



**Team
Manager's
Handbook
2022-2023
Season**

Prince George Ringette Association
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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, FUN3 (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 a FLEX Adult Recreation Program. 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 Ringette League and have the opportunity to travel throughout BC to participate in invitational tournaments. In 2022/23, the Northern League Association hosts tournaments in Terrace, Houston, and Prince George. The PGRA hosts the *Joy Hoffman Memorial Tournament* annually during the second weekend of November.

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 <https://www.pgringette.ca/constitution-bylaws-policies/>

- **New for 2022/2023 Season-**
- [Association and Team Apparel Policy](#)
- [Association Finance Policy](#)
- [Association Registration Policy](#)
- [RAMP Registrations](#) and Team App ([guide](#)) ([tutorial](#))
- Back to Northern League Game Play Weekends and Invitational Tournaments

New for the 2023/24 Season-

- [Northern League Play Policy](#) and [Athlete Absence and Injury Exemption Policy](#)

Prince George Ringette Board of Officers and Directors (2022/2023)

Officers		
President	Gina Layte Liston	president@pgringette.ca
Vice-President	Natsuko Komine Cronje	info@pgringette.ca
Secretary	Dana Cole	secretary@pgringette.ca
Registrar	Karen Andrews	registrar@pgringette.ca
Treasurer	Rachael Ryder	treasurer@pgringette.ca
Directors and Area of Responsibility		
Coaching	Jana Campbell	coaching@pgringette.ca
Ice Scheduling	Vacant	ice@pgringette.ca
Officials	Chris Bjorn	officials@pgringette.ca
Engagement and Events	Vacant	publicity@pgringette.ca
Social Media	Brittany Howard	webmaster@pgringette.ca
Sponsorship	Darian Campbell	sponsorship@pgringette.ca
Past President		provincials@pgringette.ca
Equipment	Terry Butler	equipment@pgringette.ca
Coordinator Positions		
FLEX Program	Darian Campbell	sponsorship@pgringette.ca
Children's Ringette		

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 experience, 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.

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: [Manager's Certification Program](#)

The course has an online payment of \$25.00. Upon successful completion of the course and submission of the certificate of achievement to the treasurer (treasurer@pgringette.ca), you will be refunded.

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 (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. [Ringette BC Incident-Report-Form](#)

Responsible Coaching Movement Champions



The PGRA has taken the Responsible Coaching Movement pledge and are committed to making sport Safe, Smart and Secure for everyone. Responsible Coaching promotes a safe and positive sports environment for all. From the coaches interacting with participants, to the volunteers and staff of sport organizations and clubs, everyone has a role to play to help keep sport safe, smart and secure.

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 changerooms, closed-door meetings, travel, virtual meetings 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.

CHANGEROOMS

- Parents are only allowed in the dressing room for FUN1, FUN2, and FUN3 (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 volunteers (or male volunteers for male changeroom) should never be in the changeroom 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 changeroom, do not assume that the other team will have a female in the dressing room. If you have a male on your team you will need two (2) male volunteers to be in their changeroom. 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 changerooms. If teams have a sound system for playing music and wish to connect a cell phone, this is acceptable but must be monitored and not used for any other purpose.
- When a child comes off the ice/bench to a changeroom, 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 changeroom.
- Managers should purchase a lock and ensure the team always has a locked changeroom when practicing or during away games. The arenas have had an increase in thefts in the past few years and players have had items stolen even with on-site security.

Background Screening

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 Criminal Record Check process is handled online through the Police Information Records Review Program. All that the PGRA (Vice-President) receives is the applicant's clearance letter.

Ethics Training



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 Director responsible for Coaching Coordination; and at season end all the copies are destroyed.

U14 to 18+ Code of Conduct:

[Code of Conduct Athletes- U14 And Up](#)

FUN1, FUN2, U10 and U12 Code of Conduct:

[Ringette BC Code of Conduct Athletes- U12 And Down](#)

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

[Ringette BC Code of Conduct- General Services Volunteer](#)

Parents and guardians Code of Conduct

[Ringette BC Code of Conduct- Parents and Guardians](#)

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.

LIABILITY, INSURANCE, AND RBC POLICY INFORMATION

Who is covered by Ringette BC's membership insurance program?

All Ringette BC (RBC) registered members are covered. This includes local, regional and provincial executives, managers, coaches, trainers, officials, and volunteers. RBC registration is confirmed by inclusion in BC Ringette's membership registration database. Ringette BC allows for a short grace period for local association entry of registered members into the RBC registration database. In these cases, so long as the local association holds a temporary record of registration and has received payment for registration (for players), BC Ringette membership shall apply.

