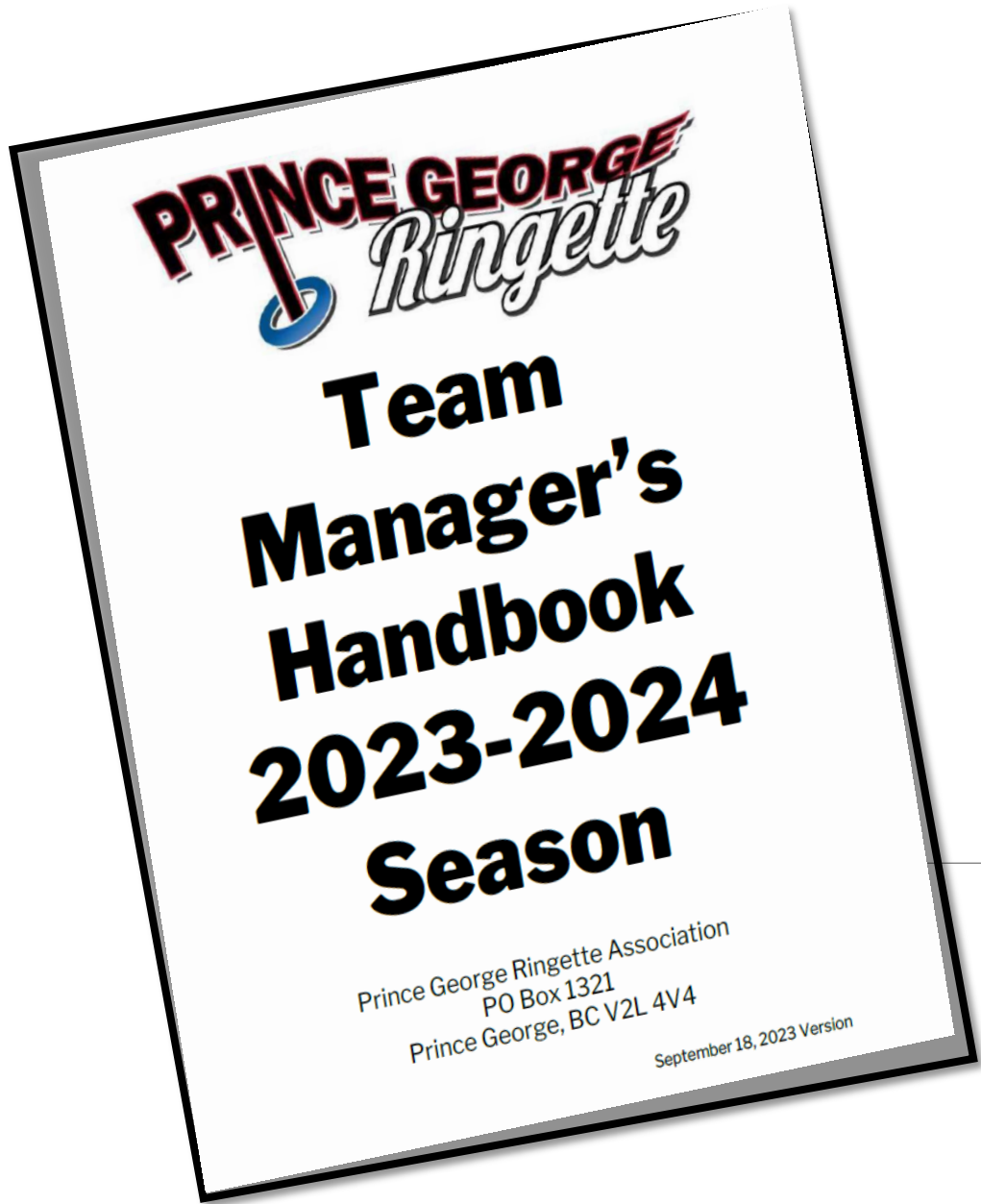




TEAM MANAGER'S MEETING 2023 / 24 SEASON





UPDATED FOR THE 2023/24 SEASON

[PGRA Team Manager's Handbook](#)

A working document so if there are any comments or edits please let us know...
info@pgringette.ca



TEAM MANAGERS OVERVIEW

A KEY COMPONENT FOR A TEAM

- **Essential to:**
 - **parent/coach interactions;**
 - **overall team organization;**
 - **player and team documentation;**
 - **tournament and team travel; and**
 - **Fundraising (optional).**

The interaction and organization of the Team Manager is a huge part of why parents keep bringing their child to Ringette.



