

City of Ottawa Ringette Association Manager's Handbook

CORA Manager's Handbook

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1. Getting Started

Your Role and Volunteers

A Manager's role is to work closely with the Coach and keep the team organized and running smoothly. Start by discussing the Coach's expectations in terms of communication and decision making. Open lines of communication between a Coach and Manager are crucial. Each year, in the fall, a meeting will be held for Coaches and Managers. It is important that both the Coach and the Manager attend as important information will be shared at this meeting.

The Manager will need to delegate many tasks to other parents on the team. It is a group effort and if everyone contributes the year is much more enjoyable for all. It is important to communicate early on that every family is expected to volunteer to support the team. The following is a list of some of the volunteer positions that you may wish to fill:

- Social Convener (1 or 2 people)
responsible for organizing team social events throughout the season (Christmas party, year-end party etc.) and buying end of year gifts for bench staff and players, as decided with the team
- Treasurer (1 person)
responsible for finalizing the team budget, opening the team account, collecting player fees, and managing and tracking the team's finances throughout the year
- Trainer (1 or 2 people to ensure adequate coverage)
must be trained in first aid or be a medical professional and for older levels should be a female (note that training course are available if necessary and can be arranged and/or reimbursed by CORA)
- Game Day Coordinator (1 or 2 people)
responsible for game sheets and the coordination of all home game scorekeepers, clock and shot clock; picking up shot clocks as required and setting them up at the rink)
- Out-of-town Tournament Coordinator (1 person)
responsible for out of town accommodations and meal planning while away (pot-luck meals and/or restaurant reservations)
- Ottawa Tournament Coordinator (1 person)
responsible for coordinating the sale of program ads by the team and arranging for volunteers as required throughout the tournament
- Water Bottles (1 Person)
responsible for bringing water bottles with fresh water for all games and tournaments
- Fundraising Coordinator
responsible for coordinating any additional fundraising initiatives undertaken by the team
- Statistician, on occasion (1 Person)
responsible for keeping game statistics if requested by the Coach and reporting them to bench staff

A Manager's Checklist can be found in the appendices.

Team Meeting

As soon as the team has been formed discuss the timing, location and goals for the first team meeting with the Coach.

CORA teams often use the team meeting as an opportunity for the players to bond in addition to sharing key information with parents. If someone is able to volunteer their home for such a meeting where the players can have a separate space this can be ideal. The parents will need to have a quiet place to discuss the plan and expectations for the year.

The following is a list of the topics that are typically addressed at this meeting:

- introduction of the parents/players
- introduction of bench staff (i.e. assistant Coaches, Manager, Trainer) and their roles
- Coach's philosophy
- code of conduct for the players, the parents, the Coach and the officials
- communication
- parent contact information
- attendance
- dressing room
- captains, assistant captains
- tournament plans
- finances (if the team fees are known and communicated in advance cheques can be collected)
- fundraising plans
- volunteer sign up
- family information sheet which includes a photo waiver
- medical information sheet

The Manager should collect and retain signed copies of all family information sheets and medical information sheets for the duration of the season. The trainer should also be provided with a copy of the medical information sheets.

Police Record Check Forms (PRC's)

All bench staff and on-ice helpers over the age of 18 must provide the association with a Police Record Check every three years. It is wise to get the form completed as soon as possible as processing times can be lengthy and if a PRC is not submitted by January 8th the bench staff may be disqualified from continuing in their role on the team.

First, determine if anyone believes the association has a current PRC and validate this information with the Risk and Safety Director. Second, provide the forms or link to any member who requires a PRC. They will need to follow the instructions on the form exactly and take it to a police station for processing. A letter from the CORA President can be presented in order to avoid any fees. Alternatively, for a fee, an online service called Back Check can provide a report within a matter of days.

Once received PRC's should be submitted to CORA (individuals should also keep a copy for their own records).

See Helpful Links for links to the above referenced items.

Team Registration Form (TRF) and NCRRL Team Grid Form

A TRF is an official document that must be signed by the Coach and submitted by the Registrar to the Ontario Ringette Association (ORA) by November 15 of each year.

Typically, the level convenor will provide the Registrar with the final team list so that a draft TRF can be prepared and sent to the Manager for corrections and additions (e.g. ensure addresses and birth dates are correct and provide information relating to bench staff).

Once the TRF is complete and accurate, the Registrar will provide the Manager with the "Official" version. This "Official" version must be signed by the head Coach, and the original copy resubmitted to the Registrar. The Registrar will forward this signed TRF to the ORA. The Registrar will provide a "Summary" version to the Manager to use as required.

The "Summary" version must be provided to all tournaments and it is a good idea to keep several copies on hand in case it needs to be presented for any reason. The difference between the two versions is the lack of personal information on the "Summary" version, which for confidentiality reasons, should not be widely distributed. Therefore the "Official" version (which contains all of the personal information, i.e. addresses, phone numbers, etc. of the players and bench staff) is only provided to the ORA, with the "Summary" version going to a variety of associations to utilize in their tournaments.

