



Nepean Ringette Association

Managers' Guide

Version 26.09.2016

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## About this document

The managers’ guide is a reference guide for managers. It lists the important start-up tasks for a new season and the ongoing tasks, such as reporting game results. As well, the guide lists some key policies teams need to follow. Full policy documents and other detailed information is listed on the Nepean Ringette Association’s (NRA) website.

## Getting started

The beginning of the season is a busy time for the team managers. There is a lot to do to get the team off to a good start. The following chart lists what needs to be done and who does it. The chart is several pages long.

<b>Task</b>	<b>Due date</b>	<b>Person responsible</b>	<b>Comments</b>	<b>Output</b>
<b>Find a manager buddy.</b>	Managers’ meeting	Manager	Experienced and inexperienced managers pair up. Before asking the manager coordinator about something, talk to your buddy.	Team manager paired up with another manager to solve problems that arise.
<b>Establish good communication with the head coach.</b>	As soon as team is formed	Manager	Find out if the coach will manage schedule and initiate communication with parents, or not.	Manager and head coach know their roles on the team.
<b>Review NRA code of conduct with all players and parents, and have everyone sign code of conduct form. Collect forms.</b>	Before the first game	Head coach and manager	Code of conduct forms are available on the NRA website under Info – Policies. Head coach goes over the policy with all players and parents. Parents and players sign	All parents or guardians and players have understood, signed and handed in code of conduct forms.

			the forms. Manager collects the completed forms and gives them to the manager coordinator.	
<p><b>Read the following NRA policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Team finances</b></li> <li>• <b>Team fundraising</b></li> <li>• <b>Fines incurred by teams</b></li> <li>• <b>Supervision</b></li> </ul>	Before appointing team volunteers.	Manager and head coach	NRA policy documents are available on the NRA website under Info - Policies	Manager and head coach understand all official NRA policies.
<b>Appoint the team treasurer.</b>	As soon as team is formed	Manager	Choose someone who attends most games and practices. Cannot be a head coach or the spouse of a head coach.	Team treasurer identified
<b>Create the team budget, and get approval from parents.</b>	<b>Immediately after identifying team treasurer</b>	<b>Team treasurer</b>	<b>Get input from the head coach, manager and parents. Decide on the number of tournaments the team will play. Follow the NRA Team Finances Policy.</b>	<b>A team budget that respects NRA policy and is approved by at least 75% of parents of team members.</b>
<b>Appoint two change room supervisors.</b>	As soon as team is formed	Manager and head coach	Follow NRA’s <i>Supervision Policy</i> . Have volunteers apply for policy records checks.	Two adult, female change room supervisors begin supervising the change room.
<b>Select assistant coaches and trainer.</b>	As soon as team is formed	Head coach	Get input from the NRA coaching coordinator.	Complete bench staff selected.
<b>Have bench staff get up-to-date police checks. Tell coaching coordinator when this is done.</b>	As soon as volunteers appointed or selected.	Manager and all coaches, trainers and (optionally) change room supervisors.	Police checks must be started by November 30. Get an official receipt as proof. Police checks are valid for 3 years. Get a	All bench staff have valid police checks

			letter from Manager Coordinator to apply for a police check at no charge. Send volunteers to the police station at 2670 Queensview Drive. Form for police record checks available on ottawapolice.ca.	
<b>Review ORA code of conduct with all bench staff. Have bench staff sign code of conduct form. Give form to registrar with TRF.</b>	Before the first game	Head coach and manager	Code of conduct form is available on the NRA website under Info – Policies. Manager files completed form and gives it to NRA registrar with TRF.	All bench staff have understood and signed the code of conduct form.
<b>Forward bench staff information to NRA registrar for TRF.</b>	As soon as volunteers appointed or selected.	Manager	Needed for Team Registration Form (TRF). Include this for each one: name, address, phone number, date of birth, position on bench, qualifications.	NRA registrar makes TRF for the team
<b>Appoint Nepean tournament representative, and send rep’s contact information to the NRA tournament coordinator.</b>	As soon as team is formed	Manager	NRA tournament representative acts as team’s point of contact for the NRA tournament in the fall.	Nepean tournament representative confirmed
<b>Appoint team tournament coordinator.</b>	As soon as team is formed	Manager	Be ready to book team tournaments and reserve blocks of hotel rooms as soon as team budget is approved.	Team tournament coordinator confirmed

