is suggested that BCC or an 'undisclosed recipient' email list is used;
- There are many times when you will want to enlist other parents as volunteers. All volunteers who are supervising or interacting with the players on the bench or in the dressing rooms, **MUST** have a criminal record check completed.
- During the year, coaches will identify games vs practice ice times and managers are to coordinate volunteers for score keeper, time keeper and shot clock (U12 and up) for game ice times only (not needed for practice times). Coordinate with the other managers to determine responsibility here. For all games, **there needs to be a female volunteer** on the bench (Female Coach, Female Manager or another Female parent with a completed Criminal Records Check). The level of certification required for the Female on the Bench varies with age division. The Coaching Director will provide coaches with details of requirements for their division.
- The PGRA President must also be notified of any training facilities used by teams other than the City of Prince George arenas. (This is to ensure insurance coverage.)

## TeamSnap

- [helpme.teamsnap.com](http://helpme.teamsnap.com) is the source for help documentation & videos!
- At the start of the season, Board members will import the currently registered players and their registered parents/guardians from a Karelo export. Once complete, the player (using the email that was listed on registration, usually parent/guardian) will receive an invite to become a member of PGRA TeamSnap for Clubs & Leagues.
- It's important to note that the player is the member.
- The parent/guardian will need to accept this invite and download the TeamSnap app in preparation for rostering.
- Once a player is rostered, they will automatically receive a TeamSnap notification.
- Team Staff need to be rostered as non-players. They need to become members of our association as well.
- In order to roster Team Staff, their first name, last name & email address is needed.



- Team Managers need to be indicated as they will be designated as "managers" allowing them to manage their TeamSnap team account.
- Managers need to know that they need to use a browser (Chrome is preferred) to manage their team as the app is limited in management capabilities.
- Parents/Guardians can add as many family members as they like once their player is rostered. We ask that families who have limited communication with other family members to please add everyone who needs to be notified of events, schedules, etc.

## COVID-19 Association Information

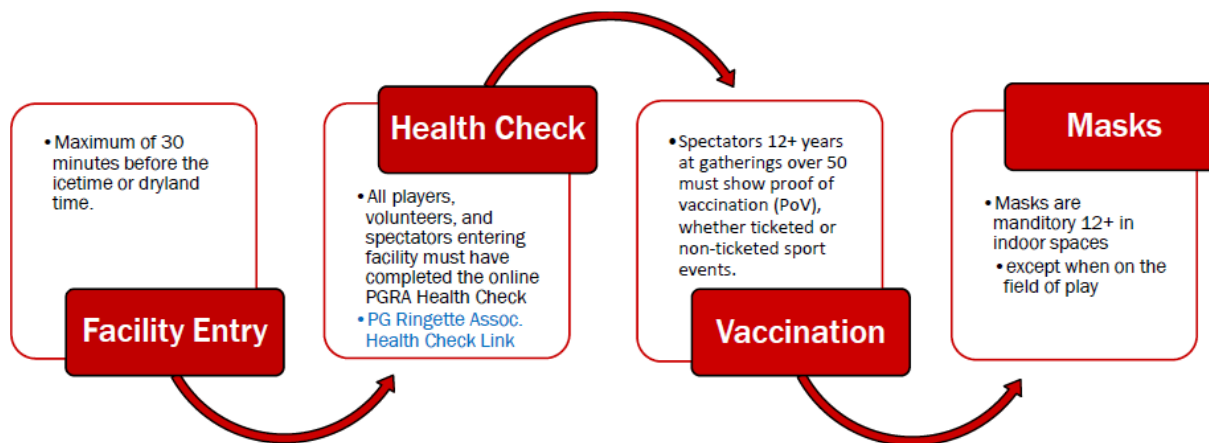
Information relating to COVID-19 and PG Ringette will be posted to the website and emailed to the membership.

[Gina Layte Liston](#) is our current COVID Board member responsible for COVID-19 and can answer questions you may have.