The Original version must be in the hands of the ORA by November 15, which means having them completed at the very latest a week before. If a team is entering into a tournament prior to November 15, the TRF has to be in the hands of the ORA prior to the tournament. It is never too early to start this process, as it may take numerous iterations to have everything accurate. Managers should note that a TRF can be changed after November 15, with new players added or deleted. However it is always preferred to get it right the first time, if possible.

The NCRRL Team Grid Form must be completed and submitted each year when requested by the Association. The Registrar may be in a position to provide a draft grid to the Manager in which case the Manager can verify that the information is correct. Otherwise, the Manager will need to gather information regarding their players' previous level of play and indicate in the appropriate box the number of players that played at a given level in the prior year

See sample form in appendices.

Long Term Athlete Development

Ringette Canada has begun implementing certain Long Term Athlete Development changes. Updates will be made year over year so links are included below to the information that is

currently relevant. Certain obligations apply to all teams while others only apply to some. Consult the websites and/or seek further information from your convenor with regard to current requirements.

Compliance Information: <http://www.ontario-ringette.com/SDev/compliance.php?sub=SDev>

Fair Ice Policy : see the Ontario Ringette Operating Manual [http://www.ontario-ringette.com/administration/op_manual/documents/SPORT%20ADMINISTRATION%20FN\(2\).pdf](http://www.ontario-ringette.com/administration/op_manual/documents/SPORT%20ADMINISTRATION%20FN(2).pdf)

Team Activity Log : <http://www.ontario-ringette.com/SDev/Log.php?sub=SDev>

Skills Matrix : <http://www.ontario-ringette.com/SDev/Skills.php?sub=SDev>

Bench Staff Qualifications

It is essential that by January 8 (or the date specified in a given year) all bench staff have obtained the necessary certifications. The Ontario Ringette Association web site should be consulted for up to date information on the certifications required for a given level. A link is included in the Helpful Links section. Questions regarding qualifications can also be put to the Coaching Director.

Ordering Team Apparel

CORA has attempted to standardize team clothing in order to reduce the expense for families. The team can decide what clothing the team may be expected to wear for warm ups, games etc. if so desired. The Manager or a designated volunteer can provide the standard and the order forms. A sizing kit generally circulates amongst Managers in the fall and can be provided to players at a convenient time so the appropriate sizes can be ordered.

Team Contact Card

A team contact card is generally provided to each parent early in the year in order to facilitate communication amongst the team. A template for the card can be found in the appendices. It is a good idea to print a draft and have the information double checked by parents. Once approved print a sufficient number of wallet sized cards for each parent with sufficient space between the cards on each page to allow for the lamination to form a seal before being cut out. Lamination can be done at most business supply stores. Team cards can also be ordered via www.TeamInfoCards.com for a reasonable price. They also provide a template that can be used to collect family information in order to avoid duplication.

2. Tournaments

REGISTER EARLY if the Coach or convenor has not already done so on behalf of your team. Some tournaments are first come, first served while others are invitational and your spot may not be guaranteed even with early registration. For competitive teams, you may need to submit your tournament list for approval at the beginning of the year and, once approved, your spot in that tournament is guaranteed.

As soon as a Manager is appointed they should ensure that the Coach decides what tournaments they'd like to attend and begin the registration process. It may not be possible to complete the team roster or bench staff list if registration is done prior to the team being finalized but complete as much information as possible and, if a cheque is required, you may consider sending a post dated cheque from your personal account. Keep track of all tournaments that the team has registered for and the deadlines to update the roster and bench staff, to send payment if applicable and to send the TRF and note the address to which they should be sent. You should also note the deadline for withdrawal without penalty in case your Coach wishes the team to apply for extra tournaments in case you are not accepted to your first choices.

It is also important to book accommodation as soon as it is possible to do so. Some tournaments require you to use a specified travel agent and you may have to wait until they are ready to take reservations. In some cases a link will be provided to you from the tournament organizers.

A link to the Ontario Ringette Association's list of sanctioned tournaments along with dates can be found in the Helpful Links section.

It is important to let the ice scheduler know what tournaments you may be attending as soon as possible so that games and practices will not be scheduled while your team is unavailable.

3. Communications

Ongoing team communication is the most important role a Manager plays. Regular updates on schedules and locations can be communicated by email, by using an automated calendar or both – depending on the parents' preference.

The team's schedule will be communicated to the Manager on a regular basis and posted on the CORA website.

Outlook Import or Google Calendar can be excellent tools which can be set to automatically update calendars so manual updating is not required. These take only a few minutes to set up and can save everyone a lot of time and trouble. If some parents rely on email communication ask them to consult their email daily to be sure they receive any updates.

