

Welcome to the 2009-2010 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.

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). Make copies or send copies to all families (don't forget to find out about family situations where there may be two separate addresses/phone numbers/email addresses). This will help parents get in touch with each other to share rides or information. If you are able to 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. 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 means 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, as long as that person is 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.
- **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.
 - **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.
 - **Nepean Tournament rep:** 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, the team fundraising table (if you do this), purchasing of the team prize donation (if necessary), and can be contacted if a scheduled volunteer is unable to work their time slot.

COMPLETE THE TEAM REGISTRATION FORM (TRF)

Forward all necessary information to the NRA Registrar as soon as possible.

Patti Hoey at patti.hoey@sympatico.ca

This document lists details of all the players and bench staff for your team. The Nepean Registrar 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 players 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).

The head coach must sign 5 copies of the completed document (after any changes or additions have been made by the registrar) and return all of the copies to the Registrar. Keep a copy for yourself as well for your records.

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 January 2010. 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. Where you have staff that are not properly qualified, ensure that they register for the appropriate course using the links on the page. Nepean Ringette pays for the course, so there is no cost to the person other than the time to complete.

http://www.erra.ncrrl.on.ca/coach_bench_staff_qual.html to check levels of qualification necessary for coaches.

<http://www.erra.ncrrl.on.ca/clinics.html> to get information about qualifications, the process, and clinics available.

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 January, 2010.

If any of your staff requires a check to be completed, since the NRA is a volunteer organisation it is possible to have these done for no charge if you bring a letter with you when you apply. Please note that you may enter more than one name in the body of the letter and then make copies for the people that require them.

NOTE: When your parents go to the police station to submit their records check, tell them to make sure they get an official receipt, in case the records check takes a long time. This will be proof that the documentation was submitted even if it wasn't returned in time to meet the ORA deadline.

All reports will be handled by the team managers, who will collect the completed checks (mailed back to those who have submitted the police record checks) in sealed envelopes and forward them to Kris Scapillati scap@rogers.com. Only one representative of NRA is permitted to look at the records checks. When Kris is finished looking at them, she will return them to the team managers (in sealed envelopes), who will give them back to the applicants.

MAKE A TEAM BUDGET

Meet with your coach and team parents and 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 up a bank account which you can use for team funds. Set a date before the 1st 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 ask me for an example budget if you'd like one.

CHEQUES: (due as soon as possible)

Equipment deposit: \$300 (all teams).

Note: The annual team deposit has been increased to \$300. Up to \$250 of this is refunded 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: \$500, \$675, or \$750 depending on level (see website for more info)

ORA Competitive Fee: \$105 for Petite Comp, all "A" and TAA. \$240 for JAA/BAA. Cheque made out to NRA.

Carleton ice:

AA and Petite Comp1: \$1543.50 due 01 Nov and \$1543.50 due 15 Dec

A (except Open) and Petite Comp2: \$771.75 due 01 Nov and \$771.75 due 15 Dec

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

TOURNAMENTS/CANCELLED or RESCHEDULED GAMES:

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 assess how many tournaments you have the energy and money for. The fees are usually around \$500 - \$700 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.

Please keep John Hoey john.hoey@rogers.com informed about the tournaments your team is attending, in order to prevent the scheduling of games and practises on those dates. A list of tournaments is available on the ORA website:

<http://www.ontario-ringette.com/0910tourney.pdf>

Also, let John know if you have to reschedule a game, or a game has been cancelled.

SHOT CLOCK INFO & TRAINING:

Please contact Fred Black if you need volunteer training on the shot clocks:

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.

SHOT CLOCK/TIMEKEEPER/SCOREKEEPER RESPONSIBILITIES:

The Home team for all NCRRL, LERQ and exhibition games is 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>.

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.

There **MUST** be an adult female in the changing room with players.

SHOULDER PADS:

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

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 Cindy Roy:

phillipps423666@rogers.com

SKATE SHARPENING at OVERTIME SPORTS:

Overtime Sports (beside Metro on Strandherd) offers a deal to NRA teams. If you bring in your team TRF or roster, each player will be given a sheet which qualifies them for a discount on skate sharpening.

FUNDRAISING (NRA and Team):

RONA:

Corporate sponsor - parents will receive a 10% discount on purchases - 6% at time of purchase, and 4% is returned to the NRA (see Terms and Conditions on letter for specific instructions).

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.

SHOP AND SUPPORT:

A new fundraising initiative for the NRA has been introduced.

Parents purchase gift cards (managers to coordinate orders and forward to Lise Hodgson at lhodgson@camrt.ca) and a percentage is given back to team. This fundraising initiative has been introduced to allow teams to raise funds to cover the tournament/provincials costs for the prize tables (\$40 for tournament and \$30 for provincials). More info to follow.

MESSAGE FROM Ellorie Hanson, President, ORA:

The message in this video has been sent to us from Erin Rempel. Erin's message (below) is very important, and I ask that everyone take the time to watch the video, and have bench staff, players and officials watch it too. No sport is concussion free, and we want our players to play safe.

'As a player who is still suffering the results of a concussion from February 2009 while playing ringette, I feel this needs to be viewed by all associations in order to raise awareness about this topic. Yes ringette is *supposed* to be non-contact, but let's be honest, that sure isn't the way it always is. This video is 12 minutes long, but could save a life.' http://www.nata.org/atcresources/concussion_vid.htm

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.

- Houle Sports (see below) is offering a name-bar sewing service for \$2.26 (taxes included) per jersey.
- Houle Sports is also offering to supply name-bars for those who need them at \$5.90 (taxes included) each.
- 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 \$120, including all taxes.
- We expect initial availability starting the second week of October.
- They will be available in both "belt" and "suspender" styles.
- There will be try-on sessions.

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 Sobey's in Barrhaven). Try-on sessions have been arranged for:

- Saturday 03-Oct-2009, 9:00 AM to Noon
- Sunday 04-Oct-2009, 3:00 PM to 5:00 PM
- Tuesday 06-Oct-2009, 6:00 PM to 8:00 PM