

Coach & Team Manager Manual
Port Coquitlam Ridge Meadows Ringette Association (PCRMRA)

OVERVIEW

The success of a team does not rest solely on the technical and tactical knowledge of the coaching staff. Coaches and Team Managers 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.

Note: This document is also available on the PCRM Ringette website
<https://pcrmringette.ca>

GENERAL INFORMATION

ROLE OF THE COACH

It is essential for Coaches to provide a positive experience and rewarding environment for all athletes. This includes:

- Assisting athletes in developing to their full potential and teaching them the skills required to be confident in playing the game.
- Treating all around you with the highest degree of respect.
- Providing encouragement and building the confidence of all athletes.
- Acting with the highest ethics in accordance with the PCRMRA policies.

COACHING CLINICS & TRAINING

Please refer to the Ringette Canada <https://www.ringette.ca> for all scheduled coaching clinics. Be sure to check regularly and sign up early as they fill up quickly. For the 2024 – 2025 season no coaching clinics will be offered after November 1, 2024. Any costs incurred in obtaining your qualifications will be reimbursed. Coaches must submit their receipt to the PCRMRA Treasurer (treasurer@pcrmringette.ca) upon successful completion.

All Coaches must have the required certification for their team's level of play. All related information including course dates and locations can be found on the Ringette BC website <https://ringettebc.ca> the Lower Mainland Ringette League (LMRL) <https://www.lowermainlandringette.ca> and you may direct any questions to the PCRMRA Director of Coaching (coaching@pcrmringette.ca).

Deadline for certification is January 1st of that ringette season.

ROLE OF TEAM MANAGER

The Team Manager's main responsibility is to work alongside coaching staff to ensure everything runs smoothly with your team while allowing the Coaches to focus on coaching the athletes. This will include:

- Administrative tasks (handling code of conduct forms, health information forms, game sheets etc)
- Organizing team activities and team meetings
- Communicating the team's schedule to players and parents
- Coordinating parent volunteers for roles such as Treasurer, Jersey Parent, Female Dressing Room Supervisor, time/score/shot clock volunteers for each game

Team managers are required to take the online Managers course which can be found at www.coachingringette.ca

Deadline for the online manager course is January 1st of that ringette season.

The Team Manager must maintain accurate contact information for all athletes and parents, and ensure the Registrar is advised of any changes (i.e., addresses, phone numbers). A complete association contact list is available on our website under [Executive](#).

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

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

- Tournaments you plan on attending, including out of town tournaments and Provincials
- Budget
- Fundraising possibilities (team fundraising requires a gaming license contact PCRM Treasurer or VP)
- Volunteer requirements within the team (Treasurer, Jersey Parent, Female Dressing Room Supervisor, multiple time/score/shot clock volunteers for each game)
- Conflict resolution

Facilities are available to rent for team functions through the City of Port Coquitlam. All bookings should be made through PCRMRA President (president@pcrmringette.ca) or PCRMRA Vice-President (vicepresident@pcrmringette.ca) to ensure the contract is processed at the PCRMRA rate.

Budget

It is required that all team managers provide their team with a budget at the beginning of the year. Treasurers are required to periodically report throughout the season to all parents. At the end of the year, they must also provide a final accounting to show the distribution of funds to each family and the PCRMRA Treasurer. Items in this budget may include tournaments, team attire, name bars, social events, trophies, coach gifts, PCRMRA tournament contribution (raffle prize), etc.

VOLUNTEERS

PCRMRA requires all volunteers, which includes Coaches, bench staff, Team Managers, and on-ice volunteers, to complete an [application form](#). This information is needed for team rosters as well as insurance purposes. Volunteers will only be insured if they have completed the necessary application forms.

Volunteer Deposit

The PCRMRA depends on all families support and requires participation in events related to PCRMRA (either hosted directly or that the Association is otherwise involved). We require a post-dated \$200 cheque from each family with registration. Cheques will only be deposited if parents/guardians do not fulfill their volunteer hours (four hours per household)

Association volunteer hours may include participating in a parade (Port Coquitlam May Day, Pitt Meadows Days), volunteering at a tournament hosted by PCRMRA (selling raffle or 50/50 tickets, checking teams in and out, set-up and clean-up, etc.), participating in other Community events such as Port Coquitlam's Spirit Week and PCRMRA's Come Try Ringette events. All volunteers must sign in at all events as this information is given to the PCRMRA Volunteer Coordinator (volunteer@pcrmringette.ca).

