

## **Welcome to the 2011-2012 Ringette Season!**

First of all, the Nepean Ringette Association would like to say a big thank you for taking on the volunteer role of team manager. The task of being a team manager is a big one, but it doesn't have to be overwhelming. The key to making the season go smoothly is DELEGATION!!! It is very challenging for just one person to do all the things that managers are responsible for, so engage your parents at the beginning of the season. The vast majority of the manager's tasks should be done quickly (the first 1-2 months) to ensure a smooth year. Arrange a team meeting before or after a practice.

Check the websites often: Nepean ringette- [www.nepeanringette.ca](http://www.nepeanringette.ca) Practice schedules, Coaches and Managers information, rules and regulations, tournament details and most of the forms you will need, links for reporting scores, and other important info are all posted here on our website.

[www.erra-ncrrl.on.ca](http://www.erra-ncrrl.on.ca) - (Eastern Region Ringette association and the National Capital Region Ringette league) - has the league schedules and results and other association links.

## **GETTING STARTED**

### **MAKE THE TEAM LIST**

One of the first things you should do is make a list of all the players, their contact information, parent(s) names, email addresses, phone numbers (including cell numbers). Set up an email group, it will save you a great deal of time but make sure you know which parents regularly check emails and which ones might need phone calls in case of urgent communication. Send copies of team list to all families (don't forget to find out about family situations, there maybe two separate addresses, phone #'s and email addresses). This will help them get in touch with each other to share rides or other information. If possible, send all communication via your email group. You can also make up a team contact card that lists names/numbers of players, home phone/cell numbers, names of parents/guardians and team officials with their emails/phone numbers.

Establish good communication with the team coach/coaches and make sure you know who is going to be responsible for what. Some coaches like to manage the schedules and initiate communication with parents, but others only want to be responsible for on-ice duties, which mean the manager plays the very important role of communicating with parents about schedules/practices etc.

## DELEGATE

The smartest thing you can do is involve as many parents as possible. This will greatly reduce your workload and make the experience more enjoyable for them (and you!).

Here's a few things you can delegate:

- **Social convenor:** someone to organize 3-5 events over the course of the season which are critical to team bonding, and make it more enjoyable for everyone.
- **Finances:** someone to act as team treasurer, that person should be available at most games and practices. This person should help the manager create the team budget, set up the team bank account and sign/issue cheques as required. If you require a letter to take to the bank stating you are authorized to open a bank account in the team name - please email me: [thorn55@rogers.com](mailto:thorn55@rogers.com) and I will send you the signed letter.
- **Clock/Scorekeeper/Timekeeper:** someone who is either willing to do it themselves or else organize a rotation of parents to take turns with these responsibilities. All teams are responsible for a scorekeeper, timekeeper, and shot clock operator at each of their home games. (Shot clock for AA, A and B and Petite Comp. teams only)
- **Tournaments:** have someone who handles all the details regarding entering tournaments (and there can be a lot). This is especially true if you enter out of town tournaments, which includes hotel and transportation concerns. Please let our ice scheduler- [nra\\_ice\\_2011@nepeanringette.ca](mailto:nra_ice_2011@nepeanringette.ca) informed about the tournaments team is attending ASAP, in order to prevent the scheduling of games and practices on those dates. A list of tournaments is available on the ORA website: <http://www.ontario-ringette.com/20112012>

Lots of teams try to do three tournaments during the season, two local and one out of town. Some try to do more. Your team has to decide how many tournaments you have the energy and money for. The fees are usually around \$500 - \$800 per team, per tournament. Away tournaments take a lot more time and cost more because of the travel and hotel bills. Once you decide what tournaments you want to go to, and you've collected enough money, mail in the registration/register online as soon as possible. Many popular tournaments (Kingston for example) fill up months in advance. If you are entering a tournament out of province (ie. Quebec) an out of province form must be mailed into the ORA 30 days prior. Form is on NRA website.