Are members of the general public who attend events such as Come Try Ringette covered by BC Ringette's insurance program?

No. Only registered members of BC Ringette are covered by the membership personal injury and liability insurance program.

What is the process if you are having a 'Bring a Friend' event, an event where siblings and parents are coming on the ice, or for a youth non-member who wishes to try a single practice or game for ringette before they register?

A waiver must be signed for each participant (youth or adult). The non-member's parent/guardian must sign a waiver before the youth can go on the ice and be wearing the appropriate equipment for safety, including a CSA approved helmet for ice sports.

[Waiver of Liability- Youth Participants](#)

What if a parent wishes to go on the ice with a registered player during the season, is there any paperwork needed for them?

Yes, the parent or guardian must sign a waiver before they can go on the ice, and must be wearing the appropriate equipment for safety, including a CSA approved helmet for ice sports.

[Waiver of Liability- Participants 19 years and older](#)

Planning an activity outside of the arenas including dryland, team wrap ups?

If the activity is a generally accepted, ringette-related activity and is endorsed by the local association. Ringette BC's coverage is quite flexible in terms of providing insurance for non-ringette specific activities. As an example, dryland training activities which often involve other "sport" activities like rollerblading, running, gym ringette, aerobics or exercising in a gym are covered.

Our association must provide insurance coverage for the activity, especially if a certificate of insurance is requested by the venue where your event is being held.

Please contact the president at president@pgringette.ca at least ten (10) days before the event and please have the name and full address of the facility. This information will be provided to Ringette BC and the Certificate of Insurance will be updated and provided to the team.

The following facilities are covered under the current Certificate of Insurance: City of Prince George facilities, Northern Sports Centre, School District 57 facilities, AP Athletics, or the Chad Stanley Memorial Arena.

Inter-Division Competition-- Underage/Overage Players

- From [Policy 1.10 General Sport Rules](#)
 - E. *Inter- Division Competition*
 - i. *Players are not permitted to participate in a game against athletes who are two age divisions above their age division according to their birth year.*
 - *Players who have been advanced to higher age division than their birth year dictates are not eligible to participate in competition against a team from a higher age division.*
 - *Example:*
 - *A U12 aged athlete cannot play against a U16 aged athlete;*
 - *A U14 aged athlete cannot play against a U19 aged athlete.*
 - ii. *Youth athletes and youth division teams will not participate in games against adult division teams. Adult division teams include 18+ and Masters.*
- **Some additional information and clarifications:**
 - Example with further clarification to the policy above:
 - Players who have been moved up through the Player Movement process from U12 to a U14 team are not eligible to participate in games against U16 teams or U14 teams with an overage player.
 - A U12 aged player is not eligible for player pick up by a U14 team to participate in the games against a U16 team or a U14 team with an overage player.
 - If there is team with underage or overage players, it is important that this is communicated to the tournament organizers.
 - Currently the RBC General Sport Policy states that adults are only sanctioned to play games with and against adults. A **FLEX** team then can also not play a game or have a scrimmage with a U19 team.
 - FLEX players must be 18 years and older by December 31st of the current season.

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.
- if emails are sent out to groups (instead of using the RAMP Team app), 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 changerooms, **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, School District 57 facilities, Northern Sports Centre or the Chad Staley Memorial Arena (This is to ensure insurance coverage).

RAMP TEAM APP

- At the start of the season, Board members will import the currently registered players and their registered parents/guardians. 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 RAMP Team App.
- It's important to note that the player is the member.
- The parent/guardian will need to accept this invite and download the RAMP Team app in preparation for rostering.
- Once a player is rostered, they will automatically receive a RAMP Team App notification.
- Team Staff need to be rostered as non-players. They need to become members of our association as well. This is done by registering here <http://princegeorgeringette.rampregistrations.com/>
- Team Managers need to be indicated as they will be designated as "managers" allowing them to manage their team account.
- Managers 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.
- It is important to recognize in the 'Chat' feature of the app that anyone that has their email address in the app will have access to the team chats.

HEALTH AND SAFETY

Emergency Action Planning

The manager and head coach or trainer should hold a copy of an Emergency Action Plan, in addition to the medical forms and player info at all times, this is in case an ambulance or medical attention is needed (especially if parents are absent).

If a team has a trainer, the trainer is responsible for the care of an injured player along with the team manager. If they must leave the ice, the trainer and a minimum of one other person must have a valid first aid on the team staff.

[Emergency Action Plan Form](#)

This EAP template is a **fillable PDF**, which means you can fill it in on your device of choice. To do so, you need to have or download Adobe Acrobat Reader. If you prefer to go old-school, you can print it and fill it in by hand.

