



## MANAGER'S HANDBOOK

Welcome, and thank you for volunteering to manage a ringette team. Please don't feel overwhelmed by the amount of information in this handbook. It is a fairly detailed guide to duties of a manager, but you do not need to do everything listed. Remember you have a team of parents who just need to be asked to help!

The information is broken into three categories (so you could have 3 or more different people doing these jobs) – managerial, financial and safety.

### MANAGERIAL

#### 1. Courses and Paperwork

There is a Managers Certification Course online, at this time the cost is \$25 and it is not mandatory, but is a very helpful resource. Here is the link

<http://www.coachingringette.ca/index.php?page=327> .

You do need to do a child abuse registry check and take online Respect in Sport. Make sure all bench staff has done this as well. See last page for websites. All bench staff must sign and submit their Bench Staff Code of Conduct. Please note that due to privacy issues, you may be required to be fingerprinted for your criminal record check as they check your birthdate rather than your name. If you have the same birthdate as a criminal you will be required to be fingerprinted.

Your community centre convener will tell you if there is a jersey deposit. If so, collect jersey deposit cheques from parents when jerseys are assigned. You must get the cheques before handing out the jersey. This cheque should be postdated March 15, of the coming year and would be returned to the parents or shredded once the jersey has been returned to you. (See "jersey parent" below for more information regarding jerseys.)

Jerseys cannot be individually dropped off at the community centre by parents at the end of the season, but need to be collected by the manager/coach and returned with other equipment along with any deposit cheques for any unreturned jerseys.

Teams must ensure that they have listed a primary contact on the WRL website by November 1. Teams that do not fulfill this requirement will be fined \$50. Usually it is the manager who does this, but check with your coaches.

## 2. Parents

Send out an email at the beginning of the season to welcome team and to give them the coaches' names.

Together with the coaches, organize team and parents meetings at the beginning of the season. This is a good time to bring up volunteer opportunities for parents. Seek out **parent volunteers** to delegate some of the following jobs. You may want to do these jobs yourself, but the more parents you get involved the less work it is for you and it also helps parents to get to know each other and the girls better. Volunteer opportunities include:

- \* Bench mom(s) if all male coaching staff, and make sure they have done Respect in Sport and Child Abuse Registry Check.

- \* “Jersey” parent – a different parent each month is in charge of collecting jerseys at the end of games and bringing them to the next game. Wash once during month and hang to dry. One parent may volunteer to do this for the entire season.

- \* Order name bars for those players who need them – check first to see if they have name bars in the correct colour –and arrange to have a parent sew them on or find a place that will do this for a fee.

- \* Send out team phone &/or email lists. It may be logistically easier to manage the team using a software like Teamsnap. For a monthly fee (about \$15) Teamsnap will allow for a simple communication process, games, practices, availability and notifications can be sent to parents through this site.  
[www.teamsnap.com](http://www.teamsnap.com)

- \* Organize a team windup and other social events. It is important to do some teambuilding and parentbuilding event(s) at the beginning of the year. An early tournament is also a good way to bring the girls together at the beginning of the year.

## 3. Practice Ice

Reserve ice time for extra practices – done in coordination with the coaching staff. Ice Bay is a listing of available ice in the city and surrounding area, but you need to be

added to their email list to receive the listings. If you wish to be added email Shane Grusko and he will add you [icebay@shaw.ca](mailto:icebay@shaw.ca) . Other avenues include the City of Winnipeg website or [www.icetraders.ca](http://www.icetraders.ca)

#### **4. Tournaments**

Get information about tournaments, pass that on to parents and book tournaments – this should be done as early as possible to get into the tournaments you want (the good ones book up early). Check [www.swra.ca](http://www.swra.ca) Tournaments and Camps tab for upcoming events.

#### **5. Game Sheets**

Register on the ringette website, [www.winnipeg-ringette.com](http://www.winnipeg-ringette.com), so that you can input the scores and get the name, phone number, and address of the loop convener. Complete and submit game sheets to loop convener who will contact you with instructions.

#### **6. Other**

Support parents through sharing information and answering questions. A good time to do this is in the stands before and after games or at half time.

### **FINANCIAL**

1. In conjunction with the Coaches, work to establish a draft budget for presentation and discussion at the preseason Parent Meeting. Based on the outcomes of the Parent meeting discussion, firm up the budget to determine how much each player is going to need to pay for practice ice time and tournaments. Ensure that the coaches and parents are in agreement about the amount of practice ice and tournaments as there are cost implications.
2. It is a good idea to open a bank account for the team to deposit cheques &/or cash so that practice ice can be paid for with one cheque to the community centre. The best place to start with this is your own bank, find out what kind of deal they will give you. Fees should be between \$1 and \$3 per month. This account will need to be closed at the end of the season, but make sure all outstanding cheques have been cashed so that you don't get a NSF charge.
3. Keep a running journal of accounts. Issue a financial statement to parents at the end of the year. A mid-season report is also a good idea.
4. Collect money from parents for practice ice time, etc – it is best to collect early in the year, and then revisit finances in January to see if more money is needed. Do not leave it until the season is done as it is too difficult to collect once the team has dispersed. It is better to give

money back at the end of the season than be short. It is a good idea to give receipts for monies collected especially when dealing with cash.

5. Pay practice ice invoices. Do this with one cheque to the community centre rather than a group of cheques from parents to simplify the paperwork.

6. Fundraising – not a requirement, you may have a parent(s) who is interested in organizing this. This would decrease the cost per player for tournaments, etc.

## **SAFETY**

Get medical info for each child – privacy must be considered with this. There are good instructions in the manual about this. This could be done by another parent as well. This information should be kept in a sealed envelope and only removed if it is needed in an emergency. All forms should be shredded at the end of the season.

## **OTHER**

If you are planning to order any team clothing, bags, etc., contact your community centre or SWRA for more information to ensure you use the official artwork.

## **WEBSITES and RESOURCES**

Southwest Winnipeg Ringette Association – [www.swra.ca](http://www.swra.ca)

Winnipeg Ringette League - [www.winnipegringette.com](http://www.winnipegringette.com)

Ringette Manitoba - [www.manitobaringette.com](http://www.manitobaringette.com)

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

Name bars can be ordered at Corydon Cycle or from Sharon Bonar [majordeal@shaw.ca](mailto:majordeal@shaw.ca) (Sharon charges \$7 and sews them on).