



SOUTH CALGARY RINGETTE ASSOCIATION

MANAGER ORIENTATION MEETING

Introduction & Key Contacts

Manager Liaison (managers@southcalgaryringette.com)

- Corrie Banks

Coaching Admin (coachingadmin@southcalgaryringette.com)

- Deanna Grant, Jessiya Rider

Junior Coach Coordinator (kyla.Cuthbertson@gmail.com)

- Kyla Cuthbertson

VP Admin (vpadmin@southcalgaryringette.com)

Amanda Saigeon

<https://southcalgaryringette.com/contact>

THANK YOU FOR TAKING ON THIS VERY IMPORTANT ASSOCIATION ROLE

Key Responsibilities

COMMUNICATION

- Manager is responsible for communication between coaches and parents

SCHEDULING is done through Sportzsoft by the SCRA Ice Scheduler

- Managers must enter all scheduling constraints (blocks, private team events, tournaments) into team portal of Sportzsoft
- Some teams also choose to use TeamSnap for team communication, but please be aware of the duplication of work involved and potential for error
- Teams are responsible for the cost of TeamSnap – SCRA will not cover this fee

GAME REPORTING is done through RAMP

Detailed instruction on Chinook League Website

- AS/U10-1/U10-2 – do not submit game reports
- U10-3 –
- U12 and Up –

Key Volunteer Team Roles

- Manager, Treasurer, Social Coordinator
- Off-ice officials (score keeping, shot clock, time keeper), Tournament Coordinator, Dressing Room Supervision, Fundraising Coordinator ... delegating these roles is the KEY to a great season

Team roles vs Association Roles

- Team roles are required to have a successful season but DO NOT count towards your volunteer commitment to the association
- Association Roles – vital to our growth and sustainability!
 - Volunteer Coordinator is Michelle Dirk – ENSURE your parents have contacted her if they haven't already fulfilled their volunteer commitment

Positive Team Environment

Have a Social Coordinator plan a get together right away to get the team to bond

- Active Start & U10 often have Banner Parties 😊 and learn cheers
 - Cheers are available on our website:
- Older age groups often enjoy dryland, team event (yoga, high ropes, etc)

PICK at team name – advise VP Admin to update on Website

- Managers FOSTER positive relationships between parents and coaches

Conflict Resolution

Discuss with your Head Coach how they would like to address complaints

- Would they like parents to go through the manager or approach them directly?

Follow the LINES OF COMMUNICATION set by Ringette Alberta

Coach or Manager → SCRA Coordinators / Board → Ringette Calgary

- Lines of Communication **MUST** be followed and parents are **NOT** to contact Ringette Alberta or Ringette Calgary directly.

PLEASE APPLY THE 24 HOUR RULE

COACHES & JR. COACHES

RAMP Registration - All Team Staff must register into RAMP

- Head Coaches, Assistant Coaches, On-Ice Volunteers, Affiliate Players and Managers

Coach Certifications New coaches or coaches who have updated their training need to provide their coaching certifications and Police Check to Coach Admin

JR Coaches: have been assigned to teams. Handbook is a good resource for Coach and Manager for incorporating Junior Coaches to the team.

<https://southcalgaryringette.com/jr-coaches/>

PreGame & Practices - Rinks

Please note that Southland has a zero tolerance for teams that show up more than 30 minutes early. We can not be in the facility (or drop our gear) more than 30 minutes prior to game / practice start.

Southland Staff are writing us up, and we risk losing our contract.

We are working to have this changed.



Electronic Game Sheets

AS, U10 Step 1 and U10 Step 2 do not submit game reports

U10 Step 3, Chinook League to communicate

U12 and Above: Head coaches and Managers were emailed information from Chinook league with your log in information.

- Download RAMP GameSheets App
- Have your families that will be scorekeeping create their own accounts, watch the YouTube Video and understand how to complete a GameSheet prior to being a scorekeeper!

<https://cloud.rampinteractive.com/blackgoldleague/files/RAMP%20GameSheet%20App%20Guide%5B5946%5D.pdf>

SportzSoft

Head Coaches and Managers have access to Sportzsoft.
This is used for Ice scheduling.

Enter:

- Tournament Blocks
- Team constraints
- Add/Take practices from the Practice Pool

How to Guides:

<https://southcalgaryringette.com/managers/>

Resources

- South Calgary Website – www.southcalgaryringette.com
 - Player Card templates: please get permission before publishing contact info
 - Budget template – samples for different age groups
 - Important documents and manuals
- Ringette Calgary Website – www.ringettecalgary.ca
 - Shot Clock training clinics
 - Coaching/training development information
 - Tournament Block / Game Reschedule forms
 - Post tournament - “Tournament Attendance form”

Resources

- Chinook League - <https://ringettealberta.com/tournaments/>
 - Game schedules
 - Referee Information
- Ringette Alberta – www.ringettealberta.com
 - Tournament listings
 - Information about policies
 - Information and schedules for Provincials
- Ringette Canada – <https://www.ringette.ca/>
 - Long Term Ringette Development
 - Events - World Ringette Championships
 - Safe Sport -

Tournaments

Tournaments are listed on Ringette Alberta website

<https://ringettealberta.com/tournaments/>

Tournament Block form for Ringette Calgary scheduling

- Post tournament: Complete Tournament Attendance form (on RC website)

SCRA tournaments

- SCRA Ava Esposito Memorial – Oct 7-9 U12A, U14A/B, U16A/B, U19A/B
- SCRA Ring in the Holidays - Dec 8-10 U10Step3, U12B/C, U14A/C, U16A