The template is **reusable**—you can save it and create an EAP for each of your practice and competition sites.

You can download the template from the **Resources** tab in the top right or from the EAP landing page in The Locker after you complete the module.

[PGRA Emergency Action Plan for the Coliseum, Kin Centres, CN Centre, and Elksentre](#)

[Northern Sports Centre- User Group Emergency Procedures- medical emergencies](#)

[Northern Sports Centre- Fire Plan- map of fire extinguishers, exits, designated assembly area etc.](#)

[Northern Sports Centre- Evacuation Guidelines including evacuation alarm and what to expect](#)

[Ringette BC Incident Report Form \(including injury reporting\)](#)

All injuries must be recorded and reported to Ringette BC, PGRA and the parents of the player by filling out the [Ringette BC injury report](#).

ICE AND DRYLAND/GYM RINGETTE SCHEDULING

[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.

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 Code of Conduct for that age division;
- Review team, coaches and player expectations;

- Seek parent volunteers - fundraising, collecting money, scorekeeper, timekeeper, etc...
- Discuss Northern League Game Play Weekends (Terrace, Houston, Quesnel and Prince George) 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 ASAP.
- Encourage parents not to drop off their child at the rink until they see a manager/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, dryland 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). The Manager is to keep all signed Parent and Volunteer codes of conduct.
- Review the [PGRA Association and Team Apparel Policy](#) (new for 2022) with all of the parents and make decisions regarding team preferences. These items will be available for purchase on the website.
- Review the [PGRA Team Finance, Sponsorship and Fundraising Policy](#) (new for 2022) with all parents and make decisions regarding team preferences.

JERSEYS AND EQUIPMENT

- FUN1, FUN2 and FUN 3 (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 equipment@pgringette.ca 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 Capabilities in Prince George. Generally, the manager or a volunteer parent will coordinate the order but costs are borne by the player/parent. Cost is ~\$15.00. As Team Manager, canvas your players/parents to determine who needs/wants a name bar. They may be ordered simply by calling Capabilities. Request the 3-inch bar, white with black lettering. 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 APPAREL

The Head Coach and Manager should discuss the PGRA [Association and Team Apparel Policy](#) which is available on the PGRA's website.

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. For 2022, it is on Thursday November 17th.
- 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 (this will be confirmed).
- 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.

TEAM FINANCES

The [Team Finance, Sponsorship, and Fundraising Policy](#) regarding how funds will be collected and utilized during the season should be reviewed. **Before doing any fundraising please read the policy!**

For those teams that are going to **more than one invitational tournament** (outside of the north), they will need to create a budget that includes the types of expenses and fundraising that is proposed. These budgets need to be voted on by the parents and reviewed by the Treasurer (treasurer@pgringette.ca). **This needs to occur before any fundraising or sponsorship requests begin.** For those teams that are attending **only one invitational tournament**, it is still necessary to track how the money is being collected and dispersed using the spreadsheets.

Information about Gaming for Fundraising eg. Raffles and 50/50 Draws

Before considering any type of fundraising using gaming (eg. raffles, 50/50) please review the following document and then discuss with PGRA Treasurer and President.

[Licensed Charitable Gaming Rules.](#)

Important items from the Gaming Rules

- *A sports association may apply on behalf of their member sports team; however, the responsibility to educate that team, to disburse gaming funds and to submit required reports remains with the association.*
 - **The PGRA Board will be completing all gaming license applications for teams.**
- *3.3. Participation of Organization Members Board members and those listed as responsible for the conduct and management (officers responsible) of an event are not permitted to participate in any gaming events held by their organization.*

At the discretion of the officers or members responsible for the event, all other volunteers may be permitted to purchase entry into events where they are not actively volunteering at the time of purchase.
- *Sports associations or clubs may be eligible to **apply for Class A, B or D** gaming event licences, if they meet the eligibility requirements of that class of licence. These groups may disburse gaming funds to sports teams that are part of their ongoing programming.*
- *8.12. Special Approval: Out-of-Province Travel Where travel will be out-of-province, a special approval for out-of-province travel must be applied for using the Gaming Online Service. This will be approved only in exceptional circumstances, such as:*
 - *Representing the province as a result of merit achieved through organized competition;*
 - *Regional amateur competition in a recognized league that involves cross border travel;*

Registration Fees for Game Play Weekends and Invitational Tournaments

The Manager is responsible for registering the team for all tournaments. While Northern League **Game Play Weekends** do not have a registration fee, any other invitational or year end/Provincial tournaments will require payment of a fee at the time of registration. PGRA covers the cost of all PGRA members for year end events and tournaments (please refer to

the [PGRA Association Finance Guidelines](#)).

