



**COACH  
HANDBOOK  
2013 – 2014**

[www.winnipeg-ringette.com](http://www.winnipeg-ringette.com)

# TEAM STAFF HANDBOOK

This guide is an abridged version of the Policy and Procedures guide, intended to highlight and interpret critical rules that apply to team staff. It is **NOT** a substitute for the WRL Rulebook; and, where a discrepancy exists between this handbook and the WRL Rulebook, the WRL Rulebook will prevail.

## TEAM STAFF RESPONSIBILITIES

### SCHEDULE OPT-OUTS

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Each team is permitted to make one request per half to ensure that they are not scheduled for any games during a period of up to seven days.

1. **Your request may be denied.**
2. Requests should be submitted using the Opt-out request form on the WRL website. This form will be available either directly from the homepage or on the Team Information page.
3. You will receive an email confirmation of your request and your request will be viewable via the Opt-out tab on the Team Information page. If not, then your request was not received and will not be processed.

4. Opt-outs for the first half must be received by the first week of October. Opt-outs for the second half must be received by the beginning of December.

SEE POLICIES & PROCEDURES (P&P) ARTICLE III.E.

## **TEMPORARY PLAYERS**

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Teams can use temporary players during the regular season to fill vacancies when registered players are unable to attend a game.

1. You may use up to three (3) temporary players on one game
2. **Your roster size may not exceed the size of your registered roster, or 10 skaters plus a goaltender which ever is less.**
3. You may not use the same player more than twice per season, with the exception of goaltenders whom you may utilize for up to four (4) games.
4. **TEMPORARY PLAYERS ARE NOT PERMITTED DURING PLAYOFFS.**  
See P&P ARTICLE VII.G.2 to see exceptions to this rule.

SEE P&P ARTICLES VIII & VII.G.2, and *How to request a temporary player under Using the WRL website.*

## **GAME TIMES**

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Teams must be ready to play up to ten minutes before game time if the ice is ready. If a team is not on the ice within two minutes of the earliest time that the game can start, they will receive a delay of game penalty.

For every additional two minutes that the team is late, they will earn an additional delay of game penalty. If ten minutes elapse, the team will default the game. It is in the best interest of each team to arrive to the game approximately half-an-hour before game time.

## **JEWELRY**

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Ringette Canada Official Rules prohibit players from wearing ANY jewelry, with the exception of Medic Alert bracelets.

It is 100% within the discretion of the On-ice Official to have players remove earrings, necklaces, bracelets, piercings, rings, watches, etc. Players should not get new piercings during the playing season.

SEE P&P ARTICLE V.B.4.a.

## GAME SHEETS

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Supplying the game sheet is the home team's responsibility. Please note the following:

1. If the home team does not supply the game sheet and the visiting team is unable to supply one, the game is defaulted by the home team.
2. If the game begins late due to the game sheet being provided without reasonable time for the visiting team to complete it prior to the game, the home team can be assessed a one or more delay of game penalties.
3. Each team is supplied eight (8) game sheets for the season. If you run out of game sheets, you can purchase more from the Winnipeg Ringette League.

### Completing The Game Sheet

1. It is the home team's responsibility to identify the game number, game date and arena on the game sheet.
2. **Goal keepers are to be identified on the game sheet by a capital "G".**
3. **Temporary players MUST be identified on the game sheet by capital "TP". If your team is found to have used a temporary player without identifying it on the game sheet, you may be subject to suspension and/or fines.**

4. If you have a player who has been suspended, their name should be recorded on the game sheet identified by “SUSP” in order to record the serving of the suspension. If this is not completed, the league may not consider the game as part of her suspension.

## CHANGING JERSEYS

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It is the responsibility of the **visiting team** to change jerseys in the case of a color conflict. If the visiting team is not able to change jerseys, the home team can be asked to change jerseys. If the home team is not able to change jerseys, the game will be defaulted by the visiting team.

It is the responsibility of the visiting team to check for a colour conflict prior to the game. Failing to do so may result in the assessment of one or more delay of game penalties if the game starts late due to the colour conflict.

The WRL website’s personal calendar will notify players, parents and team staff when a color conflict is going to occur – if both teams have identified their color on the website.

