



**Coach & Team Manager Information 2011-2012**  
**Port Coquitlam Ridge Meadows Ringette Association (PCRMR)**  
[www.pocoringette.com](http://www.pocoringette.com)

**Overview:** The success of a team does not rest only on the technical and tactical knowledge of the coaching staff. The manager will play a key role in providing the necessary organization for the operation of the team, regardless of the level of competition. The following information will assist you with proper management of the team. This document will be available to download from the PCRMR website or contact [barb.mulligan@shaw.ca](mailto:barb.mulligan@shaw.ca) to have a copy emailed.

**Trainings/Coaching Clinics:** Please refer to the BCRA Website [www.bcringette.org](http://www.bcringette.org) for all scheduled coaching clinics, check back often and sign up early as they fill up quickly. Any costs incurred in obtaining your qualifications will be reimbursed, simply submit your receipt to the PCRMR Treasurer upon successful completion.

**Coaching Qualifications & Training:** Ensure your coaches have the required certification for your team's level of play. All related information including course dates & locations can be found on the the BC Ringette (BCRA) website and the Lower Mainland Ringette League (LMRL) website and you may direct any questions to our Director of Coaching.

\*\*It is required by BCRA for ALL Coaches & other on-ice staff to wear  
CSA approved helmets at all times while on the ice\*\*  
\*\*All volunteers under the age of 19 MUST wear helmets  
on the ice AND on the bench\*\*

**Manager's Training:** Team managers are required to take the on-line Managers course which can be found on the BC Ringette Association website under Sport Development then Coaching.

**Manager's Responsibilities:** The Team Manager's main responsibility is to work with your coaching staff to ensure everything runs smoothly with your team while allowing the coaches to focus on coaching the players.

**Prevention in Motion:** All coaches bench staff are also required to complete the Prevention in Motion course which can be found on the BC Ringette Association website under Sport Development then Coaching.

**Police Records Check:** All Coaches, bench volunteers and Executive over the age of 19 are required to have a police records check done. This must be done in person with valid photo ID at the police department in the municipality in which you live. A form is available on our website authorizing the information to be released to PCRMR. If you incur a fee you will be reimbursed as above. PCRMR has pursued other options for having the police checks completed more quickly but at this time the most efficient method continues to be in person at your local police department. Please be prepared for possible delays and inform the director of coaching if you have been advised that your results are delayed for any reason so she is aware you have applied. If we have received your approved police record check in this calendar year (2011) please advise the director of coaching as this will be valid for the 2011-2012 season.



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**Volunteer Application Forms:** PCRMRA requires all coaches, bench staff, managers and on-ice volunteers to complete an application form which is also available on our website. Please ensure ALL volunteers who may be helping on the ice have also completed this form. This will ensure we have accurate information on file which we require for team rosters as well as insurance purposes. *On-ice helpers are only insured if we have them in our database.*

**Code of Conduct Forms:** Ensure distribution and collection of all required forms. Please remind parents to discuss the code of conduct with their child prior to signing.

Coach Code of conduct is to be signed and returned to the director of coaching.

Parent and Player Codes of conduct are to be kept by the coach or manager at all games & practices.

Copies of registration forms have health information on them and have been given to all coaches, please ensure you advise the PCRMRA registrar if there are any changes throughout the season. You may choose to keep your health forms in a sealed envelope with the First Aid kit in the team equipment bag.

**Communication:** Maintain accurate contact information for all players and parents and ensure Registrar is advised of any changes of address or phone number(s). A complete association contact list will be given to all parents and is also available on our website.

It is strongly advised to have a parent meeting at the beginning of the season and whenever necessary to ensure everyone is informed.

Items to discuss may include (but are not limited to):

- Tournaments you plan on attending, including out of town & Provincials.
- Budget
- Fundraising possibilities (can not include raffles, 50/50's)
- Volunteer requirements within the team – Treasurer; Jersey parent; Time/Score/Shot clock; Parent to plan team bonding activities (pizza/movie night, etc)
- Conflict resolution

### **Uniforms & Equipment:**

**Equipment:** Ensure equipment is safe and legal and PLEASE point out any problems to parents/players. Safety is imperative! A good idea is for a Trainer or Coach to set up an equipment check at one of the practices & look over helmets (c/w current CSA approval & ringette cage), stick length, etc. especially for younger or newer players. Detailed information is available on the LMRL & BCRA Websites.