FINANCIALS

It is recommended that your Team Treasurer gets a separate bank account for team funds and a regular review of team funds by Coach/Manager
Ask VPAdmin for bank support letter - free accounts through ATB/RBC

BUDGET/CASH CALL

- determine your team's budget and ask for the necessary cash call (tournaments, deposits, team events, parties)
- Offset expenses with a FUNDRAISER such as a bottle drive
Note: If doing a team raffle, you require your own AGLC license (not SCRA)
- Budget items may include:
 - EGRT entrance fee – due mid October – info on ringettecalgary.ca
 - Team Social events – banner party, team lunches
 - Tournament Costs
 - Extra ice / dryland / Team Activities - yoga, gym,

FORMS & POLICIES

Medical Forms – available online and all team managers should have each player complete one and put in a binder accessible for coaches in case of emergency

Form available here: https://southcalgaryringette431736716.files.wordpress.com/2019/05/scra_player_med_info_form.pdf

Incident Reports and process

- If an issue is reported that requires medical insurance, there are forms on the Ringette Alberta website that need to be completed.
- CONCUSSIONS – a return to play Dr.'s note should be provided to the Coach/Manager and a copy sent to the VP Children's Ringette (AS, U10, U12) and VP Operations (U14,U16,U19)

- SOCIAL MEDIA release
 - Please obtain written or verbal consent (email works!) from your team before posting any photos or names to any of our social media sites or your own
- SCRA has a FB page, twitter and a website – news you want to share??
 - Send to webmaster@southcalgaryringette.com

Dressing Room Policy

It is preferred that only coaches may enter the dressing room for U12 and up

Coaches will come into the room in last 10-15 minutes so ensure your players are dressed

- Ensure coaches and parents use the rule of two in the dressing rooms
- Alternate dressing rooms are available in all arenas if required
- Managers and dressing room parents must monitor dressing rooms to prevent harassment, bullying
- NO ONE is alone in the dressing room

CELL PHONE policy

- No cell phones are to be used in the dressing room
 - Exceptions can be made if used to play music
- Our policy is available on our website
 - Managers/Coaches use your discretion

WE RECOMMEND **NOT** LEAVING ANY
VALUABLES IN THE DRESSING ROOM

Apparel

New jerseys with a refreshed logo have been distributed to U10 to U19 teams

NEW!!! SCRA would love teams to use the TEAM ORDER to customize their apparel.

Team names **are** permitted to use the SCRA logo on their apparel.

A member's initials or name can be added to SCRA team wear as per the available ordering options.

<https://southcalgaryringette.com/apparel/>

IMPORTANT DATES

SEPTEMBER

- Sept 23 – Session 1 Schedule release U16A, U19A
- Sept 30 – Session 1 Schedule release U12, U14, U16 B/C, U19B

OCTOBER

- Oct 3 – Session 1 Schedule release AS, U10
- Oct 3 &4 – Chinook League Coaches meeting U12, U14,U16,U19
- Oct 10 – Ringette Calgary Coach's meeting AS, U10
- Oct 14 – SCRA Photo Day at Westgate *More information to come*
- Oct 15 – Team staff info submitted by SCRA to Ringette Alberta
ensure your volunteers have registered in RAMP
- Oct 15 – Respect in Sport Certifications due (Coaches and Parents)
- Oct 16 – Session 1 Reschedule Request Deadline
- Oct 17 – SCRA Board Meeting with Team Manager or Delegate

IMPORTANT DATES

NOVEMBER

- Nov 15 – Player Affiliation Deadline to RAB
- Nov 17 – Session 2 Blackout Request Deadline (AKA Tournament Blocks)
- Nov 21 - SCRA Board Meeting FCA @ 6pm Team Manager or Delegates to attend
- Nov 27 – Session 2 Schedule Release U12,U14,U16,U19
- Nov 30 - Police Checks due SCRA (coaches and applicable volunteers)

DECEMBER

- Dec 15 - Coach Certifications Deadline RAB
- Dec 15 – Commitment to Attend Session 3 / Provincials Ringette Calgary
- Dec 17 - SCRA Board Meeting FCA 6pm
- Dec 23 – Jan 4 Winter Break – Chinook League Black out

IMPORTANT DATES

JANUARY

Jan 16 SCR Board Meeting @ 7pm

Jan 19-21 –Esso Golden Ring Tournament (EGRT) *all SCRA teams expected to play in*

FEBRUARY

- Feb 16-19 Alberta Winter Games Blackout (U14A/B, U16 A/B)
- Feb 20 - SCRA Board Meeting FCA 6pm

MARCH

- Board Meeting Dates for team Reps - Mar 19 @ 6 pm (FAC Stew Fairbanks)
- SCRA Shaker - TBA
- Casino dates – Elbow River Casino – TBA (scheduled for 1st Quarter 2021 – Jan/Feb/Mar)
- Friendship Tournament / City Playoffs / Regionals / Provincials - TBA

For Ringette Calgary dates (Sessions 1, 2, 3)

<https://ringettecalgary.ca/league/info/critical-dates/>

For Ringette Alberta dates

<https://ringettealberta.com/critical-dates/>

See SCRA Website for lots of information

- [MANAGERS](#) section of website
 - Manager handbook
 - Documents and forms
 - Team Finances
- [COACHES](#) section of website
 - Practice plans
 - Coach manual
 - Goalie development
 - Police Information Check info
- [PARENTS & PLAYERS](#) section of website
 - Tips for parents (off-ice manuals, rule books, etc)
 - Apparel
 - Volunteering
- [ABOUT SCRA](#) section of website
 - Important Dates
 - Contacts
 - Blog posts

Research **has shown**
that people who
volunteer often
live longer.

-Allen Klein