The Coach may wish to communicate with parents throughout the year either through email messages or additional team meetings.

As a Manager you should encourage communication if you sense that there are misunderstandings developing. It is preferable that any issues that arise on a team can be dealt with through direct and open communication as early as possible.

Should more serious issues arise that cannot be dealt with by the Manager or Coach, the level convenor and/or President of the association should be notified so they can assist.

Parents should be told at the first meeting that they need to notify both the Manager and the Coach as soon as possible if their player will be unavailable for a game or a practice so that the necessary adjustments can be made and replacement players found, if necessary.

4. At the Arena

Dressing Rooms

Upon arrival for games or practices the Manager will need to secure a dressing room and a key. The Manager should ensure that the players are supervised while getting ready and that no one enters the room until the players have dressed completely. It is recommended that two or more people be present in the dressing room with the players whenever possible.

It is the Manager's responsibility to lock the dressing room while the players are on the ice and to unlock it when they come off the ice.

A sign for the dressing room door can be useful so parents know which dressing room has been assigned.

Game Sheets

Games sheets need to be prepared with labels for home games and provided to the away team for completion. Additional game sheet labels should also be available in order to complete game sheets when your team is away. The Game Day Coordinator can take on this responsibility but it is a good idea for the Manager to have extra labels on hand as well. Bench staff must sign the game sheets. After the game a copy of the game sheet goes to each team. The Game Day coordinator can input the score, which must be done within 24 hours, and deliver the sheet as instructed by the association (currently it is to be delivered to the appropriate file in the cabinet in the Referee Room at Brewer Arena where additional blank game sheets can also be found).

Minor Officials: Scorekeeper/Timekeeper/Shot clock

The Game Day Coordinator will also be responsible to ensure that there is a volunteer time keeper, score keeper and shot clock person (where applicable) for all home games including tournaments where this may also be expected. Instructions are included in the appendices and training can be made available from experienced parents. It is recommended that the volunteers arrive early to ensure they are familiar with the equipment at a given arena.

Post-Game Nutrition

Some teams like to arrange for post-game nutrition. This can be coordinated by the social convenor and be assigned to a different family for each game or it can be assigned to the fundraising coordinator with snacks sold and the proceeds put toward team expenses. Nutritionally, it is recommended that the players eat and drink a combination of carbohydrates and protein within a half hour of coming off the ice.

5. Team Administration

Keeping Track

As a Manager you will want to use some tracking tools to stay organized.

Email lists: create a team email list and a bench staff email list so you can easily send email updates

Tracking table: create a table with each players' name and the various documents/information you are awaiting so you can make note of when an item or reply has been received (e.g. if you are awaiting team fees or a reply as to a player's availability for an extra practice).

Expenses: keep track of any expenses you have incurred on behalf of the team and submit receipts to the treasurer for reimbursement. Note when the reimbursement has been received.

Paperwork: keep your papers well organized. It is very useful to have the following with you (or available in your car) at all times: team contact information, TRF, schedules, key contact numbers, medical information sheets, pen and paper, game sheets and labels, ice contracts for any extra ice purchased.

Fundraising

The CORA tournament is the association's major fundraising undertaking of the year. Each and every CORA player is expected to contribute a minimum amount which fluctuates from year to year. Often teams collect more than the minimum. Fifty percent of all amounts collected are retained by the team and the other fifty percent goes directly to the association to offset other costs for the benefit of players. A prize may also be awarded to the team who raises the most money. The Ottawa Tournament Coordinator will provide all the necessary information and coordinate this fundraising activity.

Other fundraisers should be discussed and decided on as a team. Ottawa 67's tickets may be available at a discount for the annual ringette night with fifty percent of the proceeds being retained by the team.

Finances

A budget will need to be drafted at the outset and will reflect team fees and any fundraising on the revenue side and the tournament fees and miscellaneous other items on the expense side. Competitive teams will generally enter more tournaments and have other expenses that require higher team fees than recreational teams. Tryout fees will be retained by CORA and teams will not be charged for tryout ice.

The team treasurer will be responsible for tracking and managing expenses. A no-fee bank account is available from some financial institutions for groups such as ringette teams.

A sample budget can be found in the appendices.

Ice Scheduling and Extra Ice

Each CORA team is allocated a set amount of ice times at the beginning of the year. These hours are used for tryouts and practices and are covered by registration fees. Many teams will set a budget for extra ice. At the beginning of the year the ice scheduler will need to know your extra ice budget and will attempt to allocate extra practices to your team. At the end of the year your team will need to submit payment for the extra ice time you used. It is important to note the CORA rate for ice which is a blended rate between the City of Ottawa ice and private contracts we enter into to ensure we have as much ice as possible. Half ice practices are billed at 50% of the blended rate.

The Ice Scheduler needs a team's list of tournaments as soon as possible to the NCRRL scheduler can avoid scheduling games that conflict with tournament weekends for the team.

