

2025-26 Season

Coquitlam Moody Ringette Association

Team Manager Guide



Table of Contents

1 Welcome	5
2 Ringette Organization	6
2.1 Overview	6
2.2 Ice Rinks	6
2.3 Divisions	6
2.4 CMRA Executive	7
3 Team Manager & Bench Staff Requirements	8
3.1 Police Information Check	8
3.2 Manager Certification Program	8
3.3 Concussion Awareness Training	8
3.4 Respect in Sport	8
4 Start of Season	9
4.1 Season	9
4.2 Team Formation	9
4.3 Evaluations	9
4.4 TeamSnap	10
4.5 Paperwork	10
4.6 Meeting with the Equipment Manager	10
5 Post-Team Formation	12
5.1 Parent Meeting	12
5.1.1 Game and Practice Drop-Off Policy	12
5.1.2 Dressing Room Policies	12
5.2 Volunteer Deposit	13
5.3 Game Jersey Deposit	13

5.4 Fundraisers	13
5.5 Creating a Team Roster	14
5.6 Handing out Jerseys	14
5.7 Purchasing Name Bars	14
5.8 Ordering Association Ringette Pants	14
5.9 Ordering Team Apparel	14
5.10 Flagging Medical and Other Concerns	15
6 Creating a Team Budget	16
6.1 Snacks	16
6.2 Tournaments	16
6.3 CMRA hosted Tournaments	17
6.4 Parties	17
6.5 Coaching Staff Appreciation	17
6.6 Provincials	17
6.7 End of Season Reconciliation	17
7 Start of Games	18
7.1 Game Schedule	18
7.2 Player Availability	18
7.3 Parent Duties	18
7.4 Creating Game Sheet Stickers	18
7.5 Team Name Sign	18
7.6 Rescheduling Games	19
8 Game Day	20
8.1 Locker Room Security	20
8.2 Put Up Team Name Sign	20

8.3 Pre-Fill Game Reports	20
8.4 Bench Staff	20
8.5 Ensure Minor Officials Available	20
8.6 Call Missing Players	20
8.7 On-Ice Officials	20
8.8 Payment of Refs	20
8.9 Score Reporting	21
9 Training Minor Officials	22
9.1 Score Keeping	22
9.2 Shot Clock Operator	22
9.3 Timekeeping	22
10 Ringette Equipment	23
10.1 Mandatory Ringette Equipment	23
10.2 Buying Ringette-Specific Gear	23
10.3 Ringette Cage	23
10.4 Length of a Ringette Stick	24
10.5 Girdle and Pants Option	24
11 Frequently Asked Questions	25
11.1 Number of Practices	25
11.2 Player Development	25
11.3 Number of Games	25
11.4 Registering for Tournaments	25
11.5 Care of Jerseys	25
11.6 Team Photo Night	25
11.7 Zone Teams	25

1 Welcome

Welcome to an exciting season of ringette! The Team Manager position is critical in ensuring the coaches, players and parents have a terrific year.

The team manager is generally responsible for:

- Collecting paperwork including medical forms and code of conducts
- Handing out jerseys and collecting/returning post-dated cheques
- Drafting and getting approval for a team budget
- Registering for tournaments
- Scheduling team parents for minor official duties
- Pre-filling games sheets
- Checking on player availability
- Getting to know all the kids and parents on the team
- Plus a lot of other things

As the Team Manager, the parents on your team will have many questions about ringette, especially if they are new to the Association. As the Team Manager, you are their go-to resource. In addition, you are the off-ice support for the Head Coach, so establish good communication early. This document is not intended to replace the Ringette Canada Manager Certification course. Instead, it is a guide to the operation of Coquitlam Port Moody Ringette Association as it concerns team managers. And it is just that, a guide as you will know best how to manage your team.

Managers are required to take the Managers Certification Course. Go to Ringette BC's website <https://ringettebc.ca/coaches/manager-certification-program/> to find out more.

2 Ringette Organization

2.1 Overview

The Coquitlam Port Moody Ringette Association (CMRA or sometimes CMRA), <http://coqmoodyringette.com/> is one of several associations in the Lower Mainland Ringette League (LMRL) . Collectively, the leagues in British Columbia then roll-up into Ringette BC.

Lower Mainland Ringette League: <http://lowermainlandringette.ca/> league game schedule, reporting scores, rescheduling games

Ringette BC: <http://www.ringettebc.ca/> policies, sport development, injury forms.