It is recommended that fees sufficient to cover expenses of tournament registration, Joy Hoffman baskets, and end of year coach's gifts be collected at the beginning of the year or a scheduled payment plan to ensure funds are available for all registration deadlines. You may also want to include expenses related to other planned social events.

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 (cc President) 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 later 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 for tournaments and register the team. Remember to obtain the emergency sheets and contact information for any players joining your team (not on your roster) 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 need a female on the bench (ALWAYS).
- Please review the Ringette BC policy for [picking up players](#) from other teams for tournaments. 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.
- 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, make a restaurant reservation, go to a movie/bowling etc) - Has to be booked EARLY for a big group.

The JOY HOFFMAN Memorial Tournament (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 FUN3 (U10)-U19 team must provide a basket for the basket raffle (approx. value \$120). Sponsorship for baskets is optional (if you need a sponsorship letter please contact sponsorship@pgringette.ca). Generally, managers will ask parents to contribute at least \$10 towards the basket. Please let the Tournament Coordinator know the theme of your basket as soon as you can, email tournament@pgringette.ca. There are times that a theme may already be spoken for so a few ideas can be a good idea.
- Each team will have a volunteer time before or during the tournament. This can include planning committees, at the raffle table - 50/50 draws and registration/basket tables to name a few.

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 1st 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 1st game.

Northern League Game Play Weekends

New for 2023/2024 Season-

- [Northern League Play Policy](#) and [Athlete Absence and Injury Exemption Policy](#)

Important to note from the new policies:

Going forward the distinction will be made that the Play in the Northern Communities at the Community play level are League Play. The game play in the Play weekends in Terrace, Prince George, Houston and Quesnel are League Play.

- 1 If there is a conflict between tournaments and League Play, Northern League Play comes first, out-of-town play comes second.*
- 2 Each Athlete is required to play in a minimum of 4 league games (2 league play weekends) in their rostered division to attend provincials and remain in good standing. (This applies to all divisions Fun 1-U19)*
 - 2.1. Athletes not able to meet these requirements due to illness/injury may submit the exemption request form from the Northern Ringette League.*
- 3 Each Team is required to attend all league play weekends.*
 - 3.1. Teams will expect to be available from 5PM Friday on play weekends to 4PM Sunday. (every effort will be made to schedule games with room for teams traveling from the farthest distance.)*
 - 3.2. Teams not meeting the league play requirements will be sanctioned as members not in good standing and will be reported to Ringette BC.*
- 4 Expectations of travel if traveling outside of region to play a team that lives within home region:*
 - a. teams will not be expected to travel outside of their home region if the only other team(s) to play against are from a region closer to home.*
 - i. Ex. Terrace and Houston will not be expected to travel to Prince George if they only have each other to play.*
 - b. There may be situations when coaches need to lead the dialogue about play weekend attendance.*
 - i. Ex. Association has players in a division but not enough to form a team. Coaches should engage in discussion to explore options with principle being how best to facilitate opportunities for players to play. These conversations will be facilitated by the Northern League.*

Planned League Game Play Weekends

Terrace League Game Play Weekend October 21-23, 2022 [Terrace Tournament Registration Package](#)

*** Registration deadline is October 1st

Houston League Game Play Days

FUN1 to U12- February 24-26, 2023 Information to come
U16- December 3, 2022 Information to come

Invitational Tournaments (Outside of the North)

Please check out this website if you are interested in going to any invitational tournaments

[BC Sanctioned Tournaments](#)

Please note that some of these tournaments have maximum team registrations.

U12 Year End Event and U14-18+ Provincials- Registration and Payment

This information has been taken from the Technical Packages and Policies for the U12 Year End Event ([Ringette BC Technical Manual-U12 Year End Tournament](#)) and the Ringette BC Provincial Championships ([Ringette BC Provincial Championships Policies- 2019](#))

Ringette BC U12 Year End

1. Team Commitments

a. Registration Fees

- a) Deadline to register for the event is December 15th. Entry fee for the Event is \$900.00 per team. At this time the PGRA will be providing financial support for each PGRA player on the team that enters. The entry fee will be submitted by the PGRA treasurer directly to RBC.
- b) Team is responsible for submitting the registration form for the event to the Ringette BC (technicaldirector@bcringette.org)
- c) Teams that withdraw from the Event after December 31st will lose their tournament entry fee.
- d) Teams that withdraw with less than 30 days from the start of the Event will lose their tournament entry fee plus pay an additional penalty of \$150.00.
- e) Teams must submit their Team Ordinal by January 1st.
 1. Please email the PGRA Board President with the team's roster by December 15th to receive the team ordinal.