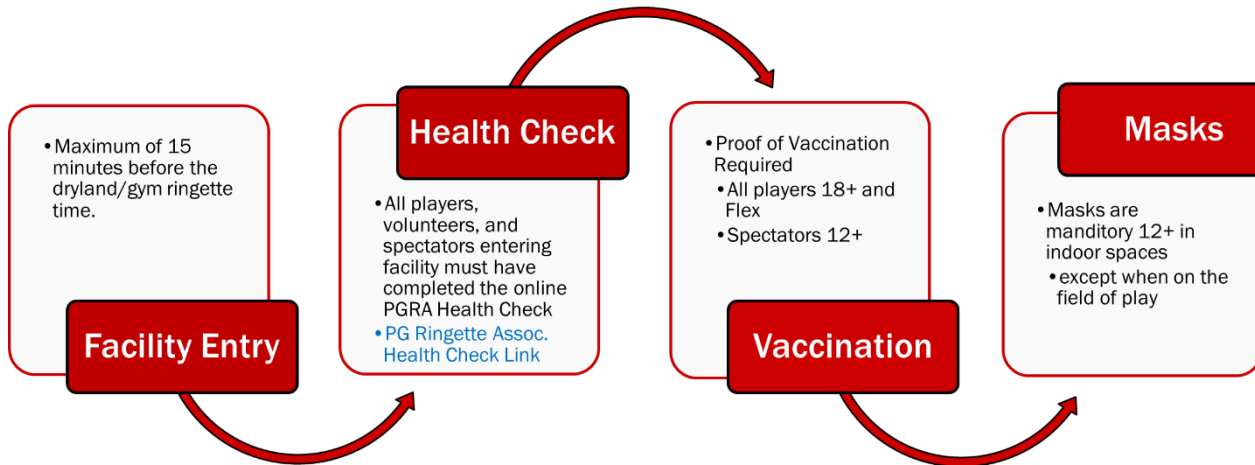
Here is what the PG Ringette Association is following for guidance during this time:

- BC's Restart Plan- Step 3 as of July 1, 2021
- Northern Health Authority- Health Orders as of September 7, 2021
- BC Ringette- COVID-19 Update regarding Proof of Vaccination status on September 22, 2021
- City of Prince George- COVID-19 Update regarding Proof of Vaccination status on September 24, 2021

Here is what you need to know when the players, volunteers and spectators come to the rink:



Here is what you need to know when the players, volunteers and spectators come to the Northern Sports Centre:



The Prince George Ringette Association has updated its Safety Plan (September 27, 2021) and can be reviewed in the Prince George Ringette Association Safety Plan.

An important part of the process is to complete the [Prince George Ringette Online Health Assessment](#) each time volunteers and spectators enter an arena and any other facilities. For players, the Health Check in TeamSnap.

For more information, please refer to the following information:

- Return to Ringette Guidelines- BC Restart 2.0 Version (updated July 2, 2021). Ringette BC's Return to Ringette Guidelines are founded on the overriding principle of fostering and providing a safe environment for all participants. The Return to Ringette Guidelines seek to balance the maximum allowable participants with the context of the regulations put forward by the Provincial Health Officer (PHO).

[Ringette BC Return to Ringette Guidelines BC Restart Plan 2.0 \(July 2 2021- updated\)](#)