The Ice Scheduler should be given email addresses for two team members (i.e. the Manager and the Coach) so they can send the any schedule information or changes.

Typically, the demand for ice is greater than the supply CORA is given by the City each year. If a Coach wishes to add practices over and above those scheduled by CORA, ice can be reserved through the City of Ottawa. This must be arranged in advance and paid for by credit card. It is important to have a copy of the contract on hand at the practice in case there is any question about your team's right to use the ice.

The City of Ottawa ice allocations department can be contacted by phone at (613) 580-2595, by fax at (613) 580-2683 or by email at sports@ottawa.ca. They will need to know the range of times and the area of the city that would fit your team's requirements.

Powerskating

Powerskating is generally considered mandatory for competitive teams and optional for recreational teams. It is an opportunity for skaters to improve this core skill during an additional hour of ice time such that practices can be dedicated to other important ringette skills.

Managers should collect forms and payment for powerskating for their team and submit a single cheque wherever possible.

Referees and Exhibition Games

For regular season games referees will be arranged and paid for by the association. For exhibition games it is necessary to contact the CORA Referee-in-Chief to request the assignment of referees for a specified time and place. These referees will need to be paid following the game and the rate should be confirmed at the time of booking. It varies depending on the age level of the team.

To arrange exhibition games with another team you will need to either ensure you have full ice available or request that the other team provide the ice. Generally, this is a favour that you should try to return at a later date if possible. The Ice Scheduler can be contacted to see if full ice is available, failing which, you may need to book ice directly with the City. Typically, you would contact the Coach and/or Manager of another team first to canvass their interest in an exhibition game and to get a general idea of when they might be available.

Game Cancellations

The following is the cancellation policy for the National Capital Region Ringette League:

There are only four reasons a Coach or team may reschedule a game. Lack of a Coach, goalie, or skater(s) are NOT valid reasons to cancel or reschedule a game. Games cancelled for any reason other than loss of ice, inclement weather, tournament participation or a league problem such as no refs, will result in an automatic default by the cancelling team. **Special consideration for rescheduling for any reason other than the four listed above will be considered by the NCRRL only if the request is made by the cancelling team's home executive. Further, the cancelling team (and its parent association) will be held responsible for the cost of the game ice and any fees payable to officials not given proper notice of the cancellation.**

CANCELLED AND RESCHEDULED GAMES BECAUSE OF TOURNAMENTS Reminder to all teams that game cancellations due to tournaments must be done prior to Jan. 10th.

If a game needs to be cancelled for the accepted reasons as noted above notification should be sent as soon as possible to the other team and the ice scheduler and the cancelling team will need to make arrangements to reschedule the game.

Call Ups

If a player is not able to participate in a game then a call up from another team may be considered. Specific rules to call ups apply and the NCRRL website, Rules and Regulations section, should be consulted as these rules can change from year to year. The current rules can be found at <http://www.erra.ncrrl.on.ca/rules.html> . The current rules provide that call ups for AA teams at the Tween level and above can be used to bring a team's roster up to eleven skaters but may not exceed the registered number of players. For Petite Provincial teams and A teams, they can call up as many players from a B team to bring their roster up to its normal number.

Generally speaking, calls ups will be from a team of a lower skill level at the same age group or from a lower age group. The exception to this is for Novice C and Novice Rec teams where lateral pick ups are permitted (ie players from teams at the same level can replace missing players). See the following chart for permissible call ups:
http://www.erra.ncrrl.on.ca/ncrrl_player_substitutions.xls

Other than goalies, a given player can be called up to play on a given team three times throughout the season.

Special attention must be paid to the call up rules that apply to tournaments and play offs. For ORA tournaments, refer to the ORA Manual.

For play offs the following rules apply and **MUST BE ADHERED** to or a team may risk forfeiting their game:

ALL call ups and player substitutions, including goalies, for play off games must be approved by the League Age Group Convenor. Convenors are only authorized to approve call ups that follow the league call up rules and comply with the Player Call Up Chart on the NCRRL website. Requests for call ups outside of these parameters must be sent in writing to the Convenor and the Convenor must consult the League Executive for approval. Requests must be made a minimum of 24 hours before the game - last minute requests for exemptions to the call up rules will not be approved.

Photo Day

A photo is included with each player's registration fee. You will be notified of the date in advance. It usually takes place in October or November. You will need to inform the parents of the photo shoot schedule and location, ensure that everyone is wearing the appropriate jersey colour and brings their full equipment including skates.

6. Equipment

Equipment will be provided by the CORA Equipment Manager. Typically a pick up date will be scheduled or, alternatively, you should contact the equipment manager to arrange a mutually convenient time for pick up. You will be given jerseys, rings, cones and goalie equipment depending on your team level and need. The team is responsible for the safekeeping of this equipment and you should make note of the equipment received. At the end of the year, all equipment received must be returned in full and in good condition.