The Lower Mainland Ringette League consists of :

- Burnaby – New Westminster Ringette – <http://www.bnwr.ca/>
- Chilliwack Ringette- <http://www.chilliwackringette.ca/>
- Coquitlam – Port Moody Ringette – <http://coqmoodyringette.com/>
- Delta Ringette – <http://delta.goalline.ca/>
- Fraser Valley Ringette – <http://www.fvringette.com/>
- North West Vancouver Ringette – <http://nwwra.ca/>
- Port Coquitlam – Ridge Meadows Ringette – <http://pcrmra.ca>
- Richmond Ringette – <http://richmondringette.com>
- Surrey – White Rock Ringette – <http://surreywhiterockringette.com>
- Vancouver Ringette – <http://vancouverringette.ca>

2.2 Ice Rinks

Our Association typically has practices and home games at the following rinks:

- Planet Ice Coquitlam - 2300 Rocket Way, Coquitlam, 604-941-9911
- Port Moody Arena - 300 Ioco Rd., Port Moody, 604-469-4556
- Poirier Sport & Leisure Complex - 633 Poirier St., Coquitlam, 604-927-6027

For a complete list of rinks see <https://www.lowermainlandringette.ca/arenas/>

2.3 Divisions

In General the divisions in ringette are determined by the year of birth. The levels are:

Division	Age at Dec. 31 of that season	Division	Age at Dec. 31 of that season
Fundamentals 1	4-6 years	U16	14-15 years
Fundamentals 2	7-8 years	U19	16-18 years
U10	8-9 years	18+ (Open Team)	18+ years
U12	10-11 years	Masters	30+ years
U14	12-13 years		

2.4 CMRA Executive

Our Association runs on volunteer hours. The Annual General Meeting, typically held mid-April to mid-May, includes annual election of the Executives.

Position	Name	Email
President	Steven Robb	president@coqmoodyringette.com
VP Admin	Brian Brooks	vpadmin@coqmoodyringette.com
VP Operations	Scott Stevenson	ice@coqmoodyringette.com
Registrar	Monique Malito	registrar@coqmoodyringette.com
Treasurer	Sarah Perrie	treasurer@coqmoodyringette.com
Secretary	Katie Craig	secretary@coqmoodyringette.com
Equipment Manager	Jen Juane	equipment@coqmoodyringette.com
Director of Coaching	Peter Grimm	coaching@coqmoodyringette.com
Fundraising	Heather Gale	fundraising@coqmoodyringette.com
Player Development	Kathryn Sangha	playerdev@coqmoodyringette.com
Referee In Chief	Karla Rands	ric@coqmoodyringette.com
Promotions	Danielle Desjardin	promotions@coqmoodyringette.com

3 Team Manager & Bench Staff Requirements

3.1 Police Information Check

All bench staff, Team Manager, and any other volunteers who will have player interaction, need a Police Information Check (PIC) or Criminal Record Check (CRC). Information is available on the Association website. Return your completed PIC to the VP Admin by mid-October. These will be good for 3 years with the Association.

To request a free PIC online:

1. Go to link: <https://justice.gov.bc.ca/eCRC/home.htm>
2. Enter Access Code: A8TCRXFC2H
3. Click Request a New Police Information Check
4. Click NEXT after confirming you are associated with CMRA
5. Provide consent.
6. Fill out your personal information.
7. Follow the instructions on the remaining pages.

Alternatively, volunteers can take a volunteer letter to their local City's Police Department and do it manually for free. Contact vpadmin@coqmoodyringette.com for a request letter. Deliver PIC's done this way to the VP Admin.

3.2 Manager Certification Program

Ringette Canada's Manager's Certification Program is available to those wishing to learn more about being a Team Manager. See the Manager's Certification at <http://coachingringette.ca/>

This course is reimbursable, contact the Treasurer.

3.3 Concussion Awareness Training

It is required that Managers and Coaches complete the BCRA approved Concussion Awareness Training tool prior to the first game of each season. The Association Registrars will collect documentation of completion and record the completion in Karelo. Associations will include with their registration package a link to BCRA approved Concussion training. The link is <http://www.cattonline.com>. Use the Players, Parents, Coaches section. More information can be found at <https://www.ringettebc.ca/athletes/kids-concussions/> CMRA is also requesting to have a certificate from one parent of each player, take this online course. They will provide the certificate PDF to the team Manager.