**Jerseys:** All teams are required to have a volunteer Jersey parent to ensure jerseys are brought to games and are kept clean and in good repair. Novice & Bunnies are the only players permitted to bring their jerseys home, they are encouraged to wear the 'Timbit' jerseys to practice as well. Petite & above are only permitted to wear team jerseys to games unless otherwise approved by the executive.



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**Game Pants:** It is suggested (but not mandatory) that players wear black ringette game pants. They may choose to order custom Mospro pants available through the Streamline Ringette link on our website and at photo night, this is optional. **Note - custom pants will be offered at a 50% subsidy every second season (fall 2012)**

**Off-Ice Attire:** Orders will be taken on photo night, and samples will be available then as well. A bulk order will then be done. Individual and team orders can also be ordered by contacting *Real Hip Kid Clothing* directly. Please consider and discuss the expense that will be incurred by each family when choosing to make a team order, fundraising may be an option to cover this. It is encouraged to make group purchases as early as possible in the season to allow for maximum wear.

**Namebars:** Team orders can be placed through Real Hip Kid Clothing.

**Water Bottles:** Players are responsible for their own; team water bottles are not provided for hygienic reasons. Remember to bring water from home to the Pitt Meadows arena until further notice as there is currently no water while they are undergoing major renovations.

**Equipment Manager** can be contacted with any questions/concerns about Game jerseys or team equipment.

**Practice & Game Attendance:** Stress the importance of attending all ice times unless players have a very good reason. Players should arrive early enough to be on the ice & ready to go as a team once their scheduled time begins. There are many other user groups in our community vying for ice so we need to value what we have – even the early morning practices which are rotated through our teams. If your team is unable to use a practice session, ADVISE THE ICE SCHEDULER ASAP – we can't afford to let ice go unused.

*When canceling or rescheduling any home games remember to inform the Director of Officials & the Ice Scheduler.*

**Our regular ice times are currently as follows:**

Tuesday at Port Coquitlam 6:00 - 7:00 AM (Green) 4:45 – 5:45 PM (Blue)	Tuesday at Pitt Meadows 5:00 – 6:00 PM (Gold)
Friday at Port Coquitlam 5:30 – 6:30 PM (Blue)	Friday at Pitt Meadows 6:15-7:15 PM (Gold)
Saturday at Port Coquitlam 5:00 – 6:00 PM (Green) 6:15 – 7:15 PM (Green)	Saturday at Pitt Meadows 8:00 – 9:00 AM (Blue)
Sunday at Port Coquitlam 5:00 – 6:00 PM (Blue) 5:45 – 6:45 PM (Green) 6:15 – 7:15 PM (Blue) 7:00 – 8:00 PM (Green) 8:15-9:15 PM – Open (Green) 9:30-10:30 PM – Masters (Green)	Sunday at Pitt Meadows 8:00 – 9:00 AM (Red) 12:45 – 1:45 PM (Blue) 2:00 – 3:00 PM (Blue)

**\*\*\*\*Pay close attention to which arena & colour you are at – Pitt Meadows and POCO both have Blue arenas and we have Ice in both Pitt Meadows and POCO all days\*\*\*\***



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**Complaints/Problems:** Players and parents are encouraged to deal directly with the Head Coach or Manager if there is a problem to be addressed. If they are not comfortable dealing directly within the team they can contact one of the Executive (see attached Parent info page) and we will do our best to positively resolve the situation. Problems need to be dealt with promptly and without bias to ensure the players have a positive season!

- Never bring complaints to the coaching staff before a game.
- Never bring your complaints or negative comments into the dressing room.
- Always treat the Coaches & officials with respect

**Dressing Room Security/Etiquette:** Managers need to enforce the **no phones or cameras** policy in the dressing room. This is a Ringette Canada rule intended to protect the privacy of the players and should be strictly enforced - No exceptions. Players and adults are expected to keep all phones put away (pocket or purse) and step out of the dressing room to answer or make calls or retrieve messages.

Have a 'team mom' check in on the players periodically to ensure the players are behaving appropriately & there are no problems.

Please ensure you are using the correct dressing room(s). Most arenas post dressing room assignments at the entrance. In the Poco arena remember to only use ONE home dressing room at practices! One team use the home & the other use visitors at the far end of the corridor. If this is not done you will be asked to move as it disrupts user groups following.