In addition to the Association's volunteer requirement, team volunteers will be required throughout the season for scorekeeping, timekeeping, and to operate the shot clock.

Note: Coaches, Team Managers, and Treasurers are exempt from the Association's volunteer requirement as these roles require a greater time commitment.

CODE OF CONDUCT FORMS

Code of Conduct forms must be filled out by all athletes, Coaches, bench staff, Team Managers, and on-ice volunteers.

Team Managers will ensure distribution and collection of all required code of conduct 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 (coaching@pcrmringette.ca). Parent and player Codes of Conduct are to be kept by the Coach or Team Manager at all games and practices.

BULLYING, HARASSMENT & ABUSE

PCRMRA and Ringette BC has a zero-tolerance policy regarding bullying and harassment. Bullying is defined as a conscious, willful, deliberate, and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. See the [Codes of Conduct](#) on the Ringette BC website for more information.

Ringette is a True Sport participant – All teams are strongly encouraged to take the pledge and review the 7 True Sport Principles often <https://truesportpur.ca/>

INCLUSION POLICY

PCRMRA embraces diversity and differences. We are committed to providing opportunities that are inclusive, accessible, and equitable for everyone involved no matter their gender, ethnicity, religion, or other preferences or beliefs.

We encourage athletes to self-identify, which includes the right to choose the name they wish to be called, their preferred pronouns and their gender identity—they may also choose not to disclose their gender identity. This applies to athletes as well as Coaches, bench staff, Team Managers, and on-ice volunteers. Please respect their wishes and use a persons' preferred names and pronouns. Repeated failure to do so will be seen as an act of discriminatory behaviour against the PCRMRA/BC Ringette Code of Conduct and will be dealt with accordingly.

RESPECT IN SPORT COURSE

All Coaches and bench staff are also required to complete the Respect In Sport course through [Ringette BC](#).

Respect In Sport was developed to empower people to recognize and prevent bullying, abuse, harassment, and discrimination. Their online certification creates a safer, more ethical environment for participants by providing essential information to coaching and bench staff.

SOCIAL MEDIA POLICY

Comments or remarks of an inappropriate nature, which are detrimental to a team, Association or an individual will not be tolerated and will be subject to disciplinary action. Additional social media guidelines can be found on the Ringette BC [website](#).

Note: Social media is catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Snapchat, Twitter, etc.

COMPLAINTS/PROBLEMS

Athletes and parents are encouraged to deal directly with the Coach or Team Manager if there is a problem or conflict to be addressed. If they are not comfortable dealing directly within the team, they can contact the Director of Coaching (coaching@pcrmringette.ca) or one of the Executives and we will do our best to positively resolve the situation. Any complaints or problems must be directed to the PCRMRA Executive for determining the next steps required, can it be resolved at an Association level or does it need to be referred to Lower Mainland Ringette or Ringette BC, no complaints or problems should be sent direct to LMRL or Ringette BC -they will be directed back to the Association.

Problems need to be dealt with promptly and without bias to ensure the athletes have a positive season. Some guidelines to follow would be:

- Please respect the 24-hour rule.
- Do not bring complaints to the coaching staff immediately before a game.
- Do not bring your complaints or negative comments into the dressing room.
- Always treat the Coaches, Officials, and other volunteers with respect.

LONG TERM ATHLETE DEVELOPMENT (LTAD)

LTAD is a framework designed by the Canadian Sport for Life (www.sportforlife.ca), with engagement from the sport, health, and education sectors. LTAD aims to influence the physical literacy development of all Canadian youth based on the physical, mental, emotional, and cognitive development. LTAD outlines what athletes need to be doing at specific ages and stages. You can find out more about the implementation of LTAD in the sport of Ringette on the Ringette Canada [website](#).