3.4 Respect in Sport

Coaches are asked to complete the Respect in Sport Coach/Activity Leader Program for Ringette BC. The Association Registrars will collect documentation of completion and record the completion in Karelo. <https://ringette-canada.respectgroupinc.com/> More information can be found at <https://www.ringettebc.ca/coaches/respect-sport-activity-leader-program/>

4 Start of Season

4.1 Season

The ringette season is from September to March, typically ending before Spring Break.

September	Pre-season ice before teams officially form. Practice dates/times may vary, and may be as early as the end of August. Evaluations may be started for U12 and up.
End September	Official team formation and regular practice ice time.
October	League games generally scheduled for U10 and up. Tiering games for tiered divisions.
December	League games generally scheduled for Fundamentals 2

4.2 Team Formation

There are a maximum number of 18 players per team. When more than 18 players register in a division, players split into two or more teams. If there is more than one team in a division, the teams typically share the same practice ice, and may even play against each other in a league game.

If there are multiple teams, they do not stay intact from year-to-year. As a Team Manager, you can help establish good rapport between teams, such as working with your counterpart on the other team to host joint events. A large number of players stay in ringette for multiple seasons, encouraging the development of friendships across teams increases the enjoyment for everyone. In addition, ringette divisions U12 to U16, have a 2-year age range so new and old friendships can re-form every year.

If you are a Team Manager and don't know which team you belong to yet, don't worry – start doing your "Manager Stuff" with your counterpart, collect the necessary forms and get jersey deposits, and get to know everyone.

There are also Zone teams that are in the competitive versus community stream. These teams are in U14, U16 and U19, and our zone partner is Port Coquitlam Ridge Meadows Ringette (PCRMRA), we are Zone1. Players must try out and be selected for these teams. For information on evaluations and how teams are selected go to <https://www.ringettebc.ca/coaches/coaching-resources/>

If there are players that are not selected or do not wish to try out for a Zone team, they will play on a Community/Club team. If there are not enough players in a division in our Association, we will form a combined team with PCRMRA for that division. Please be aware that practices may not be in our arenas and depending on which association the coach is from, teams may wear Bear jerseys or may wear PCRMRA jerseys.

4.3 Evaluations

Ringette BC requires that evaluations be done for U12 and up. Players are evaluated on their skating game skills. Information on this can be found at

<https://www.ringettebc.ca/athletes/player-evaluations/> The information from these evaluations will be used to determine the team's ordinal so that they can be placed with like teams during the season. This number is also required when registering for tournaments.

If there are enough players in the division to make 2 or more teams, the players scores will be used when dividing players onto either balanced or tiered teams.

4.4 TeamSnap

CMRA uses TeamSnap for scheduling all practices, games and social activities related to the Association. This system is also able to help managers track payments and forms from players. This system is an important tool for coaches and it should be stressed to families that they must indicate player availability for these activities to aid in planning as well as having parent's names and contact phone numbers in their players profile.

4.5 Paperwork

A hard copy is required for the following forms, these forms are available to be printed, some from TeamSnap and others can be provided and then filled in by hand. The Manager must keep these forms handy for all games.

- ❖ Code of Conducts
 - Player Code of Conduct
 - Spectator Code of Conduct
 - Coaches Code of Conduct **will need to be a hard copy*
- ❖ Medical: The information in the form is useful if there is a medical incident during a practice or game and the parent is not present. In addition, any allergies listed can help plan snacks and food at team events. The medical forms for all players on the team should be reviewed by the Manager, Coach and Trainer/First Aid

4.6 Meeting with the Equipment Manager

Game jerseys are purchased by the Association and are available to players on loan. Players in Fun1-U12 are provided one jersey. Players in U14 and above are provided with two jerseys, one dark (home game), one yellow (away game), which is to be returned at the end of the season. Zone jerseys are provided to CMRA players on those teams (U14, U16 & U19).

Jerseys are only to be worn to games and **not practices**, in order to maintain their condition. Jerseys are to be kept in a garment bag and not stored with skate blades or other gear.

The Equipment Manager will distribute game jerseys at published jersey pick up dates. If you have not heard from the Equipment Manager two weeks before your first scheduled game (or photo day for Fun1 & 2, generally scheduled in October), reach out to the Equipment Manager.

Before meeting with the Equipment Manager, collect one post-dated cheque of \$80 from each Fun1-U12 player to cover one jersey and collect 2 post-dated cheques of \$80 from each U14 player

and above to cover two jerseys. Each cheque shall be payable to: Coquitlam Port Moody Ringette Association and dated April 1, with the end of season year. When the player returns their jerseys at the end of the season in an acceptable condition, the deposit cheques are returned or destroyed; otherwise they are cashed by the Association for the purchase of replacement jerseys. Once collected, these cheques will be held by the VP of Admin. Or Treasurer for the season. Arrange to hand these over.