**No Males are permitted in the dressing rooms** (*with the exception of Bunnies*). Players can come out to get their skates tied or for help with goalie equipment, and/or you may designate a period of time for the dads to come in and help but players' privacy **MUST** be respected, this is THEIR dressing room.

**Note:** If your team has **male players** please ensure there is a similar block of 'private time' for the girls, but he must not be excluded from any 'team bonding' time in the dressing room.

**Team Rosters:** All teams (Bunnies to Belle) can have a maximum of 18 players on their rosters, Open and Masters can have 22. Once your roster is set and submitted to PCRM Ringette you can not have more than that number of players at a game. - ie) Your roster has 12 players but your coach wants to take a couple extra players to a tournament – this is not allowed. If your roster has less than 11 you may pick up eligible players for games & tournaments to a maximum roster size of 11.

**Deadline for roster changes is November 15** except Bunnies and Novice in which case late registration is accepted until December 1. You may call up players from other teams if you are short players but you cannot use a player who is in a division higher than yours – ie) a Novice team cannot have a Petite player nor can you use a player who is on a higher caliber team even if they are in a lower division - ie) a Junior B Division team cannot use a Tween A Division player.

**Note:** A player can play up a maximum of three (3) League games on any team of a higher division and/or classification other than the team with which she/he is registered, except in the case of a goalie substituting for a goalie that is a participant in a AA program. If a player plays up a fourth game or subsequent games on the same team, that team shall forfeit those games and the player will return to her/his registered team forthwith. An Association with teams of equal classification in the same division may not move players between those teams.



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**Lateral Pick-up (non-tiered divisions only):** In non-tiered divisions, teams from the same association are permitted pickup players from other equal caliber teams within their own division and association, providing the following criteria are met:

- A team may only pick up to their regular roster size, unless the team has less than 11 players on their roster in which case they may pick up to a roster of 11 players.
- The roster of the team picking up players must be 75% original roster players (i.e. no more than 25% pick-ups).
- The "borrowing" team must work through the entire roster of the "supplying" team before being able to pick-up the same player again. By "work through" it is understood that not every player on the supplying team may take the opportunity to play for the borrowing team, but that every player on the supplying team must be given this opportunity.
- All players are eligible to be picked up for a maximum of two league games or one sanctioned tournament in a season.

**Scorekeeping & Timekeeping:** This is the responsibility of the home team for all LMRL games. Ensure all parents are trained to run our time clock and understand how to fill out the scoresheet. You can cover this at a parent meeting and may want to go over timeclock operation at a team practice. Train as many people as possible!! The home team is required to post game results on the LMRL website ASAP following each game. When posting please print the assigned game number on the top right corner of the game sheet & mail the white copy to the LMRL Director of Officials @ 3476 Wellington St., Port Coquitlam, BC V3B 3Y2. Do not hold on to game sheets, mail these in weekly. Detailed information follows from the LMRL Referee in Chief, Michelle MacRae, regarding Scokekeeping and Shot Clock rules & you can contact her @ [michellemacrae@shaw.ca](mailto:michellemacrae@shaw.ca) if you have any questions.

**Provincials (Tween to Open):** BCRA's format for Provincials is currently being updated and details will be posted on BCRA's website and forwarded to all coaches as soon as available. Commitment to attend form must be completed by the Head Coach only, no assistant coach or manager may complete this form.

**All BCRA sanctioned tournaments** require a BC Ringette roster indicating the names of all players, coaches, manager and trainer (if applicable). Ensure the registrar has all this information and she will then provide you with a BC Ringette roster to attach to your Tournament registrations. Rosters should be confirmed with the Registrar as soon as teams are formed to help avoid any last minute scramble. If you have any changes to your roster – players, coaches & any other bench staff – please contact the PCRMRA Registrar. Some tournaments require a Team Adjustment form to be submitted at the time of team check-in.

**Long Term Athlete Development (LTAD):** LTAD is a framework designed by the Canadian Sport for Life, with engagement from the sport, health and education sectors. LTAD aims to influence physical literacy development of all Canadian children and youth based on the physical, mental, emotional and cognitive development of children and adolescents. Each of the stages of LTAD reflects a different point in athlete development & is designed to promote a healthy, physically literate nation whose citizens participate in lifelong



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physical activity. The main change we have directly seen because of LTAD is the elimination of tiering in the Novice and Petite level. You can find out more about the implementation of LTAD in the sport of Ringette by visiting the Ringette Canada website.