- **Nepean Tournament Representative:** As the host association, NRA parents are the volunteers that run the tournament. Each team should have a tournament representative in charge of scheduling volunteer hours@ 4 hours per player. The rep will receive the volunteer schedule and be responsible to have the names filled in under your teams time slots and email back to me, purchasing of the team prize donation (if necessary) or \$50 to the NRA, can be contacted (provide cell #) if a scheduled volunteer is unable to work their time slot and attend the tournament meetings. Next meeting - Mon. Oct.17 - 7:00PM Walter Baker. Please **send me** the name and email address of your team's tournament rep. Shelley Glover is the Tournament Coordinator and will discuss all info.
- **Team Activity Log representative:** The ORA requires that each team enters all team activities including league, tournament, exhibition games, team meetings, team parties, practices etc into the team activity log. (date and duration in hours of the activity) I will forward the information to you. The link is <http://www.ontario-ringette.com/SDev/indes.php> . There is a schedule archive on the NRA website of all practices and games if needed. The completed log must be submitted to our Regional Sport Development Coordinator- [noxon6@sympatico.ca](mailto:noxon6@sympatico.ca) at the end of your season.

### **COMPLETE THE TEAM REGISTRATION FORM (TRF)**

Forward all necessary information of your bench staff to the NRA Registrar as soon as possible. Kim Costello - [Kimcostello@rogers.com](mailto:Kimcostello@rogers.com)

This document lists details of all the players and bench staff for your team. The Nepean Registrars generates the TRF for your team, and will get you a draft copy to go over. Your job is to ensure that all of the information is correct. Most of the player's details will already be registered with the Association. Your team staff has to provide ALL of the following information: Name, address, phone number, date of birth, qualifications or positions (i.e. trainer). Please email Kim back with any corrections or let her know that it is all ok. She will send you a new updated TRF.

The head coach must sign 5 copies of the TRF (after the changes or additions have been made by Kim) and then return all of the copies to Kim. The deadline for the 5 signed copies with original signature is **Monday Oct. 24** to Kim's house. Email Kim to make arrangements. Keep a copy for yourself but Kim needs **5** copies.

If you are entering any tournaments before our Nepean tournament, please let Kim Costello, Fred Black [fredblack@ieee.org](mailto:fredblack@ieee.org) and myself know. We need to ensure that your TRF gets to the ORA office prior to beginning of the tournament. Kim will need the 5 signed copies back ASAP to ensure this is done.

A **Bench Staff Code of Conduct** form needs to be signed by ALL bench staff and handed in with your TRF. This form is on the website on the link for coaches and managers.

### **CHECK THE BENCH STAFF QUALIFICATIONS**

All Coaches must have the required qualifications and all Bench Staff (Coaches, Managers and Trainers included) must have a valid Police Check completed by November 30, 2011. Those who do not will not be allowed on the bench after that time.

**COACHING QUALIFICATIONS:** Please visit the following link on the NCRRL-ERRA website and ensure that you and your coaching staff have the required Qualifications. If you have staff that are not properly qualified, ensure that they register for the appropriate course using the links on website. Nepean Ringette pays for the course, so there is no cost to the person other than the time to complete.

[http://www.erra.ncrri.on.ca/coach\\_bench\\_staff\\_qual.html](http://www.erra.ncrri.on.ca/coach_bench_staff_qual.html) to check levels of qualification necessary for coaches.

<http://www.erra.ncrri.on.ca/clinics.html> to get information about qualifications, the process, and clinics available. Coaches requiring to attend the clinics should sign up **ASAP** as clinics fill up fast.

**Respect in Sports Course-** This online course is mandatory for all New Bench staff including Assistant Coaches, Managers and CIT's. This course will take approximately 2.5 hours to complete and must be completed by Dec. 31, 2011. Please email **Terry Fahey** - VP of Operations (on website under executive) to let him know you are required to do course and he will send you link to do course.