All jerseys need to be washed and have name bars removed before they are returned. Typically, the Manager will inform parents of this in advance and have the jerseys returned at the year end party or at some other date that precedes the equipment-return date.

First Aid Kits are required to be on the bench for use by the trainer during all games. If one is not available from the trainer and/or the prior year then one should be purchased by the team.

7. Helpful Links

CORA Executive:

<http://www.ottawaringette.on.ca/executive.htm>

CORA various forms:

<http://www.ottawaringette.on.ca/Forms.htm>

- Medical Information Form
- Medical Waiver Form
- Bench Staff Code of Conduct
- Police Record Check
- Police Check Letter
- Coaching Assessment

Police Record Check Form:

http://www.ottawapolice.ca/Libraries/Publications/Police_Record_Check_2010_e1.sflb.ashx

Back Check web site for expedited Police Record Checks:

<http://www.backcheck.ca/index.htm>

Eastern Region Ringette Association Important Dates:

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

Ontario Ringette Association Coaching Requirements' Chart:

<http://www.ontario-ringette.com/Coaching/chartterms.php?sub=Coaching>

CORA Team Clothing standard and order forms:

<http://www.ottawaringette.on.ca/resources/TeamClothing.htm>

Ontario Ringette Association List of Sanctioned Tournaments:

<http://www.ontario-ringette.com/20102011Tourny.pdf>

Appendix A

Sample Manager's Checklist

Done	Task	Deadline	Notes
	ITEMS TO BE DONE ASAP		
	Register for selected tournaments	ASAP	
	Book tournament accommodations	ASAP	
	Send tournament registration fees	By deadline	
	Send TRF to tournament organizer	By deadline	
	Update team roster online	By deadline	
	Notify Ice Scheduler of tournaments	ASAP	
	ITEMS TO BE DONE IN SEPT		
	Prepare for Team Meeting	For 1 st meeting	Together with Coach
	Email forms for completion prior to first meeting		
	Draft Team Contact List	For 1 st meeting	To be verified by parents
	Get Family Information Sheets	For 1 st meeting	
	Get Medical Information Sheets and provide copies for trainer	For 1 st meeting	
	Prepare and submit Team Grid	By deadline	
	Have TRF signed and Submitted	By deadline	
	Sign up for LERQ (applicable only to AA teams at Tween, Junior and Belle)	Sept	Obtain account name and password
	Send out of province play	Sept	Ontario Teams competing out of province, including LERQ Montreal games and tournament dates
	Attend Coach's/Manager's Meeting	Sept	
	ONGOING		
	Set up Google or Outlook Calendar and send weekly updates by email		Practices, games, tournaments, off-ice training, goalie clinics
	Team Contact Cards		Laminate and distribute
	Set up bank account, prepare budget and collect player fees		Treasurer
	Prepare Game Sheet labels and get Game Sheets		Game Day Coordinator
	Collect Police Checks once returned and submit	ASAP	
	Send Letter of Intent and Cheque for Provincials (for competitive teams)	By Deadline	
	Secure Referees for any exhibition games		
	Collect power skating forms and cheques		
	Ensure bench staff qualifications	By Deadline	
	Coordinate Game Days		Game Day Coordinator
	Post game results and deliver games sheets		Game Day Coordinator
	Coordinate Social Events		Social Convenor
	Coordinate Tournament Itineraries		Tournament Coordinator
	Ensure water bottles arrive at every game		Water bottle coordinator
	Assign Volunteers for LERQ in Montreal		
	Team Formation on LERQ		Set up team info for each player on LERQ

Appendix B

Family Information Sheet

Player Name:

Date of Birth:

Address:

Home Phone:

Lives with: Mother Father Both

Father's address (if different from player):

Office:

Cell:

Email:

Mother address (if different from player):

Office:

Cell:

Email:

Player lives with:

We consent to the collection and retention of our private information by the (*insert level*)Team and the use of that information for Team purposes.

We consent to our daughter's photo being taken in relation to the (*insert level*)Team and posted on the City of Ottawa Ringette Association website.

We hereby acknowledge that the City of Ottawa Ringette Association and the (*insert level*) Ringette team are not responsible for any injuries sustained by my daughter during the playing of Ringette games or practices. I hereby authorize the team staff, league, or tournament officials to seek medical assistance when required and for medical care to be administered.