PRE-SEASON

CRIMINAL RECORDS CHECK

Ringette Canada requires all team staff volunteers above the age of 14 to provide a Criminal Records Check (CRC). This includes Coaches, Managers, Treasurers, Female Dressing Room Supervisor, on-ice volunteers, and bench volunteers. CRC can be done in person at your local police department or online at:

<https://justice.gov.bc.ca/eCRC/>

Access Code: TPWJGKBYMR

Any costs incurred in obtaining a criminal record check will be reimbursed. Please send receipts to the PCRMRA Treasurer (treasurer@pcrmringette.ca) upon successful completion.

Please be prepared for possible delays. If you have been advised of any delays, please inform the Director of Coaching (coaching@pcrmringette.ca). CRC's are valid for two years as per BCRA policy.

REGISTRATION FORMS & HEALTH INFORMATION

Copies of registration forms, which include individual health information, will be given to all Coaches. If there are changes to this information throughout the season, please contact the PCRMRA registrar (registrar@pcrmringette.ca).

You may choose to keep your health forms in a sealed envelope with the First Aid kit in the team equipment bag in case of emergency.

All personal information must remain confidential and must be securely disposed of at the end of the ringette season.

DURING THE SEASON

UNIFORMS & EQUIPMENT

Coaches must ensure equipment is safe and legal. Any equipment issue must be addressed to the parents and athletes.

It is recommended that Coaches and/or trainers set up an equipment check and helmet assessment during practice time. Helmets must comply with the current CSA approval and must include a regulation ringette cage. Detailed information is available at the Ringette Canada [website](#) or within the [Official Rules and Case Book](#). **All Coaches and on-ice staff are required to wear CSA approved helmets while on the ice. Anyone found in violation will be subject to disciplinary action.**

Jerseys - U9, U10 , U12 are encouraged to wear the “Timbit” jerseys to practice as well. U14 & above are only permitted to wear team jerseys to games unless otherwise approved by the PCRMRA Executive.

Water Bottles - Athletes are responsible for their own water bottles. Team water bottles are not provided for hygienic reasons.

Game Rings - Two rings must be kept separate from practice rings and are to be used in regulation games only.

Equipment Coordinator (equipment@pcrmringette.ca) can be contacted with any questions or concerns about game jerseys or team equipment.

PRACTICE & GAME ATTENDANCE

Practice and game attendance is expected of athletes unless they provide a reasonable justification. Attendance affects not only the athlete but their teammates and other volunteers.

If your team is unable to use a practice session, you must advise the Ice Allocation Coordinator (ice@pcrmringette.ca) a minimum of 15 days prior for PCCC ice and 35 days prior for Pitt Meadows ice to cancel. If you are unable to use your allotted ice time, it is your responsibility to try and trade with another team and if successful to advise the Ice Allocation Coordinator (ice@pcrmringette.ca) . Many other organizations and people within our community are contending for ice times. These ice times cannot go unused.

When canceling or rescheduling any home games remember to inform the Director of Officials (officials@pcrmringette.ca) and the Ice Allocation Coordinator (ice@pcrmringette.ca) so they

can inform the referees and reallocate the ice. Please ensure you complete the on line form on LMRL's website for cancelling or rescheduling a game

[Cancelling or Rescheduling Games - Lower Mainland Ringette League](#)

RULE OF 2 - DRESSING ROOM POLICY

The primary purpose of this policy is to ensure the privacy of all athletes and to provide a safe, respectful, and inclusive environment in the dressing room. Athletes will be provided with a safe environment, free from discrimination, harassment and violence related to gender identity and gender expression. PCRMRA strives to balance the safety, privacy, and dignity of our athletes without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

Dressing Room Usage

Please ensure you use the designated dressing room for your team (whether home team or the visitors team). Dressing room assignments should be posted at the entrance of each arena. If you are occupying the incorrect dressing room, you will be asked to move as it will disrupt subsequent groups using the facility. During practices, you are permitted to use only one home dressing room.

Dressing rooms must be left clean after use and teams must ensure no equipment is left behind. If the dressing room is untidy upon your arrival, do not enter and report it to arena staff immediately.

The dressing room is a restricted area for the use of the athletes to dress in privacy, to build team spirit, to prepare and focus on the game, and to receive instructions from Coaches and team management. Parents, siblings, friends, and other persons should not infringe upon the dressing room privacy of our athletes as they dress before or after a game.

Parental entry to a dressing room should be a rare occurrence (except for U9 and U10, though independence is encouraged). If athletes require assistance with their skates, this should be done in the common areas of the arena.