## BC RINGETTE RETURN TO SPORT- JULY 1, 2021

BC RESTART 2.0 PLAN - FURTHER LOOSENING OF RESTRICTIONS  
ESTIMATED START DATE: JULY 1, 2021

	INDOOR SPORT	OUTDOOR SPORT
Health Checks & Safety Plans	<ul style="list-style-type: none"> <li>Health Checks – Recommended</li> <li>Communicable Disease Plans</li> </ul>	<ul style="list-style-type: none"> <li>Health Checks – Recommended</li> <li>Communicable Disease Plans</li> </ul>
Contact	<ul style="list-style-type: none"> <li>Contact permitted on the field of play</li> </ul>	<ul style="list-style-type: none"> <li>Contact permitted on the field of play</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Within Canada</li> </ul>	<ul style="list-style-type: none"> <li>Within Canada</li> </ul>
Group Size	<ul style="list-style-type: none"> <li>Group size:                             <ul style="list-style-type: none"> <li>50 people or 50% of Capacity for the venue (whichever is greater)</li> </ul> </li> <li>No cohorts</li> </ul>	<ul style="list-style-type: none"> <li>Group size:                             <ul style="list-style-type: none"> <li>5000 or 50% of capacity for the venue (whichever is greater)</li> </ul> </li> <li>No cohorts</li> </ul>
Permitted Activities	<ul style="list-style-type: none"> <li>Scrimmages, practices, games, contact training</li> <li>Events and Tournaments</li> <li>In person meetings</li> </ul>	<ul style="list-style-type: none"> <li>Scrimmages, practices, games, contact training</li> <li>Events and Tournaments</li> <li>In person meetings</li> </ul>
Age Groups	<ul style="list-style-type: none"> <li>All Ages</li> </ul>	<ul style="list-style-type: none"> <li>All Ages</li> </ul>
General Notes	<ul style="list-style-type: none"> <li>Mask are NOT required on the Field of Play</li> <li>Mask are recommended off the field of play<sup>4</sup></li> <li>Spectators are permitted – see group size</li> </ul>	<ul style="list-style-type: none"> <li>Mask are NOT required on the Field of Play</li> <li>Mask are not required outdoors</li> <li>Further increase to the number of Spectators – see group size</li> </ul>
Come Try Ringette specific guidelines	<ul style="list-style-type: none"> <li>Must adhere to all indoor sport specific guidelines and facility rules</li> <li>Pre-registration to maintain group sizes</li> <li>Equipment should be shared only when needed.</li> <li>Follow group size rules</li> </ul>	<ul style="list-style-type: none"> <li>Must adhere to all outdoor sport guidelines if held outdoors.</li> </ul>
Gym Ringette specific Guidelines:	<ul style="list-style-type: none"> <li>Must adhere to all indoor sport specific guidelines and applicable facility rules</li> </ul>	<ul style="list-style-type: none"> <li>adheres to all outdoor sport specific guidelines</li> </ul>

- At this time we are also following the Northern Health Authority- Health Orders as of September 7, 2021 [Northern Health Orders as of September 7, 2021](#)
- Ringette BC Illness Policy (November 9, 2020) [BC Ringette Illness Policy \(November 9, 2020\)](#)
- Ringette BC COVID-19 Parent Information [COVID-19 Parent Information Handout-V2](#)

### DRESSING ROOMS

- It's up to parents/managers/coaches- but generally Dads are only allowed in dressing room for FUN1, FUN2, and U10 only. The Rule of 2 must always be followed.
- From the U12 age division and up, Team Staff and volunteers (that have completed criminal record checks) should check in on the players consistently to ensure the players are behaving appropriately and there

are no problems. The female Team Manager or female volunteers (or male team staff and volunteers for male change room) should never be in the dressing room alone with players at any time, and especially when they are showering or changing. Two (2) adults must be present together. If the team has parents that provide supervision in the dressing rooms on a regular or semi-regular basis these parents must complete and submit a PGRA Volunteer Form and have a completed Criminal Record Check. If two teams share a dressing room, do not assume that the other team will have a female in the dressing room. If you have a male on your team you need two (2) male volunteers to be in their dressing room. If it is not the parent of the male player, then it is recommended that two male volunteers are present.

- Cell phones are not allowed to be used in change rooms. If teams have a sound system for playing music and wish to connect a cell phone/ipod, this is acceptable but must be monitored and not used for any other purpose.
- When a child comes off the ice/bench to a dressing room, it is the Team Manager's responsibility to help that player or ensure that a gender-appropriate Coach assists them. Make sure the player finds their parent or you have to stay with them during bathroom breaks, changing or whatever. A player should not be alone in the dressing room.
- Managers should purchase a lock and ensure the team always has a locked dressing room when practicing or during away games. The arenas have had an increase in thefts in the past 2 years and players have had items stolen even with on-site security.

## **TEAM MEETING**

The Head Coach should have a team meeting with the player's parents/guardians within the first weeks of the team being formed in the Ringette season. The Manager should assist the Head Coach in planning this meeting if possible.

The following items are suggestions for the agenda:

- Introduce the team staff: Head Coach, Assistant Coaches, Team Manager and any other team staff;
- Review team, coaches and player expectations;
- Seek parent volunteers - fundraising, collecting money, scorekeeper, timekeeper, etc...
- Discuss Northern League (Terrace, Houston, Quesnel and Prince George)

tournaments and encourage everyone to attend- these are our only league games. There is no fee for Northern League tournaments.