Record the jersey numbers assigned to each player and advise the Equipment Manager, so you both have a record of who is in possession of jerseys.

In addition, pick up 12-15 game reports from the Equipment Manager. You will need these for the home games that are upcoming in the season. You will also be required to keep a record of Referee Fees that are paid at home games. You will be provided with a PDF of this form as well as a hard copy.

5 Post-Team Formation

Once the team formation happens, each Team Manager should have the necessary completed paperwork and correct number of jerseys (no duplication of numbers) for their team.

5.1 Parent Meeting

If the Head Coach has not suggested a parent meeting at your first or second practice post team formation, you may want to suggest a Parent Meeting. The Parent Meeting could:

- Introduce the coaching staff and Team Manager more formally
- Set expectations for attendance (including parents) at practices and games and the importance of indicating availability on TeamSnap
- Speak to the policy of the Association on equal play and having fun
- Reminder of Code of Conduct for coach, player, spectators (parents) that was submitted
- Discuss team fees and deposits - what the money is used for
- Identify who to contact for game day absences
- Advise parents to bring jerseys to a game and how to care for the jerseys
- Dressing room policies
- Establish the team name (preferably Bear themed)
- Team apparel (if wanted)
- Association Fundraisers and volunteer time

For the parent meeting, please communicate the following Association policies:

5.1.1 Game and Practice Drop-Off Policy

At the U12 and younger age groups, parents not attending games and practices are required to make arrangements with an adult who will be staying, to be responsible for their children. It is not the responsibility of the coaching staff to assist the child when not on the ice, i.e. wait for them to be picked up, dress them, tie skates, assist them to the bathroom, etc. At U14 and higher levels, parents are encouraged to check in with the bench staff if they are not staying for the game or practice at drop-off. It is not the responsibility of the coaching staff to assist the child when not on the ice, i.e. wait for them to be picked up.

5.1.2 Dressing Room Policies

At U10 and below, parents are permitted in the change rooms to help their child dress. If parents enter, there must be at least two adults, of which one must be female, to be present. The bench staff may enter the room 15 minutes prior to and immediately after a game, at this time parents are asked to leave the change room so coaches can organize the team and have a debriefing afterwards.

At U12, no parents are permitted in the change room. At least two adults, of which one must be female, must be present at all times. Managers may make a schedule so that parents take turns doing this duty.

Kids needing help with skates must come out of the change room to be helped by their parents. The bench staff may enter the room 15 minutes prior to and immediately after a game.

At the U14 and higher levels, no parents are permitted in the change room. If an adult presence is required as deemed by the parents and bench staff, at least two adults, of which one must be female, must be present. The bench staff may enter the room 15 minutes prior to and immediately after a game.

Mobile phone usage and photo taking is prohibited in the change room at all levels. Ask that players hand in phones to the Manager or another parent for safe keeping.

Players are asked to come to practice and games in their under armour as this is a game played by all genders and the change rooms are for all players.

5.2 Volunteer Deposit

Each family will have paid a deposit of \$200 at the time of registration. Each family is asked to do 4 hours of volunteer time per season. This can be done at CMRA social events and home tournaments, coaching, managing and regular volunteering on ice. Regular season duties such as scorekeeping at league games, does not qualify. Contact CMRA Exec with any questions. Manager must log any volunteer time done by families and send this info to the Volunteer Coordinator volunteer@coqmoodyringette.com. For 2025-26, we will be using SignUpGenius for digital tracking of volunteer time.

Additional hours will be added to divisions when CMRA hosts a tournament for those divisions (ie. Club Provincials - all CMRA Club Team families (U14-U19) will have to volunteer an additional 3 hours in addition to the 4 hours)

5.3 Game Jersey Deposit

For each game jersey, the family will hand in 1 deposit - \$80 post-dated cheque payable to: Coquitlam Port Moody Ringette Association and dated April 1, with the end of season year. Game jerseys will be handed out once all deposits and fees have been paid for a player. Please make a note of who has what number.

Jerseys are not to be kept with a player's equipment in their bag because Velcro and skates will ruin the jersey. Jerseys should be kept in a garment bag. These are to be collected at the end of the year with name bars removed, and cleaned. Contact the Equipment manager when you have done this. If the equipment manager feels that a jersey is not acceptable to be given out to another player the following season, the jersey deposit will be cashed.