<b>Appoint social convenor.</b>	As soon as team is formed	Manager	Social convenor organises 3-5 social events a season.	Social convenor confirmed.
<b>Hand out team jerseys to players, and record jersey numbers on the NRA team website.</b>	At the first practice	Manager	Record jersey numbers assigned to players. Remind players to care for jerseys. Remind players and parents of \$55 charge for lost or damaged jerseys.	Players have white and blue jerseys. Player numbers are recorded on the website.
<b>Make a team contact card. (Optional)</b>	Optional - at start of season, after assigning jerseys	Manager	Handy reference; use NRA team website to create it.	A small card created with team members’ names, numbers, phone numbers, names of parents/guardians, names and contact information for bench staff.
<b>Review TRF and report any changes. Sign four final copies. Give these to NRA registrar.</b>	Mid-October. Deadline posted on NRA website. TRF needs to be completed prior to first tournament. For this reason Registrar usually starts with competitive teams.	Manager and head coach	Manager receives draft of TRF from registrar. Bench staff review draft, alerting registrar to any changes. Head coach signs four copies and gives them to registrar.	
<b>Send approved team budget to NRA treasurer for NRA approval.</b>	Immediately after team approval of budget and before opening bank account.	Team treasurer and NRA treasurer	Needed before opening team bank account.	Approved budget and a letter from the NRA treasurer to open a team bank account.
<b>Open team bank account.</b>	Upon receiving letter of authorization from NRA treasurer.	Team treasurer and co-signer	Open a community bank account in the team’s name. Bring letter of authorization from NRA.	Team bank account
<b>Collect first installment of team fees.</b>	Upon opening bank account	Team treasurer	Follow NRA <i>Team Finances Policy</i> . Use fees	Tournament fees and competitive fees covered

			to cover tournament deposits and, for competitive teams, ORA fees and extra ice.	
<b>Register for all team tournaments, and book blocks of hotel rooms.</b>	Immediately after NRA approval of team budget	Team tournament coordinator	Act fast. Tournaments and hotels fill up quickly. Teams must register and pay for the NRA tournament. If team is entering a tournament before the NRA tournament, alert the NRA registrar to have the TRF ready before the start of that tournament.	Tournament and hotels booked.
<b>Pay ORA competitive fee and extra ice fee to NRA treasurer.</b> (Competitive teams only)	After collecting first installment of team fees	Team treasurer and co-signer	ORA fees vary by team. Check the website for current fees. The NRA treasurer communicates extra ice fees to competitive teams.	ORA fees and extra ice fees paid.
<b>Assign minor officials for all home games.</b>	As soon as games are posted	Manager	May use a sign-up sheet online to assign shot clock operator, scorekeeper and timekeeper. Shot clock training available. Shot clock used at all games U12 and up.	Minor officials assigned for all posted games.
<b>Prepare labels for game sheets.</b>	Before the first game	Manager	Prepare labels with players’ names and jersey numbers for game sheets. For instructions, see NRA website under Info – Manager resources	Labels with players’ names and jersey numbers to attach to game sheets.

## Information you need to know

### Supervising minors

Players under the age of 19 shall be supervised at all times, including in the change room, at pre-game warm-ups and at off-ice events. The NRA *Supervision Policy* lists all of the requirements for supervising players under the age of 19 at any NRA event. Please read the policy document, found on the website here: <http://nepeanringette.ca/info/nra-policies/supervision-policy/>

When choosing change room supervisors, pick adult women who will supervise effectively, while maintaining a positive atmosphere for all of the players.

