

GUIDE

to being a

TEAM MANAGER

**General Responsibilities of the Team Manager**

* Liaison between the coaching staff and parents.
* Ensure ice schedules and team activities are communicated to the team.
* Assist in filling team volunteer positions.
* Oversee parent volunteers in their tasks.
* Encourage a positive environment and good sportsmanship.
* Be fair and impartial with any concerns and difficult situations.
* Be a positive role model and encourage respect toward other parents, teams and players

**More Specific Responsibilities**

* Manage Teamsnap for your team including entering practice ice and game schedules.
* Ensure RAMP game sheets is used for game sheet entry (some age divisions exempt) ~~and upload scores to the~~ [~~Ringette Calgary league site~~](http://www.sportzsoft.com/Team/teamWeb.dll/Login?OrgId=1380) ~~as required~~ (some age divisions exempt)
* Assist the Head Coach in ensuring all team staff have the proper requirements (police checks and certifications) to be on the ice and bench by the appropriate deadlines.

Coaching Requirements can be found on the Bow View website under [Coaches- Team Staff Requirements](https://www.bowviewringette.com/team-staff-requirements)

* Oversee, with the tournament coordinator, tournament applications and acceptance, help book hotels and communicate tournament information to coaches and parents.
* Oversee, with the Social Coordinator, Team Social Functions.
* Oversee, with the Treasurer, proper accounting of team funds, budget, and the Bow View Ringette Cash Calendar fundraiser (find a Cash Calendar Coordinator). Treasurer typically needs a bank letter (see website).
* Oversee team fundraising headed by the fundraising committee, if necessary, as agreed upon by the team.
* Oversee proper application to AGLC (Alberta Gaming and Liquor Commission), for any fundraising that falls under the AGLC. Ensure proper reporting after an event is completed that falls under the AGLC. DO NOT USE THE BOW VIEW AGLC LICENSE. **You must get your own team AGLC License**. Do not use the Bow View mailing address for any team applications.
* Collect completed [medical forms](https://static1.squarespace.com/static/60c17a543bc7e208c4c8b070/t/60cc167532da3f557a312c27/1623987829843/2.1+emergency+medical+information+rev+0.pdf) for all players. Please bring these to all ice times or have them in the coach’s bag for all ice times. The forms are available on our website under Information- Policies-Forms. Destroy at end of season.
* Collect completed [Code of Conduct forms](https://www.bowviewringette.com/policies) for all players and parents and keep on file for the season. Destroy at end of season.

**Managers Certification**

There is a manager course available. [Manager course for certification](http://www.coachingringette.ca/c/index.php?page=327). Bow View does not reimburse for the Managers Course but you can request your team build it in to their budget. It is mandatory to have this course if a Manager is listed on a roster with Ringette Alberta. We are currently required to register Managers on rosters through RAMP so you will be required to complete the Managers Course. It is valid for your entire lifetime! 😊

## Parent Meetings and Team Meetings

Once teams are formed, the Head Coach should call a parent meeting, including the manager to discuss the coach’s philosophy of ringette, team goals and expectations, and how the team would like to proceed regarding tournaments, fundraising etc.

Meeting general setup:

* Words from the Head Coach
* Bow View Code of Conduct Policy for Team Staff, Parents & Players
* Team Staff introductions including Assistant Coaches and Manager (if roles are in place)
* Parent and player introduction
* Hand out medical forms for all players
* Discuss team volunteer roles and assign accordingly (if applicable to your team).
  + Treasurer
  + Tournament Coordinator
  + Fundraising Coordinator
  + Cash Calendar Coordinator **(the only role eligible for volunteer bond)**
  + Social Coordinator
  + Apparel Coordinator
  + Minor Officials Coordinator (time clock, scorekeeper, penalty box & shot clock)
* Discuss & agree on an initial cash call for team start up.
* Discuss team budget and cash calls or fundraising options. Refer to the [Bow View Finance Policy 4.0](https://www.bowviewringette.com/policies) regarding 75% vote in favour of budget. [Sample budget on the Managers Page](https://www.bowviewringette.com/managers) of our website.
* Discuss possible tournament commitment and applications for the season. Agree as a team how to move forward with this.
* For AS, U10 Step 1 & Step 2- discuss male parents in the dressing room. If you have 100% agreement on your team then male parents can be permitted in the dressing room. If you do not have 100% agreement then only female adults are permitted in the dressing room.