- Discuss team travel- it is critical to know commitment at the start of the season as deadlines and additional registration fees are due quickly. Coaches/Managers should discuss options for additional tournaments in BC or Alberta ASAP.
- Encourage parents not to drop off their child at the rink until they see a manager/friend/coach. Sometimes parents get wrong dates/times or a practice has been cancelled. If a parent drops off their child the parent should arrange with someone that that person will help your skater in case of any problems. Managers cannot always be at games and coaches are busy and can't leave the ice.
- Other- Team fundraising, socials off ice, dry land training. This will vary with team and age level. It is a great idea to find a way to get the players together for an off-ice social at the beginning of the year to encourage friendship-building. It's also a great time to cover more details with the parents while the players socialize.
- Review the Codes of Conduct and distribute for signing. Parents need to sign the Parent Code of Conduct. Players need to complete the Athlete Code of Conduct (for appropriate age) and any parent volunteering needs to also complete the Volunteer Code of Conduct (Managers need to sign the Volunteer Code of Conduct). Parents should receive copies of the Coaches' Code of Conduct as well so that they are aware; however, the retaining of these forms is completed by the Coaching Director. The Manager is to keep all signed codes of conduct (except Coaches' as these are held by the Coaching Director).
- Review the PGRA Apparel Policy with all of the parents and make decisions regarding team preferences.
- Review the PGRA Finance Policy with all parents and make decisions regarding team preferences.

## **JERSEYS AND EQUIPMENT**

- FUN1, FUN2 and U10 have their own jerseys that are theirs to keep and they do not have to return at the end of the year.
- All other teams- jerseys are the property of PGRA and will be issued to players at the beginning of the season. Managers should coordinate with the coaches to issue the jerseys and keep a record of players and jersey numbers in order to provide this information on tournament registrations and on game rosters. Contact PGRA Director responsible for equipment

to obtain the jerseys for your team.

- The list of which player has which jersey number should be provided to all the coaches.
- Missing or damaged jerseys will cost approx. \$90 to replace. Some teams will choose to collect a deposit for the jersey which is refunded at the end of year, after the return of an undamaged jersey. It is recommended that to reduce wear on jerseys, practice jerseys are worn for non-game ice times.
- U14 to U19 teams should have two (2) sets of jerseys (2 different colours) for tournaments, consult with other managers and the equipment manager to ensure this is available. For U12 there are three (3) sets of fifteen (15) jerseys.
- Sponsor bars will be provided by the Sponsorship Coordinator and are to be sewn on the top of the jersey. Please ensure all parents know that name and sponsor bars **MUST** be HAND SEWN, not machine sewn onto the jerseys. Name bars are optional but sponsor bars must be sewn on by the Joy Hoffman tournament. **The sponsor bars must be collected at the end of each season.**
- If a player does not have a name bar from previous years and wishes to order one, they may be ordered from Up the Creek Garment Co in Prince George. Generally, the manager or a volunteer parent will coordinate the order but costs are borne by the player/parent. Cost is ~\$11.00. As Team Manager, canvas your players/parents to determine who needs/wants a name bar. They may be ordered simply by calling Up the Creek Garment Co. Request the 3-inch bar, white with black lettering. They are familiar with the order. Usually the printing takes less than 1 week.
- All equipment must be signed out by the Head Coach at the start of the season as well as signed back in at the end of the season. 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;
    - First Aid Kit; and
    - Coach's Board.
- PGRA also loans out goalie equipment– to be returned at the end of season.

## **TEAM FINANCES**

The Manager is responsible for registering the team for all tournaments. While Northern League tournaments do not have a registration fee, any other tournament will require payment of a fee at the time of registration. PGRA covers the cost of certain tournaments depending on the year and event (please check with the Treasurer).

All teams need to hold a vote at season commencement with parents to decide if money will be collected or fundraising carried out (and if so how money will be distributed), to pay for any team apparel (in line with the Team Apparel Policy), tournament attendance, and any other costs borne by the team. Season commencement means prior to attendance at the first Northern League tournament (usually the third week in October). This could be earlier if teams are formed and there are other earlier tournaments that teams want to attend. A season budget must be proposed by the Team Staff and voted on by the parents. The budget may be altered through the season, but parents must vote prior to changes being made. The Association has sample budgets available through the Treasurer. Any team bank accounts must have a head coach and a manager as authorized signatories. Budget and bank statements must be transparent and available to the entire team throughout the season via email. Any team sponsorship must also be tracked and form part of these team communications.

It is recommended that fees sufficient to cover expenses of tournament registration, Joy Hoffman baskets, Westerns baskets (19/20 year only), and end of year coach's gifts be collected at the beginning of the year to ensure funds are available for all registration deadlines. You may also want to include expenses related to other planned social events.