Name(s) of parent(s)/guardian(s):

Signature:

Date:

Signature:

Date:

Appendix C

Medical Information Form
(All information will be kept strictly confidential)

Name: _____ Date of Birth: _____

Address: _____ OHIP No.: _____

City: _____ Province: _____ Postal Code: _____

Other Insurance: _____ Dental Insurance: Yes No

Phone # (home): _____

Phone # (work): _____

Names of Parents: _____

Emergency Contact: _____ Phone: _____
Doctor's Name, Address, Telephone Number:

Wear Contact Lenses: Yes No

Allergies (medications, foods, topical substances):

Medical Conditions (Epilepsy, Asthma, Diabetes, etc.):

Prescription Medications (name and dosage):

Previous Injuries and Dates (Concussions, knee sprains, neck injuries etc):

Any Operations? (when and why):

I certify all information above to be complete and correct,

Parent or Guardian Name:

Signature: _____ Date: _____

Appendix D

Team Contact Information

Jersey #	Name Info Sheet Rec'd Cheque Rec'd	Parents	Home	Work	Cell	Email

TEAM GRID FORM

Association City of Ottawa

Age Group & Level you think the team should play in 2009/10: Petite AA

Coach:

Phone:

e-mail:

Player Grid

For each team being entered into the NCRRL please fill out the chart below & indicate # of players that played at each age group & skill level last year. If they did not play last year show them as “new” but if they have experience then you can note it under “additional information” This grid will help in seeding the team so please try to fill it out accurately.

Level last year	Bunny	Novice	Petite	Tween	Jr.	Belle
Bunny		XXXX	XXXX	XXXX	XXXX	XXXX
Rec	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
C	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
B	XXXX	7	2			
A	XXXX	XXXX	3			
AA	XXXX	XXXX	1			

0 new players (to Ringette) + 13total players on Grid = 13 total players on team

Goaltender Experience (number of years) : 1 year playing 75% of the time in goal

No. of weak skaters (skating ability below level) 0

Players are only allowed to play on one team in NCRRL. Contracts apply to tournaments ONLY!!

Name of player (s) playing on contract

1. _____
2. _____

Additional information on this team that would be useful for seeding:

**INSTRUCTIONS FOR GAME SCORE REPORTING
of
CORA HOME GAMES**

The Game Sheet

The reporting of game results is sourced from the game sheet. It is therefore very important that the game sheet is filled out properly.

Those responsible for the game sheet are required to fill in the top section completely (e.g., names of home and away teams, the game number, the date and time of play, the arena, the names of persons doing game sheet and clock). For teams using the shot clock, a separate line needs to be hand-written detailing the name of the shot clock operator.

For proper reporting, please ensure the goalies are clearly marked in the lineups and, if there is more than one goalie, that the starting goalie is marked (usually with a “G”) and the backup goalie for that game is marked as the Alternate Goalie (usually with an “AG”).

After the game, the visiting team is given the pink (last copy) of the game sheet. The CORA team (the home team) is given the yellow copy (for reference) and the white copy is used to do the game score reports.

TEAMS PLAYING IN THE NATIONAL CAPITAL REGION RINGETTE LEAGUE
(NCRRL)
(A and B level teams)

- Game results are required to be submitted to the National Capital Region Ringette League (NCRRL).
- To do this:
 1. Go to the NCRRL website <http://www.erra.ncrrl.on.ca/ncrrlmain.html>
 2. Click on the heading at the very top left corner “Report Game Scores Here”
 3. Click on “Report Game Scores”
 4. Click on “Ottawa”
 5. Fill out the form and click “Submit Form”
(a link to the NCRRL can also be found on the CORA website)

Please note if you are reporting a score or penalties of "0", you must record a double zero "00" in order for it to show up on the report.

This electronic game report should be submitted within two days of the game day.

The white copy of the game sheet then must be placed in the filing cabinet located in the referee room at Brewer Arena. Please file under “Game Sheets – Final”. This should be done within one week of the game day.

TEAMS COMPETING IN THE LIGUE ELITE DE RINGUETTE DU QUEBEC (LERQ)
(Tween AA, Junior AA, and Belle AA)

For teams participating in the Ligue elite de ringuette (LERQ), there are two game reports required – one to the LERQ and one to the NCRRL:

A. LERQ

Follow the steps outlined in the document “CORA AA Teams Playing in the LERQ – Using the LERQ Site” (attached)

B. NCRRL

- Teams are required to report the game results to the NCRRL in order to ensure referee payment.
- To do this:
 - (1) Go to the NCRRL website <http://www.erra.ncrri.on.ca/ncrri/main.html>
 - (2) Click on the heading at the very top left corner “Report Game Scores Here”
 - (3) Click on “Report Game Scores”
 - (4) Click on “Quebec Elite Games for Ref Payment”
 - (5) Fill out the form and click “Submit Form”
(a link to the NCRRL can be found on the CORA website)

Please note if you are reporting a score or penalties of "0", you must record a double zero "00" in order for it to show up on the report

Then the white copy of the game sheet must be mailed (within one week) to:

Michel Savoie
116 d'Igé
Boucherville, Quebec
J4B 6J3

Appendix H

Time keeper Notes

These are some notes to help parents with timekeeper duties. They are intended to supplement what you will find in the document <http://www.odharefs.com/pages/downloads/officeofficialshandbook.pdf>.