## Team Communications

The Manager is the key liaison between the coaching staff and the team parents. Generally, email is the most effective method of communication. At the beginning of the season, the manager should collect all pertinent family information. Bow View provides TeamSnap to teams- this application tracks player availability, ice times and allows for most team communication. Managers do have to manually enter practice and game schedules. The TeamSnap fee have been included in player registration fees.

## [Team Photos](https://www.bowviewringette.com/team-photos)

Team Photo details will be communicated to managers as soon as they are available. Team photos are usually the beginning of October and the date is typically on our website as soon as it is booked. The coach or team manager will need to book a time slot for the team when the details are released.

## Team Apparel

Bow View now has standard association apparel available to order. Please refer to the [Bow View Apparel Policy 12.0](https://www.bowviewringette.com/policies) on our website for the policy regarding apparel with your team name. Details for ordering apparel are on the website. Parents can order their own apparel or team orders can be placed.

## Ringette Pants

Bow View Ringette requires all players U10 (excluding Step 1) to U19 to wear the custom Bow View Mosspro Ringette pants. The pants are available from [Play it Again Sports – Westhills or Shawnessy](https://www.playitagainsports.com/locations/calgary-ab-shawnessy) or the Ringette Store in Calgary [www.ringettestore.com](http://www.ringettestore.com/).

## Team Bank Accounts

All teams must open a team bank account (funds are not permitted to run through the personal accounts of parents). The bank will likely require a letter to open a community bank account, please [request a letter using this google form](https://forms.gle/epGBLLWc2z2YvZDV8). The following information will be needed to fill out the form

* + Team Code (ie. U10S3-1) and APPROVED team name
  + Name of bank, street address and postal code of bank
  + First and Last name of treasurer (and email) and first and last name of second signed (optional). We recommend 2 signing authorities.

### [**Volunteer Bond**](https://www.bowviewringette.com/volunter-jersey-bonds)

Each family is responsible for completing **EIGHT (8)** hours of volunteer work at the association level. Team level volunteering, except for Head Coach, Assistant Coach, Manager and Jr. Coaches and Cash Calendar Coordinator, does not count toward association volunteer bond hours. Details are available on our website. Every team is required to put forward volunteers for Esso Golden Ring as part of their participation in the tournament. These team hours do not count toward volunteer bond hours.

The best time to earn volunteer bond hours is the beginning of the season. Other opportunities to earn volunteer bond hours through the season will be emailed to the membership.

## Respect in Sport- Parent Module

### One parent per family must complete the [Respect in Sport parent module](http://ringettecalgary.ca/information/ris/ris-parent). The deadline is October 31. Bow View Admin will advise Managers of families who have not completed RIS. Players will not be permitted to play games after October 31 if the parent has not completed this module. RIS Parent module is valid for 3 seasons from the season of completion. RIS modules from other sports may be imported to Ringette Calgary RIS, however the validity period begins at the ringette season it was completed- not the date of import to RC.

## Tournaments

Tournaments are not mandatory for teams to attend, but they are a great way for your team to play against other zones and have team bonding experiences. It is encouraged to determine very early in the season how many in-town/out of town tournaments the team would like to do. Apply for them as soon as registration opens. Apply for more than you want to get in to as tournaments acceptance can be difficult in some age divisions. The Ringette Alberta website links [sanctioned tournaments in Alberta](http://ringettealberta.com/tournaments/)- check back often as new tournaments are added regularly.

Instructions for blocking tournaments will be communicated to team managers as soon as it is available. Failure to comply with these instructions can result in less practice ice for your team, and possible fines for missed ice times. Information can be found on the Ringette Calgary website in the Coaches Manual (usually goes live at the end of September). The Bow View Ice Scheduler will send out specific instructions for how Bow View teams block for tournaments.