**POLICE CHECKS:** For the Police Checks (aka Criminal Reference Checks), the Ontario Ringette Association requires each Bench Staff member to have had a valid Check done within the last 3 years and to provide proof of such check to the NRA by November 30, 2011

The NRA is a volunteer organization and it is possible to have these done for no charge if you **bring a letter** with you when you apply. Please email me and let me know you require the letter for your bench staff to take to the police station and I will email you the letter. (Please note that you may enter more than one name in the body of the letter and then make copies for them)

**NOTE:** When you or your parents go to the police station to submit their records check, tell them to make sure they get an official receipt (the records check can take a long time to be mailed back to you). This will be proof that the documentation was submitted even if it wasn't returned in time to meet the NRA and ORA deadline. You need to contact Lori Marcotte- [marcotte5@sympatico.ca](mailto:marcotte5@sympatico.ca) to inform her you/bench staff have gone (and have receipt to provide her) before Nov. 30/11. Once they are received back in the mail, contact her again. All police checks will be handled by the team managers who will collect the completed checks in sealed envelopes and forward them to Lori Marcotte. Only one representative of NRA is permitted to look at the records checks. When Lori is finished looking at them, she will return them to the team managers (in sealed envelopes), who will give them back to the applicants. Also if you or your bench staff are unsure if their police check has expired, please email Lori to inquire.

Also, the police are only checking Date of Birth and gender. Because of this you may be required also to go to the Police Station on Elgin St. to be fingerprinted. So please do not wait until deadline to go in for your record check.

If you wish to download police record check form ahead of time see:  
<http://www.ottawapolice.ca/en/ServingOttawa/RecordsChecks/index.aspx>

### **MAKE A TEAM BUDGET**

At your team meeting (coach and team parents) determine what tournaments you want to enter, what social events you'd like to have, what purchases the team wants/needs to make. This will help determine your budget. Figure out the cost per player and start collecting money immediately. Set a date before the 1<sup>st</sup> of November to collect all your cheques. Your biggest expense will be tournament fees (and extra ice, where applicable), and you will need to write cheques for those in October and early November. If you don't want to front the money yourself, you'll have to collect the money very early in the season. Please see me for an example of a budget.

The NRA has a new **Team Finance Policy**. All teams (except bunnies) are required to submit a copy of the team budget as approved by the team parents to the NRA executive - [nra\\_secretary@nepeanringette.ca](mailto:nra_secretary@nepeanringette.ca). by **Oct. 31/11**.

All NRA teams are also required to submit to the NRA executive - [nra\\_secretary@nepeanringette.ca](mailto:nra_secretary@nepeanringette.ca) by **June 15/12** a summary of actual team fees, revenue, expenditures and the disbursement of any residual bank account balance. All information regarding the Team Finance Policy is found on the NRA website under NRA information - NRA policies - Team Finances.

**CHEQUES: (due as soon as possible)**

*All cheques are made payable to NRA.*

**Equipment deposit:** \$300 (all teams).

**Note:** The annual team deposit has been increased to \$300. \$250 of this is refunded back to the team at the end of the season provided that all jerseys and team equipment are returned in acceptable condition and the team has not been assessed any league or ORA fines. The \$50 withheld covers consumable items such as first aid kits and split rings.

**Nepean Tournament:** \$530, \$700, or \$780 depending on level (see website for more info) and you must register your team on line.

**ORA Competitive Fee:** \$105 for Petite Comp, all "A" and TAA. \$240 for JAA/BAA.

**Carleton ice:**

AA and Petite Comp1 :( Total \$2160.00) \$1080 due Nov 1 and \$1080 due Dec 15

A and Petite Comp2 :( Total \$1080) \$540 due Nov 1 and \$540 due Dec. 15

**A SINGLE CHEQUE CAN BE WRITTEN FOR ALL TEAM FEES PROVIDED A LIST OF ITEMS IS ALSO PROVIDED.**

**CANCELLED or RESCHEDULED GAMES:**

Let our ice scheduler know if you have to reschedule a game, or a game has been cancelled. [NRA\\_ice\\_2011@nepeanringette.ca](mailto:NRA_ice_2011@nepeanringette.ca) You also need to do the on-line report for game cancellations and if it is within 48 hours of game, the required phone numbers to call are on the form.

Games can only be changed only for four reasons ie: due to extreme weather conditions. (See the NCRRL website for all information and procedures regarding schedule changes or rescheduling a game)

### **SHOT CLOCK INFO & TRAINING:**

Please contact Fred Black if you need volunteer training on the shot clocks: [fredblack@ieee.org](mailto:fredblack@ieee.org) Shot clocks will be used in "B" divisions of all age groups, in addition to "AA", "A" and Petite-Competitive divisions.