## **RECORDING RESULTS**

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When your team wins a game, it is your responsibility to record the score of the game on the WRL website. You must also deliver the league copy (white copy) of the game sheet to your Division Convenor.

- 1. Games scores must be posted to the website within 48 hours of the game.**
- 2. Game sheets must be postmarked or emailed to the Division convener within 72 hours of the game.**
- 3. All original copies must be delivered to the Division convenor by the end of the half.**
- 4. Failure to meet these deadlines may result in transfer of points from winning to losing team.**

SEE P& P ARTICLE IV.C.2, and *How to record scores* under *Using the WRL Website* in this handbook.

## CANCELLATIONS/RESCHEDULES

If for any reason you need to cancel a game, it is your responsibility to ensure that you notify:

1. The opposing team,
2. Your Division Convenor,
3. The Scheduler, and
4. The game official assignors (including assignors for minor officials).

You can find contact information for these people directly on your game schedule on the WRL website, or via the Contacts menu on the WRL website.

Games will only be considered for rescheduling if the original game was not played because of unsafe weather or roads, or if ice was not available. Even then, rescheduling is at the discretion of the WRL and your game may not be rescheduled.

**Note: In circumstances where cancellation or default of a game was reasonably avoidable by the defaulting team, the team may be fined by the WRL for failing to play their game. The minimum fine at this time is \$200.00.**

Teams are NOT permitted to find alternate ice and reschedule games at their own volition.



If you know in advance that you cannot play a scheduled game, you can trade your game with another team. See P&P ARTICLE III.D.2 for more details.

SEE P&P ARTICLE III.D, and How to find contact information under *Using the WRL website* in this handbook.

## **INFRACTIONS**

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Note that as coach, you are responsible for your team and its behaviour. It is your responsibility to familiarize yourself with the Rules of Ringette and the WRL Rulebook.

It is possible for you, as coach, to be suspended from play due to infractions on or off the ice by yourself or your players.

## **GAME OFFICIALS**

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### **On-Ice Officials**

Games will be assigned two certified on-ice officials to officiate the game. In the case where only one official attends the game, the game may be played if both teams and the official agree to do so, and sign the game sheet to that effect. If any party declines to do so, or if no officials attend the game, the game may be rescheduled at the discretion of the league.

### **Shotclock Operators**

U12 A, U14 – U19, and Open 1, 2 & 3 games will be supplied shotclocks and assigned one **certified** shotclock operator. If shotclocks are not present at your game, the game will be played without.

### **Timekeepers**

All games will be assigned two **certified** timekeepers/scorekeepers. In the event that no timekeepers/scorekeepers attend the game, the officials will obtain volunteers from the fans and the game will proceed.

## **COMMUNICATING WITH OFFICIALS**

Conflict and confrontation with coaches and fans is the number-one reason cited by first and second year officials as to why they leave the program. We ask that every coach do their part to treat on-ice officials with respect and keep the following in mind.

Coaches and team captains are permitted to ask questions of the on-ice officials in order to clarify the understanding of the rules. In cases of ring placement or shotclock reset, it is OK to notify the on-ice officials when you feel a mistake is being made. It is not acceptable for you to argue with an official over the calling of a penalty, violation, goal or no-goal. It is important that if you are to communicate with an on-ice official that you try to do so in a calm and collected manner. On-ice officials can, and should assess an

unsportsmanlike penalty to your team or eject you from the game if you are being excessively confrontational or rude.

If you have a concern about the performance of an on-ice official, either with their calls or attitude, it is not your place to address it with them. As a coach, you do not have the experience necessary to correctly educate an official on how to call a game. We ask that in these cases, coaches hold their tongue and submit an incident report about the official(s) online via the WRL website so that we can schedule an evaluator to work with them to improve their performance.

## **SPECTATOR BEHAVIOUR**

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Spectator behaviour is the responsibility of both coaches. If an on-ice official identifies a problem with one or more spectators, they may ask a coach to eject them. The coach will have up to two minutes to eject the spectator from the stands. It is at the official's discretion to identify which team the fan belongs to in order to decide which coach is responsible.