### [Bow View Tournament – The Jingle Ring](https://www.bowviewringette.com/jinglering)

Bow View Ringette runs a tournament called The Jingle Ring. Details about the tournament and dates will be on our website. Please encourage your team to apply if your division is eligible. It’s a great way to support your association and be in a tournament close to home. To facilitate the ability to play a variety of teams The Jingle Ring reserves the right to accept only one Bow View team in each division.

### [Esso Golden Ring Tournament (Calgary) January](https://essogoldenring.ca/)

This is Ringette Calgary’s tournament (and the largest Ringette tournament in the WORLD!). Typically, all Bow View teams participate. Details will be posted the beginning of October on the [Esso Golden Ring website](https://essogoldenring.ca/). The deadline for applications comes quickly- usually before the end of October. All participating Calgary teams need to provide volunteers over the course of the weekend as part of their participation in the tournament (these hours are NOT eligible for parent Bow View Volunteer Bond hours).

### [Provincial Championships (U14 and Up)](https://ringettealberta.com/2023-provincial-playdowns-championship-dates-locations/)

All teams U14 and up are eligible to compete to qualify for *Provincial Championships.*  Session 3 of the league schedule has replaced what used to be called Provincial Playdowns. Teams must complete the Commitment to Attend form on the Ringette Alberta website before the deadline (typically mid-December) to express their interest in competing to qualify for Provincials. Details (when available) will be posted on the Ringette Alberta website under the Competitions tab. Chinook Ringette League charges teams a fee for Session 3. We recommend you look up the dates of Provincials and put them in your TeamSnap calendar so your parents can plan around the dates as soon as they are available. Teams that progress to Provincials from Session 3 will be required to pay the Provincials fee as well as order and pay for items such as merchandise and banquet tickets with very short notice following the completion of Session 3. U16A and U19A teams that win Provincials will advance and pay to attend Western Canada Ringette Championships- you may want to note these dates in your TeamSnap calendar as well.

### **Regional Championships (U12)**

U12 teams are eligible to play in the Regional Championships at the end of season. There is a fee to participate in Regionals, it is no different than participating in a tournament. Information regarding Regionals will be communicated from Chinook Ringette League as the season progresses.

## Game Sheets

**AS/U10**

* refer to the Ringette Calgary website for game reporting and minor official duties.

**U12/U14/U16/U19**

* Chinook Ringette League is now using RAMP Game Sheets- more information will be communicated as this is rolled out. Refer to the Chinook Ringette League website for game reporting instructions.

**All Teams**

* As far as I know- starting in 2023/2024 – you will not need to do the following.

~~Create labels with the team Roster to make it easier and quick to complete game sheets.~~

~~Stickers will have player name, jersey number, and list coaches and assistant coaches. List the players in numerical jersey order for ease. Put one label on EACH page of the game sheet (these labels will not line up with any of the lines on the game sheet - they do not need to line up with the lines on the game sheet). Avery 8163 labels work well! There is a~~ [~~game sheet label template~~](https://www.bowviewringette.com/managers) ~~on our website.~~

* ~~Home team is responsible for supplying the game sheet.~~
* In RAMP Game Sheets- note any players/coaches who will not be in attendance for the game.
* Mark the Goalie (G), Captain (C), and Alternate Captain (AC). Not required for Active Start/U10S1/U10S2. Rotating C & ACs is encouraged at lower age divisions to develop leadership in multiple players.
* ~~Game sheets from Ringette Calgary come in triplicate. Winning team gets the yellow copy, losing team gets the pink copy, and the white copy is for the league division coordinator if ever requested (which it generally is not). This is shown on the bottom of the sheet. Some tournaments or out of zone games will use a different game sheet – read the sheet for instructions on who gets which copy. (AS & U10 game sheets may differ)~~
* ~~Winner of the game submits the score via~~ [~~Ringette Calgary TeamWeb~~](http://www.sportzsoft.com/Team/teamWeb.dll/Login?OrgId=1380) ~~as well as a scanned copy of the game sheet (instructions will be forwarded by Ringette Calgary-do not use symbols in the name of your file- it will not upload properly). Uploads can be a photo of the game sheet- they do not have to be a PDF.~~ In the case of a tie- Home Team submits the game report. (AS/U10 please refer to Ringette Calgary website for game reporting)
* ~~The team copy of the game sheet can be kept by you or the coach. Ask your coach which they prefer.~~