**Banking:** A **Treasurer** is required for each team and it is recommended that this person is not the team Manager. Team Bank accounts have been set up at the VanCity Credit union, Shaughnessy & Lougheed branch and two signing authorities (usually Treasurer and Manager) are required for every cheque or withdrawal. You need to provide the name and contact information of your Treasurer and second signatory to Barb Mulligan (VP) [barb.mulligan@shaw.ca](mailto:barb.mulligan@shaw.ca) then you will be advised when everything is ready for you to go in to the bank and sign on. Each team is provided with a deposit book, deposit stamp and cheques (note, the cheques have a single signature line but require TWO signatures – these particular cheques were available for significantly less than business cheques with two signature lines). Our contact is Nadine at the VanCity Bank, 604-877-7335 but if you require any additional cheques please contact Barb @ the above email. Statements will be scanned and emailed to treasurers. Treasurers are required to document all account activity and submit this along with receipts for all cheques at the end of the season.

**Budget:** It is recommended that all team managers provide their team players/parents with a budget at the beginning of the year, periodic reporting throughout the season and a final accounting at the end of the year, to show how funds were disbursed. Items to budget for may include tournaments, team attire, name bars, social events, trophies, PCRM Tournament contribution (raffle prize), etc.

**Signing Contracts, Renting Facilities:** Facilities are available to rent for team functions through the City of Port Coquitlam. When booking, advise them it is for the PCRMRA & Contact Kelly Stanoffsky (PCRMRA President) for her signature as this entitles us to a lower rate.

**Team Photos:** Photo night will be held on **October 6<sup>th</sup>** in the Poco Rec Centre lobby, you will be contacted with your time as soon as the schedule is ready. Please ensure your players & Coaches are ready to go *at least* 15 minutes prior to your assigned time as the schedule is strictly enforced. Forms will be available for download from our website shortly and all players are asked to print and complete their orders prior to arrival even if they do not want to order additional photos. Managers (or a designated parent) must check in with photographer and ensure they have a complete team list. Streamline Ringette & Real Hip Kid Clothing will be on site taking orders.

**Volunteer Deposit:** The PCRMRA depends on all families to support our Association by participating in any of the events we host or take part in as an association. We require a post dated \$100 cheque from each family with registration but if you fulfill your requirement of four hours per family we will not cash it. Association volunteer hours may include participating in a parade (Port Coquitlam May Day, Pitt Meadows Days), helping at a tournament hosted by PCRM (selling raffle or 50/50 tickets, checking teams in & out, set-up & clean-up, etc.) participating in other Community events such as Port Coquitlam's Spirit Week and PCRM's Come Try Ringette events. If you are a Coach, Manager, Treasurer or Jersey parent (for the full season) for your team you are exempt from the



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Association's Volunteer requirement as these roles require a greater time commitment. Make sure to sign in at all events as this information will be given to our Volunteer co-ordinator. In addition to the Association's volunteer requirement, team volunteers will be required on each team throughout the season and include scorekeeping & time keeping and shot clock.

***Our aim is to spread the work around as much as possible but you are more than welcome to put in more time – these events can be a lot of fun!***

**Sponsorship:** Information is available on our website and can be downloaded for anyone wishing to pursue team sponsorship. Our policy is to split proceeds between the team and Association. Sponsorship is especially important as our Gaming funds are never guaranteed and we are unsure what to expect from season to season.

**Useful Contact information:**

**Port Coquitlam Ridge Meadows Ringette Assoc. (PCRMRA):** [www.pocoringette.com](http://www.pocoringette.com)  
visit often for Practice and Game schedules, contact information and MORE

**Lower Mainland Ringette League (LMRL):** [www.lowermainlandringette.ca](http://www.lowermainlandringette.ca)

- Game Schedules
- League standings
- Maps for all LMRL Arenas
- AA Program Info
- Game rules
- Equipment

**BC Ringette Association (BCRA):** [www.bcringette.org](http://www.bcringette.org)

- Coach Qualification requirements detailed for each level of play
- Training schedule & course descriptions (coaching, manager)
- Game rules
- Equipment
- Coaching resources
- On-line forms

**Ringette Canada:** [www.ringette.ca](http://www.ringette.ca)

- LTAD information
- Coach Qualification requirements
- Ringette at the National & International level

**Real Hip Kid Clothing:** [www.realhipkid.com](http://www.realhipkid.com)

Association clothing, namebars & Accessories – Contact Marilyn



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**Streamline Ringette:** [www.streamlineringette.ca](http://www.streamlineringette.ca)

Custom Mospro Game Pants & other Ringette equipment - Contact Sharon

**The Trophy Centre:** [www.trophycentre.ca](http://www.trophycentre.ca)

Receive a 10% discount as we are a local group. Located right across from the Poco Rec Centre.