Adult Supervisor in The Dressing Room

At all levels, dressing rooms must always be supervised when athletes are expected to be in them, including before and after a game or practice. An adult female or male supervisor (either a Coach, Team Manager, volunteer, etc.) must be present during these times and must have a valid criminal record check (CRC).

The purpose of this role is to:

- Support the athletes in maintaining a safe, respectful, and inclusive dressing room atmosphere.
- Support the athletes in any equipment needs or other issues.
- Monitor and enforce the Code of Conduct (as per BC Ringette).
- Monitor and enforce the Dressing Room Policy, which includes the use of cell phones (see below).
- Report any issues to coaches or team manager.

To safeguard the interests of both our athletes and coaches, under no circumstances should an athlete and coach be alone in a dressing room facility without a third party such as a parent or guardian, or ideally the adult supervisor.

Cameras, Cell Phones, and Other Electronic Devices

For the safety and protection of the athletes, the use of any electronic device (cameras, video equipment, audio equipment, cellphones, etc.) is strictly prohibited within the dressing room and strictly enforced. Any athletes, parents, coaches, or team managers that have an electronic device with them, shall keep them stored while in the dressing room. To retrieve messages or make calls, athletes and adults must leave the dressing room. Teams may have music in the dressing room. The use of a single cell phone is permitted for this purpose only, and its use must be clearly articulated to the team and monitored by the Adult Dressing Room Supervisor.

Males/Coaches in the Dressing Room

While ringette is a co-ed sport, the majority of our young athletes are females. As a result, dressing rooms are considered a gender-segregated space during the time in which athletes are changing. Except for U9 and U10 age divisions, no males are permitted in the dressing room outside of "Coach Talk" times **unless** your team chooses a clearly designated time for the male presence in the dressing room. Coach Talk is a time in which coaches and volunteer bench staff can meet with the athletes in both a pre- and post-game meeting to discuss matters pertaining to the game and team in general.

Coach Talk times at practices and games should be clearly articulated to the teams. They should be no more than 15 minutes prior to ice time. Athletes arriving late for a game must not undress during pre-game Coach Talk and must wait until the coaches leave the room. Athletes also must not remove equipment (except for helmet and gloves) during the post-game Coach Talk.

Alternative Dressing Room Options

PCRMRA will ensure appropriate and equivalent changing areas are safe, inclusive, and equitable environments for the athletes. Athletes will be provided with a safe environment free from discrimination, harassment and violence relating to gender identity and gender expression.

Athletes may request alternative dressing rooms for multi-gender teams or for athletes with religious reasons. They will be encouraged to re-enter the dressing room during Coach Talk times to ensure they are not excluded from team bonding in the dressing room.

TEAMSAP TOURNAMENTS APP

All parents and coaches are encouraged to download the TeamSnap Tournaments app (available through Google Play Store and Apple App Store) to follow the progress of the season as the app will be regularly updated with relevant information.

SCOREKEEPING & TIMEKEEPING

Both scorekeeping and timekeeping are the responsibility of the home team for all league games. Shotclock operator is also required for U12 and above. Ensure all parents are trained to run the time clock and understand how to fill out the scoresheet (see below). This can be explained during a parent meeting and/or during a team practice with access to the time clock. Contact PCRMRA's Director of Officials (officials@pcrmringette.ca) to request assistance in teaching these roles.

We urge teams to train as many people in this role as possible to avoid scheduling or other issues during games and tournaments.

SCORESHEETS

Scoresheets must be all accounted for, and scores must be uploaded to TeamSnap Tournament in a timely manner.

All scoresheets must be filled out fully and correctly with pen. Please ensure that the pen goes through all four copies of the scoresheet, otherwise you will have to transcribe the information to each individual page.

Each scoresheet must have the game number in the top right-hand corner. Other information that must be included: date and time of game, location (arena name), division, level, scorekeeper/timekeeper/shot clock operator names, team names, team staff and athlete names and numbers. Official game sheets must be signed by referees.

SUBMITTING GAME RESULTS

Head coaches will be assigned “Scorekeeper” admin access on the TeamSnap Tournaments app by the LMRL Webmaster. It is up to PCRMRA to submit a coaching list to the LMRL Webmaster for them to obtain access.