The Home team Manager (or delegate) is responsible for coordinating the pickup and return of shot clock remotes (or portable shot clocks), including any hand-offs required to other teams also using the same shot clock that day. Please see the instructions on the NRA website under ringette info - Shot clock instructions [www.nepeanringette.ca/info/shot\\_clock.asp](http://www.nepeanringette.ca/info/shot_clock.asp) Pick up and drop off are from Claude Carriere. You may also want to keep an extra 9 Volt Battery with you in case the battery fails.

### **SHOT CLOCK/TIMEKEEPER/SCOREKEEPER RESPONSIBILITIES:**

The Home team for all NCRRL, LERQ and exhibition games are responsible for providing off-ice officials (shot clock operator, timekeeper and scorekeeper) as well as a shot clock or controller.

For more information about shot clocks, timekeeping, and scorekeeping, see <http://www.nepeanringette.ca/info/manager.asp>.

### **COMPLETE Game Sheets/Labels:**

The home team is responsible for providing game sheets which are filled in with all the info. A big time saver is to use labels for player's names and jersey #'s. How to set up Avery labels #08163 is on the NRA website under coaches/managers - manager's information. Visitors fill in their section and get a copy after game.

### **REPORTING GAME RESULTS**

**The NRA Statistician requires that:**

#### **NCRRL Games:**

**All NCRRL "home" game sheets be dropped off at Walter Baker.**

**There is a drop box at the front desk attached to the wall next to office with the NRA Logo. Only the original White copy is required to be dropped off within 48 hours of any home game.**

#### **IMPORTANT:**

**Reporting of all home games are to be done the same day through the NCRRL website:**

<http://www.erra.ncrrl.on.ca/ncrrl/reports.asp> (a link is also on the NRA website under league info and Links)

**LERQ Games:**

**All LERQ teams (PAA,JAA,TAA,BAA) games must report their games through:**

<http://www.erra.ncrrl.on.ca/ncrrl/reports.asp>

**LERQ Game sheets are to be mailed directly to the LERQ Statistician:**

**LERQ**

**Michel Savoie**

**116, D'Ige**

**Boucherville, QC**

**J4B 6J3**

**Completion of Game Sheet:**

**All mangers, coaches and trainers must sign and initial each game sheet if going on bench.**

**The Home team name is the name seen on the NCRRL or LERQ website (ie. Nepean or Nepean 2)**

**Nickname is not to be used.**

**The link to find your NCRRL league game is:**

<http://www.erra.ncrrl.on.ca/sched.html>

**Select one player to be "C" for Captain, "A" Alternate Captain and "G" for Goalie next to that players name for each game.**

**Always indicate the time started and time finished.**

**League: NCRRL or LERQ**

**Note: NRA is not a league it is an association**

**Remember to date the game, indicate level of play and game number -all found on the schedule**

**At the end of the period, a line must be drawn under the last entry of score for each team to indicate where the first period has concluded.**

**Please make sure all call-ups are clearly identified (which team they are from ie- Tween C)**

**Players absent from game should be listed and crossed off. (Not left off)**

**Any suspensions also should be clearly identified ie. Serving 1of 2**

**Tournament and "away" game sheets do not need to be submitted.**

**Game Sheet and web link submission is important so that the NCRRL Statistician can update the standings for all associations benefit.**

**Failure to comply will result in a fine levied to the team.**

## **RULES AND REGULATIONS/OTHER INFO**

### **FEMALES ON THE BENCH/CHANGING ROOMS:**

The NCRRL stipulates that there must be a female on the bench for all teams (excluding Open). This may be a coach/assistant coach/trainer/manager, must be 18 years of age and older, and must be on the TRF. If rule is not adhered to, the team will default the game. A female (adult) should also be in the change room with players.

**CODE OF CONDUCT FOR PARENTS AND PLAYERS:** Pledge forms are found on website under NRA info - Ringette Codes. Have each parent/guardian and each player print off form and sign. Once you collect them **all** please email me to arrange delivery to me. Please have this completed by **Nov. 1/11**

### **SHOULDER PADS:**

ORA rules stipulate that ALL players in Belle and younger age groups **MUST** wear shoulder pads.