**Scoresheets – Information for LMRL Referee in Chief (RIC):** All scoresheets must be mailed (not scanned and emailed) to me (RIC) at the end of each playing week. \*\*Please do not hang onto them to see this person at the rink. They end up in a coaching bag, and don't hang onto them and send big batches once a month, this person needs to see in a timely fashion. All scoresheets where an official has kept the top white copy to write up a game summary/report will be sent to me by the official(s) - they have their own procedures to follow. **\*\* most importantly \*\*\* All scoresheets MUST HAVE A GAME # in the top right hand corner or they will be sent back to the home association.** Considerable amounts of time goes into taking stats and reading through each scoresheet and this person does not have the time nor desire to look up the game #'s for ones that come to them blank, no game #, no divisions, no rink, no date/time, no coaches, and very occasionally no refs have signed.

Only the top white copy needs to be mailed to:

LMRL RIC  
3476 Wellington ST,  
Port Coquitlam, BC  
V3B 3Y2

LMRL Referee In Chief 2011- 2012  
Michelle MacRae  
604 944 8015 home  
604 831 8015 cell

Each association should consider holding a minor officials clinic to ensure that at least 1 person from every team (bunny to open) knows how to keep proper time/score/shot clock. These clinics can be run by your RIC or senior officials in your local associations or please don't hesitate to contact me for assistance in getting this done.

Each person on the team who gets trained can then be responsible for ensuring that all the other parents get proper training as well and so on and so on... \*\* this will only help the game of Ringette\*\*. We will have more time to play the actual game, less time wasted in trying to get warm up times, 1/2 times, penalty times up / off etc. Scoresheets will be filled out properly and with a pen that goes through all 4 copies, and shot clock operators will have confidence in what they are doing. UTOPIA!



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## **Shot Clock Rules:**

### **Definition:**

**SD.1 Shot on Goal.** A shot on goal is taken when the team in possession of the ring legally propels the ring toward 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 goal keeper (AGK) within the goal crease.
- d. The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

### **Signal and Timing Device:**

**S.1 Shot Clock.** The rink shall have a separate clock, in addition to the game clock, that counts down time in seconds. Two identical display units are required, one in each end zone. The display unit shall be mounted behind and above the end boards, no higher than the top of the glass, between the center of the goal and the beginning of the arc of the corner to the goalkeeper's left. The position of the display units relative to the goal must be identical in each end zone.

### **Playing Rule:**

#### **S.2 Shot Clock**

- a. The shot clock shall be set to 30 seconds at the beginning of each period.
- b. The shot clock shall count down only when the game clock counts down. The shot clock shall be started when play is started and stopped when play is stopped.
- c. The shot clock shall be reset to 30 seconds when:
  - (1) the team in possession of the ring takes a shot on goal
  - (2) control of the ring changes from one team to the other team
  - (3) A delayed penalty is signaled. If additional delayed penalties are signaled before play is stopped, the shot clock shall not be reset again.
  - (4) A penalty causes the non-penalized team to commit a violation, and play is stopped as a result.
  - (5) A player on the team not in control of the ring commits a violation, and play is stopped as a result.
  - (6) A player on the team not in possession of the ring is injured, and play is stopped as a result.
- d. When the shot clock reaches zero seconds, an audible signal will sound:
  - (1) Play is stopped, as the team last in control of the ring has committed a violation.
  - (2) The shot clock is reset to 30 seconds.
  - (3) The ring is awarded to the non-offending team, in the zone in which the ring was last contacted or controlled.



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- e. If the shot clock's audible signal sounds in error:
  - (1) Play is stopped.
  - (2) The shot clock is reset to 30 seconds.
  - (3) The ring is awarded to the team last in control of the ring, in the zone in which play was stopped.
- f. If the shot clock is reset in error, play continues.
- g. The shot clock display units shall be turned off when there is less time remaining in the period than there is on the shot clock. If the display units cannot be turned off, then the shot clock shall be reset to 30 seconds and stopped.

**Shot Clock Operator:**

The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow play, while being protected from interference or distraction by spectators or team staff. The on-ice officials must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall sign the Official Game Report.