### Making sure bench staff are qualified and certified

All bench staff and regular change room supervisors need to have current criminal record checks on file. Record checks are good for three years. A bench staff member must have either a record check, or an official receipt while waiting for the record check to be completed, by November 30. If not, the manager shall remove the bench staff member from the bench. Additional information is available in the tasks chart.

Every team U19 and below playing in the NCRRL must have a female on the bench and on the TRF for all games. This woman must be 18 years of age or older and may be a coach, an assistant coach, a trainer or a manager. At U14 AA, U16 AA and U19 AA teams must have a qualified female Head or Assistant Coach (CI Certified) on the bench.

The Eastern Region Ringette Association, one of our governing bodies, requires certification for coaches, assistant coaches, trainers and managers. The specific certification required depends upon the bench staff member's role and the level of the team. Make sure your bench staff is properly qualified. Use the Eastern Regions' website to find out what the current qualifications are. Here is a link to the details: <http://www.ontario-ringette.com/coaching/requirements.php?sub=coaching>. The coaching coordinator for the NRA is responsible for keeping a database with all coaches' qualifications. Please have coaches contact the Coordinator directly via email at [coaches@nepeanravens.ca](mailto:coaches@nepeanravens.ca).

If a bench staff member is missing qualifications, register right away for the required course and notify the NRA coaching coordinator that you have registered for a course. NRA pays for the course, so there is no charge to the bench staff member. Look on the Eastern Region's website for up-to-date course information, under the Coaching tab: <http://easternregionringette.ca/>



## Resolving conflict on the team

If you see any conflict developing between players, alert the head coach and address it as soon as possible with the head coach's help. If you see anything that concerns you involving the coaching staff, bring it to the attention of the Nepean Ringette Executive as soon as possible. If you need any advice or help, contact the NRA player advocate at any time at [player.advocate@nepeanravens.ca](mailto:player.advocate@nepeanravens.ca). Your division convenor can also help.

## Clothing and equipment

The complete list of required ringette equipment is listed on the NRA website under Info – Ringette equipment. Follow this link to see the information: <http://nepeanringette.ca/info/ringette-equipment/>

All players in levels U19 and lower must wear shoulder pads, as stated in ORA policy. Players playing in NCRRL league games must also wear mouth guards. The rule of wearing a mouth guard does not extend to ORA-sanctioned tournament play.

The use of official NRA game pants is optional. Players may continue to use any rulebook-legal ringette pants if they choose. Official NRA game pants are available at Barrhaven Source for Sports.

The team provides each player with white and blue game jerseys. NRA no longer collects a jersey deposit, but a player will pay to replace any lost or damaged jersey. Explain these details about game jerseys to the members of your team:

- Never use a game jersey for practice. At practices a player uses a practice jersey supplied by that player.
- Protect game jerseys by transporting them separately from other equipment. Use an individual garment bag or, possibly, a team garment bag. Never toss game jerseys in with the rest of the equipment in a bag. Skate blades cut jerseys, and Velcro damages the fabric.
- Hand-sew name bars above the number on the back of the jersey.
- Hand-sew sponsor bars below the number on the back of the jersey
- Hand-sew any captain or assistant captain letters on the front of the top left shoulder.

Players on competitive teams, including U12 Provincial teams and A and AA teams U14 and up, must purchase and wear the current official off-ice jacket to games. It is available only through Barrhaven Source for Sports and Valiquette Souce for Sports. The off-ice jacket is optional for all other players.