5.4 Fundraisers

The Association will be doing the Vancouver Giants fundraiser on October 17. Our fundraiser coordinator will distribute information for other events as they happen.

5.5 Creating a Team Roster

While there is an official team roster maintained by the Registrar, the Team Manager should ask parents to ensure that their player's information is accurate at all times.

This should include:

- o Jersey number
- o Preferred email address for distributing team information via email
- o Preferred phone number to call on game days
- o Parents name to facilitate parents getting to know one another

The Registrar will send the official roster report to team managers by mid-October. Please ensure the official RBC roster is accurate and includes all players and coaching staff.

5.6 Handing out Jerseys

Record which jersey number has been allocated to which player. You will need to know this when you prepare the game sheets and register for tournaments. Remind parents that jerseys are to be kept in a garment bag and not stored with skate blades or other gear.

5.7 Purchasing Name Bars

A team may decide to have name bars on the jersey. Use basting stitches to attach the name bar below the number on the jersey. The name bars must be removed at the end of the season without damaging the game jersey. Fundamentals 1 & 2 will use first names, U10 and above will use last names or initial plus last name. Name bars are black letters on white 4" bar. Collect payment from parents individually for these as there are some returning players that already have name bars.

We order these bars through Rocket Rods at Planet Ice Coquitlam. rocketrodscoq@telus.net

Zone name bars and jerseys are ordered through Xtreme Threads sales@xtremethreads.ca

5.8 Ordering Association Ringette Pants

Team pants can be purchased from the Association for \$100. Please contact the Equipment Manager to order. They are available in sizes Youth Small, Medium and Large and Adult Small, Medium and Large. Payment can be made to payments@coqmoodyringette.com

5.9 Ordering Team Apparel

The Association has approved a number of items should the team decide on purchasing team apparel. Only approved items may have the Association's logo. Group orders can be done and will

receive a group discount or items may be purchased by individuals. Team managers can arrange for group orders, contact VP Admin for more info.

5.10 Flagging Medical and Other Concerns

Review the medical forms that are collected. If there are any medical concerns, discretely speak to the player's parents to discuss if these should be brought to the attention of the other parents on the team.

Food allergies should be communicated to all players and parents -- this will be especially important if the team decides to provide snacks after each game to the players.

6 Creating a Team Budget

Team fees are set at the beginning of each season by the Executive. This cost is to cover 2 tournaments, coaching staff appreciation gifts for the year end and a small amount goes to the Association for social events and contributions to tournament gift baskets. If the team decides to do an additional tournament or attend one outside of the Lower Mainland, additional fees will need to be collected. Team fees are required by each player whether they choose to play in a tournament or not. As you are holding team funds, you will need to keep the team up-to-date on your expenditures. If the team runs a deficit, additional funds will need to be collected. If the team has a surplus of funds at the end, it will be returned to players accordingly. Keep an accounting spreadsheet and you can keep track of those that have paid in TeamSnap. If you would like a sample spreadsheet, please contact vpadmin@coqmoodyringette.com or treasurer@coqmoodyringette.com

Managers will collect e-transfers for the team fees. Suggested Team Fees: Fun1 & Fun2 - \$150; U10 - \$200; U12 - \$250; U14 - \$300; U16 - \$450; U19 - TBD

*Actual team fees will be determined once teams are formed. These amounts do NOT include the cost of 3 Vancouver Giants tickets that will be collected by the manager.

6.1 Snacks

Teams in the lower age divisions (Fun1 & 2) generally provide snacks to players of both teams after a home game. This can be included in the budget, where a parent volunteers to purchase / bring the snacks and is reimbursed by the team, or purchased by each family, in rotation, and left off the budget. However, it is important to establish a minimally acceptable snack, i.e. a cookie and a lunchbox drink.

6.2 Tournaments

Tournaments vary in price from \$450 to \$1275. Teams typically enter up to 2 tournaments a year but it varies by team. Check our website or the hosting Associations websites for more info as well as Ringette BC.

Approx. Dates

- Vernon Autumn Blast Tournament U12 & up, last weekend of October
- Burnaby Ice Breaker Tournament U14 & up, 2nd weekend of November
- Fraser Valley Spirit of Winter, early December
- Richmond's Westcoast Classic, 2nd weekend of January
- Kelowna Sweetheart, early February
- Poco Timbits Fun1-U10 Jamboree, end of February
- Provincials for U14 & up, beginning of March
- U12 Teddy Bear Tournament, first weekend of Spring Break

Registration for tournaments can happen early in the season, so watch associations websites for information and dates. Reserve blocks of hotel rooms early for out of town tournaments.