## **SPORTSMANSHIP**

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The WRL supports fair sportsmanship and requires that teams respect a 7 point differential rule. Teams should endeavour to ensure that they are not running up the score in blow-out situations. **Repeated instances of games ending in point spreads of 7 or more will result in sanctions to team staff.**

## **CONTACT INFO**

Every team must have a primary contact person registered on the WRL website, and keep their contact information up to date. The primary contact person will receive automatic notices of game changes and will be the point-of-contact when games are cancelled at the last minute.

## **WEBSITE AUTHORIZATION**

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Every team must have at least one member of team staff registered and authorized to record scores and file incident reports. Your association should be granting this access at the beginning of the season. If they do not, please make a request to your local association.

Teams are responsible for ensuring that they have identified a primary contact person on the WRL website by November 1 and that their contact information is up to date. Failure to do so may incur a fine of \$50.00 Teams will be billed an additional \$50.00 for each month that passes where no primary contact is listed.

## **PLAYOFF ELIGIBILITY**

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All players must play a minimum of 50% of eligible regularly scheduled league games after they have registered to be eligible for playoffs.

- a. In cases of **extenuating circumstances**, the league may or may not grant permission for a player to participate in playoffs who has not met eligibility requirements.

The minimum number of players shall be seven in accordance with Ringette Canada Rules.

No player will be allowed to play in the playoffs whose name does not appear on the Official Ringette Canada roster of the current season.

Only team staff registered for that team with the MRA are allowed in the box. In cases of extenuating circumstances, the WRL can be petitioned to grant permission to use alternate qualified staff.

## TEMPORARY PLAYERS

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A temporary player is deemed to mean a player replacing a registered player for that team.

Except with the permission of the league, no player, regardless of age, shall be allowed to play in a lower age group than that in which they are registered.

A temporary player must be drawn from a team of a lower division in either age group or play calibre of the team making the request, with the following exceptions:

1. No C level team may draw an A level player for temporary substitution.
2. Open (18+) division teams are permitted to laterally use temporary players, including goal tenders; except for Open (18+) 1 teams who must draw from a lower division.
3. **Male goaltenders may not be used as temporary goaltenders in the 18+ divisions.**
4. **Temporary players may only be drawn from a team actively playing in the WRL.**

No player registered on a AA roster sanctioned by the MRA may be used as a temporary player for any non AA team in WRL scheduled games, including playoffs.

When temporary players are required to ice a team, the following criteria will be applied in order. Temporary players will be:

1. From the home community centre, its next lowest skill division, its next lowest age division, only then.
2. From the community centre closest to the home community centre having eligible players.

Excluding tournament games, the maximum number of games that a player may be promoted to a given team are as follows:

1. A player may be promoted for **a maximum of two games** per team if promoted as a skater.
2. If promoted as a goaltender, a player may be promoted for **a maximum of four games** per team.
3. If a player is promoted sometimes as a skater, sometimes as a goaltender, the player may be promoted for **a maximum of four games** per team total, and can participate as a skater for no more than two of these games.
  - a. If, for any reason, the temporary goaltender is removed during a game and she returns to the ice as a skater, this game will count as skating game.
  - b. If the temporary player has already served two games as a skater and is now participating as a temporary goaltender; should she be removed from the game, she may not return as a skater or the game may be considered as a forfeit and the points given to the opponent.

A team **may use up to three (3)** temporary players (TP) in a single game to allow the team to ice up to 10 skaters and a goaltender; **OR** to bring their total number up to their registered roster size, **whichever is less.**

In exercising any of the foregoing options, **a coach must obtain permission of the coach or manager of the team on which the temporary player is registered and shall identify the temporary player (TP) on the game sheet. A coach who fails to secure the other coach's permission shall at the discretion of the league, be subject to suspension.**

1. It is not necessary to obtain the permission of the player's coach when that player is coming from an Open (18+) team.

## **COACHES**

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All coaches must be certified by January 15 of the current season. Certification specifications/requirements are outlined by the Manitoba Ringette Association.

If any coach listed on any roster has not supplied proof of their certification to MRA by January 15, MRA will contact the association and will remove that coach from the roster. That coach will no longer be eligible to coach.

**There are no temporary coaches allowed at playoff time.** Teams are to ensure they have legitimate, certified coaches listed on their teams' rosters.