The NRA has a goalie rebate program to help compensate for the extra costs associated with playing as goalie. This rebate is only for teams U12 and up because teams U10 and down do not have a dedicated goalie. Here is how the goalie rebate works:

Step	Task	Person responsible	Comments
1	Distribute the goalie rebate forms to team managers.	NRA treasurer	This usually happens in late January or early February.
2	Give a form to the parents of the goalie or goalies.	Team manager	This rebate form is for goalies that played goalie for at least half of the time.
3	Fill out the form.	Parent of goalie	
4	Collect the form and give it to NRA treasurer.	Team manager	Do it as soon as possible.
5	Assess the request for a goalie rebate.	NRA treasurer	
6	If the request for a goalie rebate is accepted, pay the rebate to goalie family.	NRA treasurer	

### Getting NRA gear

The NRA logo and the Nepean Ravens name belong to the NRA. If you want use the NRA logo or the Nepean Ravens name on anything related to your team, you must get approval for this specific situation or item from the NRA executive. Advanced approval has already been granted for clothing and other sports items supplied by Barrhaven Source for Sports and Valiquette Source for Sports. Source for Sports is the sole-source supplier for NRA clothing and items with logos because this company won the NRA’s contract through an open bidding process. Do not order items with NRA logos from any other vendor. Ordering NRA branded gear from any other vendor violates the NRA’s contract.

### How to manage team finances

The NRA Team Finances and Fundraising Policy governs all aspects of team finances. It is on NRA’s website under Info – Policies. Please read the policy closely and use it to manage team finances. Here are some key points from the policy:

- Every team must have a team bank account for all team monies.
- The bank account must require two signatures, and the signatories must be from different households.
- Before opening a team bank account, the Association treasurer must approve the team budget.
- All team budgets are subject to a cap. The budget caps are stated in the policy.

- Fundraising monies are included in the budget caps.
- Sample budgets are available in the appendices of the policy document.
- End of year refunds to parents are no longer permitted.
- Team fees are collected in increments to prevent overpayment that cannot be refunded.
- At least 75% of the parents of players on a team must approve of the team budget, including any plans for fundraising.

### What to bring to games

Here is a list of things to bring to games to be prepared. The coach and trainer will bring some of these things. Make sure you bring the other items:

- game sheet, for home games
- shot clock, for home games in arenas without a shot clock
- shot clock remote, for home games with a built-in shot clock
  - This will be stored in the sports complex or arena.
- label with roster of players
- pen
- first aid kit
- helmet for trainer
- tool kit to repair gear
- spare jerseys
- rings for on-ice warm up
- any needed gear for off-ice warm up
- playlist of appropriate music, if desired
- spare 9 volt battery for the shot clock
- feminine hygiene products
- any spare equipment you have, such as neck guards, gloves and skate laces.

## Keeping track of team activities

Use the team's section on the NRA's website to record all scheduled team events, including off-ice practices, tournaments and social events. This becomes the official record of team activity for all NRA teams. As soon as you apply for a tournament, even before you are accepted, enter the tournament dates into your team site so that the NRA ice scheduler can prevent scheduling conflicts for these dates. Also, email the ice scheduler at [ice@nepeanringette.ca](mailto:ice@nepeanringette.ca) before you commit to any regular off-ice training events to make sure that they won't conflict with our allotted ice. Once you have approval from the ice scheduler, enter the dates into the team's calendar of events.

## Reporting games in league play

Although the NRA is part of the Eastern Region Ringette Association (ERRA), NRA teams play in different leagues, including Quebec leagues, depending on the level of the team. Here is how it works:

Team	League for games	Website for league
U8-U19 recreational	National Capital Region Ringette League (NCRRL)	<a href="http://ncrrl.on.ca/index.php?page=reports">http://ncrrl.on.ca/index.php?page=reports</a>
U12 Provincial, U14A	National Capital Region Ringette League (NCRRL)	<a href="http://ncrrl.on.ca/index.php?page=reports">http://ncrrl.on.ca/index.php?page=reports</a>
U16A, U19A	La ligue de ringuette de Québec (LRQ)	<a href="http://www.ringuette-quebec.qc.ca/">http://www.ringuette-quebec.qc.ca/</a>
U14AA, U16AA, U19AA	La ligue élite de ringuette de Québec (LERQ)	<a href="http://www.ringuette-quebec.qc.ca/">http://www.ringuette-quebec.qc.ca/</a>

Although some of NRA's competitive teams play in Quebec leagues, they are governed in part by the NCRRL, especially in the area of player discipline. For this reason, all NRA teams pay a small fee to the NCRRL. This is also why a team that plays in the LRQ or the LERQ sends in the game results to both the league they play in and the NCRRL.