## **TEAM PHOTOS**

- In the Fall, team photos are taken at the Rolling Mix Concrete Arena. You will receive a notice ahead of time for this event.
- You will receive all the selection envelopes that you will need for your team. Please ensure one envelope is provided for each player (ie two envelopes if someone has two kids on the same team).
- Payment is needed at the time of the photos, so please ensure that parents receive the selection envelopes prior to the event.
- Photos are done in full gear, minus helmet and neck guard. Skates will be worn with skate guards.
- Team Photos are a busy time. Inform players to come already dressed to make it a smooth and more timely experience for all. There will be volunteers helping to direct teams on the evening.

## **TOURNAMENTS-General**

REGISTER EARLY (if the Coach has not already done so) on behalf of the team, as most tournaments are first come, first served. As soon as a Manager is appointed, they should ensure that the Team Staff decide on which 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. Keep track of all tournaments that the team has registered for and the deadlines to update the roster and team staff and to send payment if applicable. The Team Manager should also note the deadline for withdrawal without penalty in case the team changes plans. Some other things to consider:

- Manager must notify the PGRA's President if team goes to tournaments (other than the Northern League tournaments). This is to notify Ringette BC and ensure insurance will be valid.
- Manager must notify Ringette BC and Northern League if travelling out of province. You must notify or you will not be covered by insurance.
- Hotels for Tournaments: Managers will pre-book hotel blocks for teams whenever possible. Ask the hotel for a team rate. They will give you a deadline for registering. Ask the rules for last minute cancellation or additional stay changes. You may have to play on a Friday or very late on Sunday. Try to coordinate with other team managers on this. Communicate the details to parents. Parents are to book individual rooms themselves and will pay for rooms independently. This is not the responsibility of the Manager. The block of rooms simply helps to ensure a good rate.
- Discuss with other managers re: reserving same hotel for tournaments with the other divisions (especially if families have children in different divisions) and call to do block reservations ASAP.
- Read the coaches package at tournaments and register the team. Remember to obtain the emergency sheets and contact information for any players joining your team for the tournament.
- Collect Cell #'s for tournaments if you do not always have them. This makes it much easier to get info to everyone that way and if someone breaks down or it lost they can find help. It is recommended to have a process for checking in during travel. Winter travel has resulted in families being stranded overnight on highways in the past! Many teams employ a convoy travel communication strategy when travelling.
- In consultation with your Head Coach put out a list of possible



tournaments at the beginning of the year to see how many are interested in attending each one and discuss the costs associated (NO entry fee for Northern League tournaments vs. the others with entry costs, not flexible sign up deadlines/ team size limitations).

- ALL Tournament ALWAYS need a female on the bench
- There are new rules regarding picking up players from other teams for tournaments now. For Club teams, the rules have relaxed and it is easier to compile a roster.
- It is a good idea to send out a reminder to all parents/guardians prior to tournaments with a: reminder to sharpen skates, wear a/the team jersey with name and sponsor bar, be dressed and ready the allotted time defined by the Coach.
- Consider sending a sign up for a nut free snack/drink/music, in addition to a scorekeeper, timekeeper, and/or shot clock operator and if needed, a female (with a completed CRC) on the bench.
- Have a list of players and jersey numbers printed for the parents and scorekeepers- also have a demo scoresheet filled out for volunteer score keepers, bring locks for change rooms.
- Have a tournament template made up so there is an easy form for everyone to see who is attending/ who is doing what (will attach a sample).
- If possible - try to arrange a fun team activity outside of the games for out of town tournaments (meet at the hotel pool or at the tournament potluck, sledding, make a restaurant reservation, go to a movie/bowling etc) - Has to be booked EARLY for a big group.

### **JOY HOFFMAN (PGRA Host Tournament)**

- All PGRA teams participate in this tournament; however, each team still must register.
- Ask parents at beginning of the season of any possible sponsors parents may know of - and a list of ANY and ALL sponsors must be sent to Tournament Director for recognition as they will be listed on a poster at the tournament.
- Each team must provide a basket for the basket raffle (approx. value \$100). Sponsorship for baskets is optional. Generally, managers will ask parents to contribute at least \$10 towards the basket.
- Each team will have a volunteer time at the raffle table - 50/50 draws

and registration/basket tables. FUN1 is exempt from finding volunteers.