You will need to provide an official team roster in some cases, this can be requested from our Association Registrar.

6.3 CMRA hosted Tournaments

Watch for more information from the Tournament Director. The Association asks parents to volunteer at tournaments that the Association hosts as required and stated on the Association's registration form. The roles vary but may involve selling raffle tickets, selling 50-50 tickets, hosting at the venue (sign-in table) etc.

6.4 Parties

You may want to consider joint social events with another team in your division or another division. A Christmas party and Year-End party may be appropriate. Seek help from parents who may want to form a social committee to help with parties. Ideas include bowling, swimming, snow tubing, etc or just renting a room in a community centre. Rooms may be available at a discounted rate from the City of Coquitlam or Port Moody if booked through our Association. Contact the Administrator VP for room bookings.

6.5 Coaching Staff Appreciation

The team may want to include coaching staff appreciation in the budget. Encouraging families to appreciate coaches individually at Christmas, with a team appreciation at the end of the season may be appropriate.

6.6 Provincials

For U14 through U19+, there are Zone and Club Provincials. A commitment to attend is needed by a specified date early in the season along with the required fees. These tournaments occur in the beginning of March typically.

6.7 End of Season Reconciliation

At the end of the season, the Team Manager must provide the team with a statement so that the team's funds are fully accounted. It may also be necessary to refund the team. It may also be necessary to refund the Association any unused portion of reffing fees.

7 Start of Games

CMRA uses TeamSnap to communicate and show the game/practice schedule, track player availability for games and to assign parent duties.

7.1 Game Schedule

The U14 and up regular season starts after the tiering meeting in October.

The U12 regular season starts after the U12 tiering meeting in October - November.

The U10 season starts in October - November and the second part of the season starts after the U10 tiering meeting in December.

The game schedules are published on the LMRL website. Our Ice Allocator will typically send emails when schedules are available.

7.2 Player Availability

The coaches use player availability to determine their lineups. It is important to stress to parents to mark availability in TeamSnap on a timely basis.

If you don't have enough players, there are pick-up rules where players can be picked up from the same or lower level team - contact coaches and managers of those teams. Ringette BC policies are available at: <http://www.ringettebc.ca/the-office/policy-manual-resource-catalogue-player-release/>

7.3 Parent Duties

Each home game will require minor officials to:

- Keep score
- Operate the timeclock
- Operate the shotclock (U12 and above)
- Snack parent (Fun1 & Fun2)

Make assignments once the game schedule has been posted so parents can see when they are scheduled to ensure families are equally assigned to minor official roles. If a parent is unable to do the duty assigned, they will need to find a replacement or switch games with another parent. Bench staff and Managers are opted out from minor official duties.

Note: Tournaments may have their own rules; typically both home and away teams have duties.

7.4 Creating Game Sheet Stickers

Each game sheet requires the completion of the player roster. It will be more time efficient to create label stickers which can be easily affixed to game sheets. Stickers will need to be placed on all 4 copies of the game sheet.

7.5 Team Name Sign

Door magnets can be given out to each team to help identify their dressing room. Please do not bend these and assign someone to be in charge of putting it up and taking it off after practices and games. Return at the end of season to the Equipment Manager.

7.6 Rescheduling Games

You may need to reschedule or cancel games. A typical scenario may be a conflict between a scheduled league game and a tournament game. When this happens, as soon as you are aware of the conflict, follow the procedure at:

<https://www.lowermainlandringette.ca/resources/cancelling-or-rescheduling-games/>

While the procedure calls for reaching out to the coach, consider adding the manager if their information is available. If LMRL does not have the contact info, check the other team's Association website. Most Associations list detailed information about how to contact their bench staff. Often times, it will be the manager that responds.

8 Game Day

The Team Manager can help the game go more smoothly by showing up early to the game.

8.1 Locker Room Security

Bring a key lock with you to games (and perhaps practices). As the rink is typically a busy place during the season, you will want to be able to lock up the dressing room. Please advise players and parents to not leave valuables in the change room. Keys should be given to someone on the bench as well as the manager on game days.

8.2 Put Up Team Name Sign

Arenas generally mark their dressing room doors as visitors or home so make sure you are in the right dressing room. Some arenas are very specific so check if there is a published allocation. Most dressing room doors are metal so a magnet strip on the back of a laminated sign works well. You may want to bring tape just in case. The equipment manager will have some magnet signs.