MANAGERS OVERVIEW

A KEY COMPONENT FOR A TEAM

A Head Coach and Team Manager should...

Clearly define and agree upon responsibilities at the beginning of the season

Keep an open line of communication throughout the season

Players and parents are encouraged to deal directly with the Manager first

Duties performed by the Team Manager will vary somewhat by team

TRAINING FOR MANAGERS



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

Managers Certification Program

Managers Certification Program

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION BEFORE BEGINNING YOUR MANAGER'S CERTIFICATION PROGRAM TEST:

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 information contained in the Managers Certification is valuable and beneficial for any individual in the "team sport" setting. It is highly recommended that those people who are currently in a coaching role obtain this manual to help increase their knowledge in the area of team administration. This program is intended to prepare an individual for a managerial or an administrative position on any Ringette team.

- After creating your online profile, you will be able to access the Manager's Certification Program by clicking on the appropriate tab. When prompted, you will have to make an online payment of \$25.00 through PayPal. You will then have access to the program.
- Please read through the material online and answer the respective questions. You will not be able to advance to the next section without having successfully answered the questions. Thus, you will be re-directed to the appropriate material to assist you in correcting your answer.
- If you leave the online program stagnant for a period of time, you will be able to resume where you left off.
- Once complete, a certificate of achievement will be generated, but you are not required to print this as you will receive a wallet card accrediting you as a **Certified Manager** by Ringette Canada. These individuals will be registered with their provincial/territorial association and with Ringette Canada as certified managers.
- You will have the ability to review the Manager's Certification Program by logging onto the system at any point in the future.
- All certified managers will be added to the Manager's database and will have the ability to receive emails regarding updates or professional development opportunities. All provinces will be provided with a master list of all certified managers in their province.
- **Certification Deadlines:** Certification deadlines for tournaments or provincial/territorial championships vary across Canada. It is your responsibility to check with your provincial/territorial association regarding deadlines affecting your certification. Don't make assumptions – check and be sure!

Canadian Ringette Championships - The certification deadline for managers whose teams attend the CRCs is February 28. Managers of teams playing at this level should be prepared well in advance.

The Manager's Certification Program is a completely online program and is available directly from Ringette Canada



Responsible Coaching Movement

It begins here....

Course Listing

Trained vs. Certified

Coaching Pathways

Making Head Way

Proceeding directly to evaluation

Equivalencies Information

Managers Certification Program

Maintenance of Certification

Coach Developers

Ringette Canada apps

Equipment Recall

Acknowledgements

Equipment

Coach Initiation in Sport emodule

Respect in Sport

Female Coach on the Bench

Keeping Girls in Sport

Coach Webinar Series

Register

ROLES AND RESPONSIBILITIES OF THE TEAM MANAGER



Codes of Conduct

- **Players are complete at registration. All parents, volunteers and team staff must read and sign a Code of Conduct <https://www.ringettebc.ca/the-office/codes-of-conduct/>**
- **Uphold the code of conduct personally, also followed by the players, parents, volunteers and other team staff.**
- **Keep all originals in a secure place (except Coach Code of Conduct- the Coaching Director);**
- **At season end all the copies are destroyed.**



ROLES AND RESPONSIBILITIES OF THE TEAM MANAGER

- **Review all information in the documentation eg. carecard;**
- **Ensure medical information is up to date and that all team staff are aware of any underlying concerns; and,**
- **Regular season games- some will be scheduled but if wish more then contact officials@pgringette two (2) weeks in advance to book referees. Teams are also responsible for minor officials.**



Prince George Ringette Association Board

Prince George Ringette Association Policies

Bylaws, Policies and Guidelines



Association Apparel and Accessory Policy
Prince George Ringette Association



Association and Team Apparel Policy
Prince George Ringette Association

The purpose of this policy is:

- To provide direction on branding for all Prince George Ringette Association (PGRA) teams, Board, committees, and fan wear;
- To ensure consistency in the use of the PGRA logo and the use of the language 'Prince George Ringette' or 'PG Ringette';



Team Finance, Sponsorship and Fundraising Policy
Prince George Ringette Association (PGRA)

The purpose of this policy:

- To promote financial accountability and responsibility in PGRA team finances;
- To provide a minimum rigor of financial administration to ensure:
 - parents are all informed;
 - that the management of team funds is transparent;

Ice Allocation and Facility Booking Guidelines
Prince George Ringette Association (PGRA)

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

Prince George Ringette Association Policies

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.
- Please email Lisa and Kayla at ice@pgringette.ca 3 weeks (20 days) in advance of request or cancellation). Expect a reply within 2 days.
- 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. Please contact Natsuko at info@pgringette.ca

CHANGEROOMS and CRCs

THE RULE OF 2 MUST BE ADHERED TO AT ALL TIMES.

The Rule of 2 serves to protect players in potentially vulnerable situations ensuring more than one adult (CRC cleared) is present. This includes changerooms, closed-door meetings, travel, and training environments, amongst others.

- **One (1) screened member of the Team Staff must be the same gender as the player.**
- **Managers should purchase a lock and ensure the team always has a locked dressing room when practicing or during away games.**



TeamSnap App and Social Media

It's important to note that the player is the member.

The parent/guardian will need to accept the invite and download the TeamSnap app in preparation for rostering.

Once a player is rostered, they will automatically receive a TeamSnap app notification.

Team Staff need to be rostered as non-players.

Team Managers need to be indicated as they will be designated as "Managers" allowing them to manage their TeamSnap team account.

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.

**Social Media- Facebook ect.
Ringette BC [Social Media Guidelines](#)**



RINGETTE
BRITISH COLUMBIA

SOCIAL MEDIA GUIDELINES

PURPOSE
It is expected that all Members of Ringette BC use social media responsibly and respectfully. This includes public applications and media, but also private group chats and other types of media where players, volunteers, administrators and other members of the Ringette community may be impacted.



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,
- spare helmet hardware/parts.

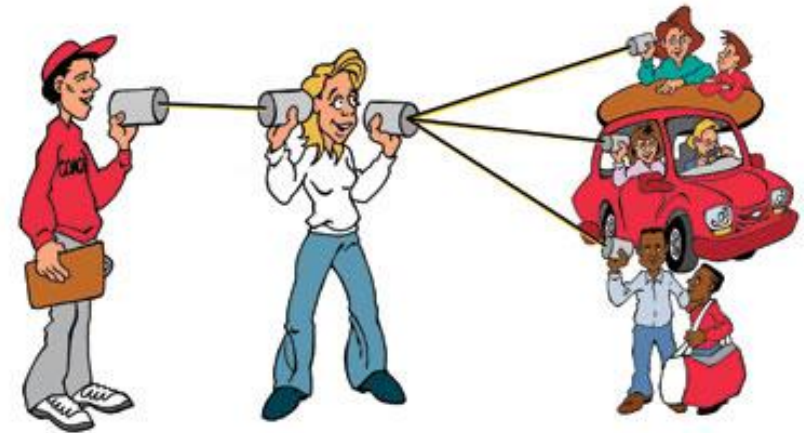
PARENT/GUARDIAN TEAM MEETING

Why: To get everyone on the same page. This meeting sets the tone for the season

Who: All of the Team Staff and Parents/Guardians

When: Within the first couple of weeks after team is formed

What to cover: Suggestions on Page **12**



TOURNAMENTS

REGISTER EARLY!
BOOK HOTELS EARLY!



JOY HOFFMAN MEMORIAL TOURNAMENT

PRINCE GEORGE NOVEMBER 10-12, 2022

Volunteers: Tables, 50/50, Timekeepers, scorekeepers and shot clock

Team Basket: \$120.00 value to be donated to tournament for raffle table (FUN3(U10) and older)

Sponsors: Sponsor Bars must be on jersey's by Joy Hoffman

Terrace Tournament October 27-29, 2023

Ringette BC Tournaments

<https://www.ringettebc.ca/events/sanctioned-tournaments/>



MISCELLANEOUS

- **Prince George Ringette Merch**
- **Jerseys and Equipment**
- **Team Photos- November 16, 2023**
- **Critical Dates 2023-2024**
- **List of Team Staff**
- **PGRA Keep-Improve-Stop-Start Survey PGRA K.I.S.S.**





RING IT ON

**THANK YOU FOR
VOLUNTEERING
AND HAVE A
GREAT SEASON!!**