After each game, the “Scorekeeper” on the home team will enter the official scores into TeamSnap via the app as based on the official scoresheets.

Scoresheets must be scanned or photographed and sent to the [Division Coordinators](#) during the Tiering and Pooling rounds. The master copy of game scoresheets will be kept by the home team coach unless there is an issue during the game or specifically requested by a league official or division manager. Forwarding game sheets to the LMRL Referee-in-Chief is not required at this time.

Information regarding Scorekeeping and Shot Clock rules can be found on our website and will also be attached. You can also contact the PCRMRA Director of Coaching (coaching@pcrmringette.ca) with any questions.

TEAM ROSTERS

Rosters should be confirmed with the Registrar as soon as teams are formed to help avoid any delays. If you have any changes to your roster—either with athletes, coaches, or any other bench staff—please contact the PCRMRA Registrar (registrar@pcrmringette.ca).

Some tournaments require a [Team Adjustment Form](#) to be submitted at the time of team check-in to account for any changes in the roster.

All teams (U9 to U19) can have a maximum of 18 athletes on their rosters, while 19+ and Masters are allowed a maximum of 22 athletes. Once your roster is set and submitted to PCRMRA this is your maximum roster size. You will not be permitted to have more athletes than your roster size at any game or tournament. **Deadline for roster changes is November 1 of that ringette season. Late registration for except U9 and U10 is accepted until December 1.** If a team is short athletes, you may call up athletes from division below the division of your team but not from a division above.

All Ringette BC sanctioned tournaments require a [Ringette BC roster](#) approved from the PCRMRA Registrar. You must send in a roster including first and last names, jersey numbers and positions for all athletes and names of coaches, team managers, and trainers (if applicable). Once the Registrar has this information, they will provide you with a Ringette BC roster to attach to tournament registrations.

Lateral Athlete Pick-Up (non-tiered divisions only)

In non-tiered divisions, teams from the same association are permitted to “pick-up” athletes from other equal caliber teams within their own division and association, providing the following criteria are met:

- A team will only be permitted to fill their official roster size (as dictated at the beginning of season) unless the team has less than 11 athletes on their official roster. In which case, they are permitted to pick-up athletes to fill their roster to 11 athletes.
- The roster of the team picking up athletes must be 75% original roster athletes (i.e., no more than 25% pick-ups).
- The “borrowing” team must put the request forth to each athlete in the “supplying” team roster before being able to request the same athlete again. Athletes can deny the request to join the “borrowing” team but must be given the opportunity before choosing a previously supplied athlete.
- Non-tiered athletes are eligible to be picked up for a maximum of two league games and one sanctioned tournament in a season.

Coaches are not permitted to talk directly to the athletes for these requests. All athlete pick-ups must be discussed and approved by the athletes’ head coach.

Athlete Pick-Ups (tiered divisions)

Athletes may be picked up for one sanctioned tournament and three league games. League games are games that count towards where a team stands in the league. The team will forfeit their games if found to be using an athlete for more than the allocated games and tournaments. The athlete will not have the right to become a member of that team and must return to their original team.

Coaches are not permitted to talk directly to the athletes for these requests. All athlete “pick-ups” must first be discussed and approved by the athletes’ head coach.

QUESTIONS?

If you have any questions or if you have any edits to this manual, please contact any of our PCRMRA Executive Team.

Thank you for volunteering! You make our season possible.

Port Coquitlam Ridge Meadows Ringette Association (PCRMRA) - www.pcrmringette.ca

Lower Mainland Ringette League (LMRL) - www.lowermainlandringette.ca

- Game Schedules
- League Standings
- Maps for all LMRL Arenas
- Zone Program
- Game Rules
- Equipment Information

BC Ringette Association (BCRA) - www.ringettebc.ca

- Coach Qualification requirements detailed for each level of play training schedule and course descriptions for Coaches and Managers.
- Game Rules
- Equipment
- Coaching Resources
- Online Forms
- Excellence Program
- Team BC Program

Ringette Canada - www.ringette.ca

- LTAD information
- Coach Qualification Requirements
- Ringette at the National and International level

Coaches Association of BC (CABC) - www.coachesbc.ca

SportMedBC -