



## Ringette4U Manager Responsibilities

### **Manager Certification:**

Required to fill out and submit a Child Abuse Registry and Bench Staff Code of Conduct forms to Ringette Manitoba (annually).

### **General Responsibilities:**

- Main liaison between your squad and Ringette Manitoba
- Understand and communicate Ringette4U program rules
- Promote sportsmanship and fair play both within the team and towards the instructors
- Initiate dialogue, communication and involvement among all parents
- Encourage and promote squad spirit

### **Duties:**

- Complete Jamboree Registration Form
- Create a squad calendar. Include Lesson times, tournaments, player's birthdays and all extra squad activities.
- Maintain team lists, phone numbers, etc.
- Make everyone aware of any player allergies
- Obtain and review Ringette4U program rules
- Obtain information on tournaments, submit applications
- Collect any money required for tournaments, travel, squad photos, etc.
- May include other duties as required.
- Gather medical and contact information
- Run the end of the season social event

### **Suggestions:**

- Promote squad spirit by organizing activities.
- Use parent meetings to communicate information and gather opinions and assistance.
- Assist Head Coach in running a parent meeting at the beginning of the season.

**\*Managers are not permitted on the ice for R4U, but are able to help out on the bench.**