



**Memo:** 2017-15

**Date:** September 15, 2017

**To:** Division Directors, Coordinators, Portfolio Managers, and Team Officials:

**From:** Janine Rizzo, President / Kolin Kriitmaa, Executive Director

**Re: Board/Staff/Appointed Positions and Team Officials Communication Model/Plan Update**

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Attention All Division Directors, Coordinators, Portfolio Managers, and Team Officials:

In order to follow up the recent note to the membership in respect to the decision to allow teams to use Teamsnap for team level communication, we wanted to reach out and ensure that all Board, Staff, and Appointed Positions were updated with the communication model so that our members expectations are and we continue to communicate in the most robust and all inclusive manner.

Moving forward please ensure that we all follow the following communication's call to action:

**Association, Divisional, Portfolio, or Informational Communication Protocol:**

All Divisional information is posted online on your Divisional, Portfolio, or Informational webpage through Ramp. The reason for this expectation is to allow members to go to our website directly to find information, rather than to have to surf through countless emails that may or may not have been updated since the email was sent. You will have the ability to communicate this information by sending it out via Ramp's website as you have been (clicking the checkbox), or by going to the Website and copying and pasting the link from the website and creating an email in Teamsnap for which you can send to your divisional contacts.

**Team Officials Webpage Information and Communication Protocol:**

Team Officials will be expected to maintain at a minimum in Ramp their Team's account/website Game Schedules, Roster, and Team Official/Staff contacts. The reason for these three minimum requirements is to allow the AMHA to manage PCAHA league requirements, AMHA administration and for other Association's communication at the team level to be direct to teams instead of through the Association's main phone and email inbox. Team's have the option to update their team's microsite with news, information, pictures (with parent/guardian sign off, please refer to our publication policy) as they see fit. If a team has a "special moment" that has been captured and would like it posted on the home page they must post this on their Team's website, and the Association will link it to the home page. The Association will not post any team information for teams as the Team shall be responsible for their own team's publication policy decisions and monitoring.



With hope these changes alleviate some of the frustrations at the team level with communication amongst teams, yet still allows the AMHA to maintain the other components of its current communication model.