Please note that for an experienced person these may be a bit simple.

Initial things:

- You need to get a set of game forms as you'll need one for each home game. The form has three pages
- To save a lot of hand printing on the game forms, you can make up labels with the player number and names. You will need three labels for each game. A separate word document gives a template for this and prints on 2x4 inch label sheets e.g. Avery 5163 or you can buy compatible generic brands.
- The Coach can cross off girls who are away for a given game.
- You need to develop a set of parents who can time keep. This will allow for sufficient coverage throughout the year. Also, during the CORA tournament in December, you will often be responsible for arranging timekeeping for all the games at your level.

Before the game:

- You need to arrive at least 30 minutes early. This gives you a chance to visit the timekeeper station and familiarize yourself with its operation. It's probably worthwhile watching the timekeeper of the previous game to make sure – note that you need to be careful not to interrupt them with questions.
- Make sure you bring two ball point pens and a pad of paper. They need to be ball point because the multi-page form needs pressure to be readable on the bottom page. The pad of paper helps you record scratch information – more about that later.
- Get the game form at the practice prior to the game or at the game itself. Much of the form needs to be filled in prior to the game. Key information is:
 - Heading Information (available from the NCRRL schedule)
 - Game#
 - Division: Novice
 - Tourn/League: NCRRL
 - Home Team Section:
 - Home Team name
 - Jersey Colour:
 - Trim Colour:
 - Players: apply a team label on each of the pages of the form
- Give it to the team Coach who will fill in the bench Staff Information, cross girls off the label who are away.
- Take the game form to the Coach or Manager in the Visiting Team change room so they can fill in their information – you may need to lend them a ballpoint pen. Try to do this 20-30 minutes before game time. Plan to pick it up after 10 minutes.
- Remember that you may still have responsibilities for your daughter being ready and may also want to hear the Coach's chat in front, so try to get the form back well before game time.
- Finally, as the timekeeper you are an impartial official. Although it can be difficult, you should act as impartial as possible.

Timekeeper Setup

- Go to the timekeeper station
- Reset the clock
- Set the clock to 15 minutes and period 1
- Ask the Referees if they want to use "Stop Time" or "Running Time" (i.e. the the clock does not stop for whistles). They may actually change their mind during the game if time is going too slow or too fast – remember we only have a fixed amount of ice time – the Zamboni is end of many games regardless of what the clock says

- Shift changing – younger teams may have a buzzer for shift changes. If so, confer with the two Coaches to get agreement on the shift change period. This is usually every 2 minutes. Both Coaches need to agree (be informed) before the game.

Running the clock

- At the start of the period, the referee blows the whistle, the game starts and so does the clock – the timer may have an off-on toggle. Right to run the clock, Left to stop. This may not always be the case.
- If using “Running Time”, then the clock is not stopped even if the referee stops the play. Time just keeps running on. The possible exceptions to stop it are shift changes, goals, and penalty calls. You need to ask the referee what they want you to do.
- If using “Stop Time”, then stop the clock whenever the referee blows the whistle to stop the play and restart when they blow the whistle for play to re-commence. If applicable, stop the clock for “Shift Changes”.
- Note that the referee may change the way time is handled during the game e.g. starts with “stop time”, but if the game is not going to complete within the ice time may elect to change it to “running time”.

Signalling Shift Changes

For the first half of the season, Novice Rec shift changes are not done “on the fly”. The timekeeper actually stops play on a fixed period and teams change.

- Check with the referee whether you should stop the clock for shift changes. We usually do.
- At the start of the period, write the time for the first shift change. If the agreed period is 2 minutes, write down “13:00” – remember the clock counts down from “15:00”.
- Shift changes are signalled by pressing the buzzer for a good second. This was done with a small recessed button below the start/stop toggle.
- If there is a play stoppage a few seconds before a shift change where the clock hasn’t been stopped, then it’s usually best to signal a shift change to stop the clock.
- Write down the next Shift Change on the pad.
- Restart when they blow the whistle for play to re-commence.
- Note: although it is tempting to try not to interfere with exciting play by allowing the game to keep going for a few seconds after the shift change time, this is not a good idea as it may be perceived as being unfair.

Recording Goals

- Write down the time of the goal on the scratch pad – the goal could get waved off
- The referee (or linesman) will come over and tell you the number of the scorer and the number of the assists. The goal scorer’s number is communicated first.
- Enter the goal on the form. Note the goals are filled in from the top of the goal area – they are not entered adjacent to the name of the player who scored the goal.
- Do not put the goal up on the arena clock – in Novice Rec the goals are not displayed since we just want the kids to have fun. It’s not a bout winning or losing!