- You will need one (1) to two (2) parents at each game to do score keeping/ or time keeping. A shot clock operator is needed for U12 and older. Arrange this prior to the tournament. Attached is a "how to" for Scorekeeping and shot clock. Timekeeper instructions are by the clock controls at the rink.
- Before your 1<sup>st</sup> game pick up a team box from the registration table. This will contain coach's package and swag for players which are to be given out after the 1<sup>st</sup> game.

## **CRITICAL DATES AND EVENTS CALENDAR**

### **SEPTEMBER 2021**

#### **SEPTEMBER 24: START OF THE SEASON**

- Head Coaches are selected using the Head Coach Selection and Team Formation Policy. The Head Coach then establishes the team staff (Assistant Coaches and Team Manager)
- When Manager is selected, start contacting hotels for Terrace tournament.

### **OCTOBER 2021**

- First Week of Oct: Team formation is completed using the Head Coach Selection and Team Formation Policy and teams are communicated.
- ASAP- Head Coach (and Assistant Coaches if desired) and Manager meet to discuss plan and approach for the year regarding details outlined above, including tournaments, preferences regarding communications, finances, etc.
- Managers meeting Oct 6th via Microsoft Teams.
- Organize team meeting with parents to review plan for the year and discuss tournament commitments. (Team social with players optional.) Determine volunteer for Joy Hoffman basket creation.
- Collect fees from parents and create necessary tracking logs.
- Ensure all documentation complete for players such as emergency contact information and work with Head Coach to establish an emergency kit.
- [Register for tournaments with early deadlines if team is committing to attend. Some tournaments have deadlines in early October- \*\*Terrace October 8<sup>th</sup> deadline\*\*](#)

- Have parent volunteers complete Criminal Records Checks ASAP. Email [info@pgringette.ca](mailto:info@pgringette.ca)
- Contact Sponsorship Coordinator for sponsor bars
- Contact Equipment Manager regarding jerseys and arrange to pick up set for your team. (This year [info@pgringette.ca](mailto:info@pgringette.ca))
- Distribute jerseys to players, keep record of numbers assigned to players and submit list to Registrar.
- Book hotel blocks if possible for tournaments (task can be shared with other managers).
- Oct 22-24, 2021 – Terrace Ringette Tournament
- Build volunteer sign-ups for scorekeeper, timekeeper and shot clock operator (U12 and up) for game ice times. Coordinate with the other managers to determine responsibility here.
- October 28 is a 'Bring a Friend' Halloween Skates and the 29<sup>th</sup> is a Halloween Fun Skate for the FUN1/2s.

## **NOVEMBER 2021**

- Joy Hoffman Tournament Nov 12-14, 2021. Ensure basket is ready for the Thursday evening.
- Facilitate recruitment of volunteers for Joy Hoffman raffle table, 50/50 draws and other responsibilities along with tournament coordinator and volunteers.
- Team photos will be completed in November/December- (exact date and time TBA)

## **DECEMBER 2021**

- Santa Skate December 19<sup>th</sup>
- Houston Tournament (U12 and older) December 3-5<sup>th</sup> (Tentative)

## **JANUARY 2022**

- Quesnel Gold Pan Tournament Jan 3-5, 2020 (Tentative)

## **FEBRUARY 2022**

- Houston Tournament (U12 and under) Feb 28-Mar 1, 2022 (Tentative)

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## **MARCH 2022**

- Begin to plan Team Staff gifts and end of year social if desired.
- Team Staff Evaluation Form:  
[https://www.pgringette.ca/wp-content/uploads/2019/04/team\\_staff\\_evaluation\\_PG\\_Ringette\\_Association.pdf](https://www.pgringette.ca/wp-content/uploads/2019/04/team_staff_evaluation_PG_Ringette_Association.pdf)
- 2022 Provincial Championships (BC U14Zone, U16Z, U16A, U19A) TBD.