## Attendance

Encourage your team members/parents to update their availability for practices and games at least 24 hours in advance to allow coaches to plan accordingly. Practice plans are typically made in advance based on the number of players attending. Your Head Coach may need to call affiliates for games and affiliates require advance notice. You can lock changes to availability in TeamSnap 12-24 hours before the event. If the lock is used- only Manager and Head Coach have access to updating attendance. Players who need to change their attendance within the locked window would need to let the Manager or Head Coach know they are not attending. It is recommended the Manager of Head Coach update TeamSnap after each ice time or event so there is always an accurate record of attendance.

## Practice Schedules

**NEW THIS SEASON!** Practice schedules for most teams are currently linked to the Bow View website. Once Ringette Calgary points their team links to the RAMP Game site these will no longer show practice ice. ***You will need to login to*** [***Sportzsoft***](https://www.sportzsoft.com/Team/teamWeb.dll/Login?OrgId=1380) ***to view your practice ice schedule***. Details in the manager tab.

## League Games

League game schedules and practice schedules will be automatically loaded to your Sportzsoft Team (not TeamSnap!). You will need to manually enter your games and practices in TeamSnap. The Ice Scheduler will send an email each time a batch of practice ice is posted.

Minor officials- time keeper, score keeper, penalty box and shot clock operator (U12 and up) must be provided for all league games and often tournaments as well.

For League games (unless they change it!):

* Home team provides Time Keeper and Score Keeper (U12 & up) & one Penalty Box.
* Away Team provides Shot Clock and one Penalty Box.

The Head Coach’s family may be exempt from minor official duties (some teams exempt Assistant Coach families as well but sometimes you run low on potential minor officials so exempting Assistant Coach families might not be desirable). You can have a minor officials coordinator assign games or allow parents to sign up on their own (use the assignments tab in your TeamSnap when you are entering your game schedule!).

## Affiliate Procedures

A few weeks after teams have been formed, your Head Coach will be provided with a list of affiliate players. The team can use an affiliate player, when necessary, provided certain criteria are met for a game. Please make yourself familiar with the rules and regulations for affiliating players so you can assist your Head Coach. Failure to understand and correctly apply the affiliate rules can result in a game(s) being forfeited. Managing use of affiliate players is up to the Head Coach not the Referee Officials of the game. **U10 players affiliated to U12 have special rules.**

Parents will NOT need to sign an affiliate form. NEW in 2023/2024! This season parents were asked in their player registration if they wanted to decline affiliation. All players who declined affiliation will not be affiliated. All other players will be affiliated to a team. The Head Coach can contact the affiliates to welcome them as an affiliate, but they also might not do that. All affiliated players will be added to the team’s official roster as affiliate players.

## Shot Clock (U12 and up)

Bow View offers a shot clock training session in October. As many parents as possible should learn how to operate the shot clock. Parents are encouraged to attend the training session as a beginner or for a refresher. One parent who knows how to do shot clock is welcome to teach other parents during practice ice as well.

Some arenas do not have hard wired shot clocks or a shot clock stored on site. For these instances, there is a [shot clock schedule](https://www.bowviewringette.com/shot-clocks) on our Shot Clock web page with assigned shot clocks that must be picked up before a game and returned immediately following a game. Managers should know the arenas without shot clocks and when scheduled at one of these arenas be sure to check the shot clock schedule well in advance of the game.

Arenas are listed on the [Ringette Calgary website](https://ringettecalgary.ca/league/info/arenas/) with notations for Shot Clocks (U12-U19), Small Nets (AS & U10) and Ice Dividers (AS & U10).

## Social Media

To have your team featured on our social media please send photos and captions to [social.media@bowviewringette.com](mailto:social.media@bowviewringette.com). We have updated this email address- please note the period between social and media. For the time being emails will be forwarded from the old email address. We would love to showcase as many teams and athletes as possible- please send all appropriate ringette photos to social media for showcasing!

## Questions?

Please refer to the [Managers tab](https://www.bowviewringette.com/managers) on the website or contact [Bow View Admin](mailto:admin@bowviewringette.com).