8.3 Pre-Fill Game Reports

The home team pre-fills the game report in advance and drops it off to the other team in their dressing room at least 30 minutes prior to the game. They will generally bring it back to you before the game starts. When you are the away team, you may get the game report on short notice – this is where those handy labels are a great time saver. It is not necessary to cross off any players who are not playing. Make sure you return this to the home team as they need to scorekeep.

Note: Only players and bench staff named on the report are permitted to be on the player bench.

8.4 Bench Staff

Ringette BC requires that bench staff be certified at the proper level for their division and that one staff member be female. For a list of available courses available visit <http://www.ringettebc.ca/coaches/coaching-course-information-2/> or contact coaching@coqmoodyringette.com These sessions can be reimbursed by the Association after successful completion.

8.5 Ensure Minor Officials Available

Check to make sure the parents you are expecting to be minor officials are still available and know how to perform their duties.

8.6 Call Missing Players

If players expected at the game have not arrived by the designated time, consider calling them. They may have the wrong time in their calendar or are unable to find the arena.

8.7 On-Ice Officials

Teams are not permitted on the ice without on-ice official(s). If the refs are not out for a Home Game, go knock on their door. If there is no one, contact the Ref in Chief (RIC).

8.8 Payment of Refs

The payment of referees for home games is the responsibility of the team manager. The Association provides a cheque at the beginning of the season made out to the team manager. A few days prior to each home game, the Ref in Chief will send the name of the refs and the amount they should be

paid. The refs are to be paid in cash; keep a signed log in exchange for payment as you will need to return any unused ref fees at the end of the season to the Association. If your home game was rescheduled, proactively reach out to the Ref in Chief as it may not be reflected on the LMRL or CMRA schedules yet.

LMRL Referee Fee Schedule – Effective November 2020

Applicable to all Zone and Club games & tournaments hosted by associations within the LMRL.

Referee Level	U10	U12	U14	U16	U19	18+ Open	Masters
Level 1	\$18	\$20	\$25	\$25	\$25	\$30	\$25
Level 2	\$20	\$25	\$25	\$25	\$30	\$35	\$25
Level 3	\$20	\$25	\$30	\$30	\$35	\$40	\$30
Level 4	\$20	\$25	\$35	\$40	\$40	\$45	\$35

Travel Fees for Referees

- Add \$10 if 1 association boundary apart or if the game is in Chilliwack. Note: Zone 3 (BNW, NWV) is considered one boundary
- Add \$15 if 2 association boundaries or more apart.

Refereeing a Game Alone

- If a ref needs to cover the game alone, their fee is doubled.

8.9 Score Reporting

After a home game, distribute a copy of the game sheet to the visiting team. The game reports clearly indicate which copy should go to the visiting team (pink copy). Scores are usually reported by the winning team on the Lower Mainland Ringette's website. This could be a manager function or a coaching function so do discuss with your Head Coach. The login ID and password for the team is normally emailed to the Head Coach. Instructions are at

http://lowermainlandringette.ca/page.php?page_id=25874

There may also be a requirement to mail in a copy of the timesheet. Check the Lower Mainland Ringette website as it varies from season-to-season and division-to-division.

9 Training Minor Officials

As the Team Manager assigns minor official roles, there may be reluctance from parents. The information below can be used to educate parents, especially those new to the sport. For new parents, show up early to a game to review the operations with them. If there is a large number of new parents, schedule a parent meeting during a practice to go over how to do these jobs.

9.1 Score Keeping

See <http://bnwr.ca/files/gamesheetdemo.pdf> for details on how to complete a game report. The main rule to follow is to ignore the player roster when scoring.

9.2 Shot Clock Operator

U12 and above divisions use a 30-second shot clock in their games.

- Planet Ice Arena, the shot clock is attached to the main clock. The remote for the shot clock is kept at the Administration desk. To obtain the remote, a set of car keys or driver's licence must be left at the desk.

The shot clock shall be reset to 30 seconds when:

1. There is a change of control
2. Shot on net occurs; ring either touches any part of the goalie or acting goal keeper (stick, pads, gloves, etc.); ring hits any part of the front post
3. A delayed penalty is assigned
4. Ref yells "reset" and circles finger in air

Time outs are given 30 seconds and most of the time the shot clock will run to keep time.