## **Attachments or Useful Links**

PGRA Keep-Improve-Stop-Start Survey [PGRA Keep-Improve-Stop-Start Survey](#)

Criminal Record Check -ONLINE - PG Ringette website (Only takes 10 minutes) – see PGRA website homepage and contact [info@pgringette.ca](mailto:info@pgringette.ca) for access code. [Criminal Record Check Information](#)

BCR Concussion Intervention Policy:

[Concussion Intervention Policy](#)

<https://www.ringettebc.ca/athletes/kids-concussions/>

BCR Athlete Medical Form: [BC Ringette Incident Report Form](#)

Team Staff Evaluation Form:

[https://www.pgringette.ca/wp-](https://www.pgringette.ca/wp-content/uploads/2019/04/team_staff_evaluation_PG_Ringette_Association.pdf)

[content/uploads/2019/04/team\\_staff\\_evaluation\\_PG\\_Ringette\\_Association.pdf](https://www.pgringette.ca/wp-content/uploads/2019/04/team_staff_evaluation_PG_Ringette_Association.pdf)

## **How to Fill out Game Sheets**

### **Pre-Game**

#### **Coaches/Managers:**

- The home team will start filling out the game sheet, they will hand this off to the visiting team for them to complete their side.
- Teams will need to make sure certain information is filled in properly, these are:

- Top right corner - Game Number, League/Tournament, Date o
- Top Row - Home Team & Team Staff
  - 2nd Row - Visitor Team & Team Staff
  - 3rd Row - Division, Category, Location, Score/time/shot clock operators, Game start time
  - Colour of jersey
  - Numbers and Player names (must have the last names in full at the least)
  - Cross out any players that did not make the game

### **Officials during warm-up:**

- Officials will check the Officials Game Sheet against the players are on the ice. They count the players on the ice, and as long as there are more on the Officials Game Sheet than on the ice, that is good. They are also checking for the Coaches.

### **During the game**

- Score-keepers are inputting the data that the officials are communicating to them- goals and penalties. Everything on the sheet needs to be recorded top down, with all boxes used.
- Inputting Goals:
  - Always start at the top and fill in top down
  - There should never be ticks or checkmarks denoting goals
  - Listen to the official for 1, 2, or 3 numbers and then list accordingly
    - PER- period the goal is in
    - GOAL- Jersey number of the player as indicated by the referee
    - ASSISTS- Jersey number of the player(s) who assisted goal as indicated by the referee
    - TIME- Write the time of the goal as per the game clock.
- Inputting Penalties:
  - Always start at the top and fill in top down and Input all boxes, as some can be different
  - PER - period the penalty is in
  - NO - Jersey number of the player who received the penalty. (may not always be a player)
  - SERVED BY - Jersey number of the player that is serving the

penalty. In most cases it will be the same as the NO of the player who received the penalty but not always. EX – The goalie gets a penalty so another player must serve the goalies penalty.

- MIN – How long the penalty is. It might be 2 or 4, please listen to the official for that prompt
  - REASON – They are listed in the Penalty Codes section at the bottom of the sheet. EX - Write the # 13 for tripping
  - TIME OFF -The time that player came to the box
  - TIME START – Write the time the penalty actually starts. In most cases it will be the same time as the TIME OFF but there are cases where the penalty will be delayed. EX- If there are 3 penalties called with a short span, the 3rd penalty will not start until the 1st penalty is complete – ask the referee for clarification if you are unsure.
  - TIME FINISH – Write the time on the game clock when the penalty finished. This is usually 2 minutes after the penalty starts or time a goal scored.
  - TIME OUT – Write the time on the game clock when the player returns to the game. This is usually the same as the time finished but not always. EX – there are 3 penalties, a penalty may expire, but that player is not allowed on the ice because there are still 2 players serving active penalties. Ask the referee for clarification.
- Inputting Time Outs
    - There is a small square on the bottom of the penalty section for each team. Fill out the period and time on the clock that the time-out was taken.

### **Post-Game**

- The referees will check over the game sheet after the handshake and sign the game sheet;
- You then can take the game sheet and distribute the copies. See the bottom right hand corner to see the distribution list.

### **BCR Shot Clock Rules**

The team in possession of the ring has 30 seconds to shoot or it loses possession to the other team. The shot clock is reset when:

1. possession of the ring changes teams;
2. the ring stops in the goaltender's crease, or
3. the ring hits the goalie.

**The shot clock is only applied to U12 and older.**



## Template Example for Player/Parent Contact Information Sharing

<b>Player</b>	<b>Parent &amp; Contact Info if Desired</b>	<b>Volunteer Interest/ Availability/ Restrictions</b>

## Financial Tracking Template Example

If you are unable to open the embedded excel file, please contact the Secretary or Vice-President for separate copy.