You need to send in a game report for every home game the team plays. But exactly what you need to do depends on which league your team plays in. The instructions that follow are organized by league. Fines are levied if a team fails to comply with these procedures. To see detailed instructions, look for your team's league below.

## How to report home games in NCRRL

The home team for a game provides the game sheet, prepares the game sheet, submits the game sheet online and hands in the original game sheet to the drop box at Walter Baker. For more information, go to the NCRRL game reporting section on the ERRRA’s website.

Step	Instructions	Comments
1	<p>Prepare the game sheet before the game</p> <ol style="list-style-type: none"> <li>1. Add players’ names and numbers for both teams. Cross off any players that are not playing that game. Add the names of any call-ups, and identify the team for which they normally play. Identify any player who is serving a suspension, and indicate which game this is for the player, such as “serving 1 of a 2 game suspension”.</li> <li>2. Identify one player as captain using a “C”. Identify one player as alternate captain using “A”. Identify goalies using “G”.</li> <li>3. Add names of all coaches, trainers and managers that will be on the bench. Have bench staff of both teams sign the sheet.</li> <li>4. Write the name of your league.</li> <li>5. Write the date, the game number and the level of play.</li> </ol>	<p>Use labels for players’ names and numbers. Your league is NCRRL, not NRA. Game number and level of play for the game are on the game schedule online.</p>
	1.	
2	Fill in the game sheet during the game.	Record the start and end time of the game. At the end of the period, draw a line under the last entry of the score for each team to show where the first period ended.
3	Have the referees sign the game sheet.	
4	Give the “visitors” copy of the game sheet to the manager of the visiting team, and keep the “home” copy of the game sheet.	
5	Report the results of the game on the NCRRL website within 24 hours of the game.	Use the form on the NCRRL Game Score Reporting System Community List.
6	Drop off the original white copy of the game sheet to the NRA drop box at Walter Baker Sports Centre within 48 hours of the game.	The drop box is at the front desk at Walter Baker and is attached to the wall next to the office. It is marked with the NRA logo.

## How to report games in the LRQ and the LERQ

Here is how to report games in the LRQ and the LERQ. Remember to set up an account for your team on the Ringette Québec website before reporting the first game sheet online. The instructions to set up the account follow these instructions.

## Reporting home games

Step	Instructions	Comments
1	<p>Prepare the game sheet before the game</p> <ol style="list-style-type: none"> <li>1. Write the name of your team, using the official team name.</li> <li>2. Add players’ names and numbers for both teams. Cross off any players that are not playing that game. Add the names of any call-ups, and identify the team for which they normally play. Identify any player who is serving a suspension, and indicate which game this is for the player, such as “serving 1 of a 2 game suspension”.</li> <li>3. Identify one player as captain using a “C”. Identify one player as alternate captain using “A”. Identify goalies using “G”.</li> <li>4. Add names of all coaches, trainers and managers that will be on the bench. Have bench staff of both teams sign the sheet.</li> <li>5. Write the name of your league.</li> <li>6. Write the date, the game number and the level of play.</li> </ol>	<p>Do not use a nick name for the team name. Use labels for players’ names and numbers. Your league is LRQ or LERQ, not NRA. Game number and level of play for the game are on the game schedule online.</p>
2	Fill in the game sheet during the game.	Record the start and end time of the game. At the end of the period, draw a line under the last entry of the score for each team to show where the first period ended.
3	Have the referees sign the game sheet.	
4	Give the “visitors” copy of the game sheet to the manager of the visiting team, and keep the “home” copy of the game sheet.	
5	Report the results of the game on the NCRRL website within 24 hours of the game.	Use the form on the NCRRL Game Score Reporting System Community List.
6	Report the results of the game on the LRQ website within 48 hours of the game.	Before reporting your first game, set up the team’s account on the Ringette Québec website.
6	Mail the original white copy of the game sheet to the LRQ/LERQ statistician	Mail game sheets to this address:

		Ringuette Québec (Stade Olympic stadium) Statistiques LERQ 4545 av. Pierre de Coubertin C.P. 1000 Succursale M Montréal, (Québec) H1V 3R2
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Reporting away games in NCRRL for LRQ and LERQ

NCRRL tracks penalty minutes for our players in LRQ and LERQ, but not all of the Eastern Region associations input this information. For this reason, NRA teams in LRQ and LERQ must report away games, not only home games, on the NCRRL website to keep an accurate record of player penalty minutes. To report an away game in LRQ or LERQ, report the results on the NCRRL website the same way you report home games.

How to set up the LRQ or LERQ team account

Before submitting the online game sheet for LRQ or LERQ games, set up an account following these instructions.

Step	Instructions	Comments
1	Go to <a href="http://membres.ringuette-quebec.qc.ca/">http://membres.ringuette-quebec.qc.ca/</a>	The website is in French.
2	Click on <b>Demand d'accès</b> near the bottom of the blue text box.	This brings you to a request form.
3	Fill in the form with your last name (Nom), first name (Prénom) and email address (Courriel).	
4	Select “Nepean” from the dropdown Association menu	
5	Select the box that says “Entrée des résultats de parties”.	This is a request to get permission to enter game results.
6	Click on “Envoyer” to send.	
7	Wait to hear back from Ringuette Québec to get your access information.	
8	Log in to <a href="http://membres.ringuette-quebec.qc.ca/">http://membres.ringuette-quebec.qc.ca/</a> using your new account.	
9	Follow the prompts to enter and save the names and jersey numbers of all the players on your team.	

### Cancelling and rescheduling games

Generally, games cannot be rescheduled or cancelled, except by the NRA president. There are some situations in which cancelling or rescheduling games is permitted. For the NCRRL, these are the situations in which you can cancel or reschedule a game:

- loss of ice
- inclement weather
- tournament participation – changes made before January 10
- a league problem, such as no refs

In the LRQ and the LERQ, these are the situations in which you can cancel or reschedule a game:

- inclement weather
- tournament participation – up to a maximum of two games after the schedule is made
- other reasons accepted by the executive committee of the LERQ 30 days in advance

### Participating in tournaments

Tournaments are a fun part of recreational team play and an essential part of competitive team play. There are rules set by the ORA that govern the number of tournaments a team participates in, as well as if those tournaments should be in town or out of town tournaments. Here is a summary of the rules and recommendations:

Level of team	Maximum number of tournaments	Minimum number of tournaments	Recommendations
U8	3, including the NCRRL year-end tournament	2, including the end of NCRRL year-end tournament and the NRA tournament	2 or 3, with a maximum of one tournament requiring a hotel. Families may opt out of out-of-town tournaments.
U9-U10	4, including the NCRRL year-end tournament	2, including the end of NCRRL year-end tournament and the NRA tournament	2 or 3, with a maximum of one tournament requiring a hotel. Families may opt out of out-of-town tournaments.
U12 regional	5, including the NCRRL year-end tournament	2, including the end of NCRRL year-end tournament and the NRA tournament	Have a maximum of one tournament requiring a hotel unless parents unanimously request a second out-of-town tournament. Families may opt out of out-of-town tournaments.