## QUESTIONS/CONCERNS

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Any and all questions and concerns that you may have should be presented to your Division Convenor as first point of contact.

## USING THE WRL WEBSITE

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### **How to view your schedule:**

1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s)-> Schedule.
3. If you do not have a username or password – Use the Schedule menu to find your team.

If you want to subscribe to your calendar so that it is available in your preferred calendar program (i.e. Outlook, Google Calendar, iCal, etc..) and/or available on your smartphone, you can do so.

From the League & Tournaments -> Team(s) -> Schedule page:

1. Click on Publish schedule.
2. Choose Subscribe to calendar (choose one of the other options if you want to download or print your calendar).
3. Click on Publish my calendar.
4. Copy the address that appears in the text box.

5. Go to the subscription section of your preferred calendar program and paste the address into the appropriate field. We recommend having your subscription update on a daily basis to ensure that your calendar is kept up to date.

## **Sharing Responsibility With Your Coaching Staff**

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Make sure that the other members of your coaching staff – managers, assistant coaches and trainers – have access to your team online. This will ensure that there are other people who can record your team's score when you are unavailable as well as enter practice times, record incidents, etc.

To give these members access, add them (or confirm them) to your team roster. (Go to League & Tournaments -> Teams -> Team information.)

## **Why Record Your Roster**

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If you record your roster, you can:

1. Share responsibility with your Coaching staff.
2. Have a centralized contact list that you can share with your team members.
3. Print roster labels for your game sheets.

4. Control who sees your practice schedule.
5. Record game sheet statistics such as scoring and penalties.

Players or parents may self identify as team members. Team staff is responsible to approve them before they will gain access to restricted information.

## **How To Record Scores**

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1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s)-> Games requiring scores.
3. Find the game in question and type the score into the respective field.
  - a. If entering a game default, enter the letter “D” in the field for the team that defaulted.

## **How To Find Contact Information**

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To find the contact information for a specific game:

1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s) -> Schedule.
3. Click on the game in question.

4. Click on the Show game contacts button.

To find general contact information:

1. Sign in to the WRL website.
2. Use the Contacts menu:
  - a. WRL Council contacts displays contact information for council.
  - b. Division contacts displays the public contact information for all Teams and Convenors.
  - c. Team contacts displays contact information for members of your team(s).
  - d. Official Assignor contacts displays contact information for who assigns officials to your games.
  - e. Temporary Players displays the contact list of players who have registered to fill temporary player spots.

## **HOW TO REPORT AN INCIDENT WITH ANOTHER TEAM OR A GAME OFFICIAL**

Help us track issues with other coaches or performance issues (including missed games and tardiness) of our game officials.

To record an incident that occurred in a game:

1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s) -> Schedule.
3. Click on the game in question.
4. Choose Report incident from the Actions drop-down.
5. Click on Go.
6. Complete the form to record your concerns. An administrator will receive an email and take action.

### **How To Publish Your Practice Schedule And Exhibition Games**

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1. Sign in to the WRL Website.
2. Go to League & Tournaments-> Team(s) -> Schedule.
3. Click on Add game to schedule.
4. Complete the popup for your practice or game.
5. Click on add.

Practice and exhibition games by default will only be displayed to people who appear on your roster who you have given access to. If you want your practice schedule to be public for anyone to view, go to the Team information page and change the setting.

## **How To Update Your Team's Contact Information**

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1. Go to League & Tournaments -> Team(s) -> Team information.
2. Change the contact person.
3. Click Update.

**Note:** If the contact information that is displaying is incorrect (phone#, email, etc), the contact person must sign into the system and go to League & Tournaments -> Account Details -> Personal Information and update their data.

### **Team page, Team news**

Every team has a team page displaying their schedule, standings, roster and Team news. To add to your team news, go to League & Tournaments -> Team(s) -> Team News.

## How To Request A Temporary Player

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1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s) -> Schedule.
3. Click on the game you need a player for.
4. Choose Request a temporary player from the Actions drop-down.
5. Click on Go.
6. Complete the form to finalize your request.

When someone applies to fill the position, you will be emailed. To select someone to fill the position:

1. Sign in to the WRL website.
2. Go to League & Tournaments -> Team(s) -> Temp player requests.
3. View the applications that appear here and accept or decline them.