Definitions:

Shot on Goal - A Shot on Goal is taken when the team in possession of the ring legally propels the ring towards the other team's goal and:

- a. The ring enters the net.
- b. The ring contacts a goal post or the cross bar.
- c. The ring contacts the goalkeeper or acting goalkeeper within the goal crease.
- d. The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

Control - Control of the ring is gained when:

- a. A player places the stick into the ring, propels the ring with the stick, or bats or kicks the ring.
- b. A goalkeeper, within the goal crease, prevents the ring from entering the net.
- c. The ring comes to rest inside or contacting the goal crease.

9.3 Timekeeping

Games consist of two 18-minute stop-time periods from U10 to U14. U16 and up play 20 minute stop-time periods.

10 Ringette Equipment

10.1 Mandatory Ringette Equipment

The general list:

- Helmet with a ringette facemask/cage
- Neck protector
- Girdle and ringette pants OR hockey shorts*, black hockey socks, jock/jill
- Shinpads*
- Skates
- Shoulder pads*
- Elbow pads*
- Protective gloves*
- Ringette stick

*In Fun1 & 2, to save money, parents may want to consider a protective kit, which is a bundle that includes: shin guards, shoulder pads, elbow pads, gloves, pants and a carry bag. Protective kits are available from stores such as Canadian Tire.

For equipment such as skates and helmet with a ringette facemask/cage, consider a full service shop. These items are tricky to fit especially if you are new to the sport. Common complaints from players just starting out are their feet hurt and their helmet is too tight.

For a more detailed list go to http://coqmoodyringette.com/files/new_player_equipment

10.2 Buying Ringette-Specific Gear

The only equipment specific to ringette are:

- Ringette facemask/cage
- Ringette sticks
- Ringette goalie helmet
- Ringette girdle and pants

Some places that carry ringette gear:

- Rocket Rods at Planet Ice, Coquitlam
- The Hockey Shop in Surrey
- Cyclone Taylor in Coquitlam and Richmond
- Ice Level Source for Sports in Richmond

It's also possible to purchase equipment online at the Ringette Store <http://www.ringetestore.com/> or Streamline Ringette <http://www.streamlineringette.com/>.

10.3 Ringette Cage

A ringette cage is designed so that a ringette stick will not be able to fit through the triangle openings. The larger, square openings of a hockey cage will not stop a ringette stick from entering.

10.4 Length of a Ringette Stick

The maximum length of a ringette stick is the height of the underarm when the player is on skates. Officials may check the length of a player's stick prior to a game.

10.5 Girdle and Pants Option

Generally starting at U10, when female players outgrow their hockey shorts, parents may opt for the girdle and ringette pants option. The girdle is a one piece slip-on that provides hip, tailbone and genital protection.

11 Frequently Asked Questions

11.1 Number of Practices

There is generally one practice a week, but at times, there may be additional ice for player development. The Ice Scheduler will send out updates on practice times.

11.2 Player Development

Divisions U10 and up will receive player and goalie development (power skating, goalie training) throughout the season. These sessions are typically paid for by the Association.

11.3 Number of Games

There is generally one game a week though due to the schedule, a team may have two.

11.4 Registering for Tournaments

Registration forms are available from the website of the association hosting the tournament. Don't wait too long to check as tournaments do fill up; in fact, register as soon as possible.

You will need an official roster which is available from the Registrar in addition to a completed registration form and cheque. It's best to coordinate the team roster with the Registrar as soon as team formation is finalized.

For whatever reason, most of the ringette tournaments schedule games for a school day, for example, Friday of a weekend tournament. It is important to point these out to parents early so that concerns can be discussed before registering for the tournaments.

Don't assume that you are accepted into a tournament just because you register. All tournaments will send out an acceptance after the closing date but before the game schedules are finalized.

11.5 Care of Jerseys

Game jerseys are for games only. Communicate to parents that jerseys should be kept in a garment bag and washed in cold water hung up to dry. At the end of the season, please return cleaned jerseys to the Equipment Manager.

11.6 Team Photo Night

A photo night will be booked prior to December. Teams will be given a time slot to have their pictures taken. The Manager will have a master roster sheet to fill out and each player will be required to hand in a photo order form - even if they are not ordering a photo package. The association pays for each player to receive a photo montage of them and their team.

11.7 Zone Teams

The process for selecting Coaches for Zone teams is done at the end of the season for the following year. Tryouts for players are held at the end of August, beginning of September. Players and parents should discuss whether Zone is appropriate for them. Be aware that Zone teams are required to travel to the Northern and Interior BC Zones for tournaments and must put down a deposit to commit to play on this team.