Recording Penalties

- Write down the time of a penalty on the scratch pad
- The referee (or linesman) will come over and tell you the team, number of the offender and the type of infraction. The game report provides the key to translate from infraction to penalty code and number of minutes.
- Enter it on the form

Handling Penalties

- In Novice Rec penalties generally are handled by the offending player returning to the team bench and another player coming onto the ice. If this is the case, it is not necessary to have someone operate the penalty doors.
- When penalties require a player going to the penalty box:
 - If using “Stop Time”, the penalty minutes are served appropriately.
 - If using “Running Time”, a 2 minute penalty is 3 minutes of running time while a 5 minute penalty is 7 minutes of running time. The timer starts from when play recommences.
 - When the penalty expires update the form

Handling End of Period

- When the clock hits 0:00, the buzzer is automatically turned on. It is stopped by pressing the stop time toggle
- If end of Period 1
 - set the time to 15:00 and to Period 2.
 - Mark down the first shift change time by taking into account time used in Period 1. For example, if the last shift started at 1:00 in period 1, then the next shift time would be 14:00 in Period 2.
 - Sum up the goals in Game Summary for the first period.
- If end of Period 2 (or when the Zamboni rings)
 - Sum up the goals in Game Summary for the 2nd period.
 - Wait for referee and linesman to come over and sign off on game report. They will also do the final score tally.
 - Make sure their names and numbers are legible – you'll need to enter them as part of the online filing
 - Take the form with you
 - Drop off the visitor's copy (pink) of the game report at their dressing room.
 - Keep the home team copy (yellow) and the official copy (white) for later.

Filing the Game Report:

- this must be done within 48 hours, but probably best done as soon as possible
- locate the game report form
 - start at CORA's website - <http://www.ottawaringette.on.ca/index.htm>
 - then select "scheduled results" and then select "Game Reports" on the drop down list → this will open a new window at <http://www.erra.ncrrl.on.ca/gamereportlist.html>,
 - choose "Report Game Scores", which opens another window
 - choose "Ottawa" as our community
 - this opens the form to fill in
- Fill in the game report form – this is straight forward
 - NOTE do not hit enter while on this form – you can use the tab key to navigate.
 - Game # and official team names – these are available on National Capital Region Ringette League website under schedules.
- Submit the form when finished. It will provide a text copy of what has been submitted. If possible, it is wise to keep a copy of this information. More than once the NCRRL system has lost data and this copy is the proof the data was entered.
- Bring the Home Team and Game Report to the next practice to give to the Team's Timekeeper.
- The Game Report needs to be filed at Brewer. The drop off is a file cabinet in the Referees room. Top drawer, file called "Final Game sheets"

Game Cancel/Re-Schedule:

- Sometimes the game will be cancelled and/or re-scheduled. Go to http://www.erra.ncrrl.on.ca/game_reschedott.html.
- Just fill in the form.

Appendix J

Sample Budget

CORA Competitive Team Sample Budget

3-Oct-12

	Budget	To Date	Difference
Revenue			
Tryout Fees	\$ 440.00	\$ -	\$440.00
Parent Fees	\$ 6,500.00	\$ -	\$6,500.00
Other Fundraiser	\$ -	\$ -	
Ottawa Tournament	\$ 485.00	\$ -	\$485.00
Other Fundraiser	\$ -	\$ -	\$0.00
67's Ticket sales	\$ 80.00	\$ -	\$80.00
	\$ -	\$ -	\$0.00
Total	\$ 7,505.00	\$ -	
Expenses			
Oshawa Tournament	\$ 650.00	\$ -	\$650.00
Nepean Tournament	\$ 675.00	\$ -	\$675.00 *mid Nov
Gloucester Tournament	\$ 675.00	\$ -	\$675.00 *Feb
Ottawa Tournament	\$ 650.00	\$ -	\$650.00 *Dec
Cambridge Tournament	\$ 700.00	\$ -	\$700.00 Nov
Provincials	\$ 1,150.00	\$ -	\$1,150.00
Water bottles	\$ 43.92	\$ -	\$43.92
Name bars	\$ -	\$ -	\$0.00 *Paid by parents
Pants/clothing	\$ -	\$ -	\$0.00 *Paid by parents
Cones and Rings	\$ -	\$ -	\$0.00
Referees for exhibition games	\$ -	\$ -	\$0.00
Extra ice time	\$ 2,081.76	\$ -	\$2,081.76
Social events & gifts	\$ 485.00	\$ -	\$485.00 This can include team pa
Goalie support	\$ -	\$ -	\$0.00
Medical supplies	\$ -	\$ -	\$0.00 *budget for a first aid kit
Team telephone cards	\$ 10.00	\$ -	\$10.00
Helmet repair kit	\$ -	\$ -	\$0.00
Off ice training room rental	\$ 197.17	\$ -	\$197.17
Bank fees	\$ -	\$ -	\$0.00
Third Party Honarariums	\$ 50.00	\$ -	\$50.00
Total	\$ 7,367.85	\$ -	
Net		\$ -	