Ringette BC U14-18+ Provincials

1. Team Commitments

a. Registration Fees

- a) Deadline to register for the event is December 15th.
- b) Entry fee for the Event is \$900.00 per team. At this time the PGRA will be providing financial support for PGRA players on each team that enters. The entry fee will be submitted by the PGRA treasurer directly to RBC.
- c) Team is responsible for submitting the registration form for the event to the Ringette BC (technicaldirector@bcringette.org)
- d) Teams that withdraw from the Event after December 31st will lose their tournament entry fee.
- e) Teams that withdraw with less than 30 days from the start of the Event will lose their tournament entry fee plus pay an additional penalty of \$150.00.
- f) Teams must submit their Team Ordinal by January 1st.

1. Please email the PGRA Board President with the team's roster by December 15th to receive the team ordinal.

2. Accommodations

- a. The Host Committee will arrange for a host hotel and additional hotels as needed. It is strongly recommended that teams stay in Host hotels as a means of supporting businesses that are supporting Ringette. Teams will not be required to stay in the hotels that the host has reserved.

3. Team Roster Adjustments:

- a. Teams may only add a player to their roster in the event that a player on their team has suffered a season ending injury confirmed by written medical report submitted to Ringette BC.
- b. If injury has occurred after December, the team must submit a Team Adjustment form to Ringette BC for approval.
- c. Deadline for submission of the Team Adjustment form for a player injury is 48 hours prior to the start of competition prior to the start of the event. Ringette BC will advise the team if the adjustment is allowed.
- d. At the discretion of the Head Coach and, with the written permission of the player's guardian (if the player is under the age of 18), the injured player may be on the team bench with their team provided the player is noted on the Official Game Report and wears a helmet with a ringette cage.
- e. If a team picks up an additional player to replace a rostered player, the pick-up must meet the following criteria:
 - i. Player comes from the same Club Association as the team picking them up
 - ii. The player is from the same or lower calibre OR the same or one lower age category.

CRITICAL DATES AND EVENTS CALENDAR

SEPTEMBER 2022

SEPTEMBER 26: 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.
- Managers meeting September 28th via Microsoft Teams.
- Register for tournaments with early deadlines if team is committing to attend. Some tournaments have deadlines in early October- **Terrace October 1st deadline**
 - All PGRA teams need to commit to Terrace (October 21-23, 2022) and Houston (February 24-26, 2023).
 - Book hotels in Terrace. Please discuss with other team managers as many teams have multiple players in different age divisions.
- 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.

OCTOBER 2022

- First Week of Oct: Team formation is completed using the Head Coach Selection and Team Formation Policy and teams are communicated.
- 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 budgets.
- Ensure all documentation complete for players such as emergency contact information and work with Head Coach to establish an emergency kit.
- Have parent volunteers complete Criminal Record Checks ASAP. Email info@pgringette.ca
- Contact Sponsorship Coordinator sponsorship@pgringette.ca for sponsor bars
- Contact Equipment Manager regarding jerseys and arrange to pick up set for your team. (This year info@pgringette.ca)
- Distribute jerseys to players, keep record of numbers assigned to players and submit list to Registrar.

- Order name bars from Supplier
- Order Merchandise off of website
- Book hotel blocks if possible for tournaments (task can be shared with other managers).
- 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.
- Halloween Fun Skate Sunday October 30, 2022.

NOVEMBER 2022

- Joy Hoffman Tournament Nov 11-13, 2022. 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 on November 17th.

DECEMBER 2022

- Deadline to register for U12 Year End Event and U14-U19 Provincials
- Coaches at the Competition Introduction level that are not yet “certified” must register through www.coachingringette.ca for their CI evaluation by no later than December 31 at midnight and complete their CI evaluation by Feb 15 of the season or two weeks prior to the start of the competition whichever comes first.
- Santa Skate December 18th

JANUARY 2023

FEBRUARY 2023

- Houston Tournament (U12 and under) Feb 24-26, 2023

MARCH 2022

- Begin to plan Team Staff gifts and end of year social if desired.
- Year End events for Children’s Ringette
- Complete the [PGRA Team Staff Feedback on the 2022/23 Season](#):
- 2023 Provincial Championships (U14C, U14Z, U16Z, U19Z, U16C, U19C)

- U12 Year End Event

APPENDICIES

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 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-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

Player	Parent & Contact Info if Desired	Volunteer Interest/ Availability/ Restrictions

Financial Tracking Template Example

[Team Budget Template- Please save as another document](#)

You are welcome to use this template, please save as another document using your team name and age division