### **MOUTHGUARDS:**

It is a mandatory requirement to wear mouth guards in all NCRRL league games. This rule does not extend to ORA sanctioned tournament play. Please see [www.erra.ncrri.on.ca/main.html](http://www.erra.ncrri.on.ca/main.html)

### **VOLUNTEER HOURS with BUNNIES:**

The Bunnies are looking for Junior and Belle-aged players for on-ice volunteers and perhaps the Novice Rec team as well. If anyone is interested in volunteering and accumulating some high school volunteer hours, please contact Bunnies Conveyor.

## **FUNDRAISING (NRA and Team):**

**Team:** All team fundraising that involves ticket sales or 50/50 require a lottery license from the city. The NRA has adapted a new Team Fundraising Policy. Please see the NRA website under NRA information - NRA policies - team fundraising.

### **RONA:**

Corporate sponsor - parents will receive a 5% discount on purchases - and 5% is returned to the NRA (see Terms and Conditions on letter for specific instructions). Letter found on website under Fundraising - Rona

### **LOBLAWS:**

Gift Cards are available throughout the season. 2% of the sale of all Gift Cards goes to the Association and 3% goes to the team that your child is playing for. If you have more than one child, please specify which child you would like the 3% to go to. Kathy Noxon will be looking after this and contacting everyone with details.

## **NRA OFFICIAL JERSEYS/PANTS:**

**JERSEYS:** Name bars and any sponsor patches must be hand-sewn. Machine stitching is too hard on the fabric as we need these jerseys to last for many seasons.

- We strongly recommend the use of individual or team garment bags for transporting jerseys to minimize unnecessary wear and tear. Please do not simply throw them into equipment bags with skates etc.
- **GAME JERSEYS MUST NOT BE USED FOR PRACTISES.**
- Name bars should be sewn above the number on the back of the jersey.
- Sponsor bars should be sewn below the number on the back of the jersey.
- Captain/Assistant Captain letters should be sewn on the top left shoulder.

### **PANTS:**

- The use of Official Nepean Ringette Association Pants is optional. Players may continue to use any rulebook-legal pants if they choose.
- These pants will be available from Houle Sports, 2026 Lanthier Road, Orleans, 613-830-6663 at a cost of \$110. Limited sizes available.
- They will be available in both "belt" and "suspender" styles.

### **NRA OFF-ICE CLOTHING:**

For more information about off-ice clothing, please refer to the NRA website:

<http://www.nepeanringette.ca/clothing/default.asp>

Nepean Ringette off-ice outfits may be ordered from Barrhaven Source for Sports (by Sobeys in Barrhaven). The blue jacket is still the mandated jacket as the off-ice uniform but teams are permitted to individually choose a common look for all the players. It can be suggested that the jacket be paired with black or navy pants (e.g. yoga pants or sweat pants) or something of their choice. Teams can continue to wear the matching royal blue pants which will still be available for purchase at Barrhaven Source for Sports. The Executive agreed that the team jacket must still be enforced but that the royal pants can be substituted with the options suggested as long as all girls are coordinated within their own team.

### **TEAM PHOTO DAY:**

Sat Oct. 22/11 -Walter Baker Arena - More details to follow

**Ottawa 67's Ringette Night- Fri. Nov 25<sup>th</sup>** vs Oshawa Generals. It is also Touque Night and the first 4000 to wear their jersey get the new designed 67 touque. Tickets are to be sold for **\$11**. The team keeps \$5.35. You may want to delegate to a parent to look after this team builder. I will need the number of tickets required from your team by Fri. Oct. 21. I will arrange pick up of tickets and your delivery of one team cheque (payable to NRA) the following week.

### **COMMUNICATE, COMMUNICATE, COMMUNICATE**

Understandably, electronic communication is the easiest way to go, but it's important to have a back up system. There can often be a last minute schedule change so you may need to use an old fashioned telephone tree.

**WANTED: TEAM MANAGER COORDINATOR FOR 2012/13 Season: I will not be returning next season. If you are interested in filling position, please let me know.**

Please feel free to contact me: Linda Roberts - Team Manager Coordinator  
[thorn55@rogers.com](mailto:thorn55@rogers.com) 613-692-0105 with any questions.