U12 provincial	5, including the provincial event	ORA assigns tournaments and determines minimums.	ORA assigns tournaments.
U14-U19 regional	No limit from ORA, but NRA limit is 5, including the NCRRL year-end tournament.	2, including the end of NCRRL year-end tournament and the NRA tournament.	Have a maximum of one tournament requiring a hotel unless parents unanimously request a second out-of-town tournament. Families may opt out of out-of-town tournaments.
U14A-U19A	ORA assigns tournaments and determines maximums.	ORA assigns tournaments and determines minimums.	Limit team to 5 tournaments including provincials. Beyond that get permission from the NRA executive.
U14AA-U19AA	ORA assigns tournaments and determines maximums	ORA assigns tournaments and determines minimums	Limit team to 5 tournaments including provincials. Beyond that get permission from the NRA executive.

To see a list of available tournaments, go the ORA website: <http://www.ontario-ringette.com/>

Every November the NRA host the Nepean Ringette Tournament. Every NRA team is required to register for our tournament, provided the tournament is offering the team’s division. And as the host association, NRA parents are the volunteers that run the tournament. Each team appoints a tournament representative in charge of scheduling volunteer hours at approximately 4 hours per player. The representative receives the volunteer schedule and fills in the names of volunteers under your team’s time slots. The representative will also attend all tournament meetings.

From time to time an NRA team is unable to play in the NRA tournament because their division is not offered at the tournament that year. In this case, the families of team members are still required to volunteer at the tournament because NRA’s tournament is one of the association’s major source of funding. Yearly registration fees that Nepean players pay do not even come close to covering the costs of running the ringette season. Our funding comes from our tournament.

## Avoiding team fines

Avoid getting a team fine! Here is a list of some common infractions that result in fines for each case of an infraction:

- Failing to provide a second set of jerseys at a Provincial Event - \$500
- Failing to have numbers visible on the front and the back of the jerseys - \$100
- Using the "B" or "C" designation at the U9 or U10 levels on apparel, websites, tournament schedules or anywhere else - \$250
- Using the "A" or "AA" or "1" or "2" designation at the U12 Petite Provincial level on apparel, websites, tournament schedules or anywhere else - \$250
- Using shoot outs to determine a winner in a tie game for anything other than 3 on 3 tournaments - \$500
- Posting tournament schedule, as a host, without Provincial G&T Committee approval - \$500

## Appendix A: Detailed information for 2016-2017

### Important recent changes

Here is a list of recent changes you need to know:

- A team must submit the team's budget for approval to NRA treasurer before opening a bank account. After the NRA treasurer approves the team budget, he or she will give the team treasurer a letter of authorization to bring to the bank to open a community account.
- NRA now has budget cap on spending and fundraising in effect. Read the NRA Team Finances Policy for details.
- No refunds of team fees are permitted from now on. Read the NRA Team Finances Policy for details. This policy change is based on the advice of the NRA's lawyer and helps us to comply with Ontario's Not-For-Profit Act, which is coming into force.
- As in the past season, all teams U19 and younger require supervision in the change room and at all off-ice components of team activities. Read the NRA's Supervision Policy for details.

### Dates to remember

Item/event	Date	Comments
Last date for full refund for NRA registration fees, less administration fee	September 14 – every year	
Last date for 75% refund for NRA registration fees, less administration fee	November 14 – every year	
Last date for 50% refund for NRA registration fees, less administration fee	December 31 – every year	
Last date to pay NRA tournament fee to NRA treasurer		
Last date to have completed police checks or to have proof of applying for police check	November 30 – every year	
Last date for competitive teams to pay ORA fees and extra ice costs to NRA treasurer	October 31 – every year	
Last date for coaches, managers and trainers to have completed certification courses	Early January	Exact dates vary from year to year.

Deadline for competitive teams to declare their intention to proceed to Nationals	Mid-November	Set by ORA.
Deadline to send TRF information to NRA registrar	[Prior to first tournament.	The date is usually mid-October for competitive teams and early November for recreational teams.
Deadline for adjustment to TRF	January 8 – every year	

People to know

Coordinator for the 2016-2017 Nepean Tournament:

Kim Tremblay

[tournaments@nepeanravens.ca](mailto:tournaments@nepeanravens.ca)

Main contact at LERQ and LRQ:

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Registraire LERQ

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