

Team Startup Checklist - Once your team has been assigned:

- Send out a welcome message to your team
- Get data extract of player and family contact information from the association - VP, Registrar or Volunteer Coordinator can help
- Plan a team / parent meeting
 - ◆ Detail your expectations for the year
 - ◆ Identify/pick your bench staff
 - ◆ Assistant coaches, Manager, Trainer, On Ice Helpers, Den Mothers, Treasurer
 - ◆ **Competitive teams:** - need treasurer fairly early - before team meeting to plan the budget
- **Budget:** Ensure that a budget is drafted and approved by parents (treasurer/manager with help of coach) - there are sample budgets on website however it is highly recommended that you reach out to a similar age/division for examples (prior or current year). Make sure you budget for ice - even in Novice! (refer to coaching manual for what to budget for ice).
- Send list of your bench staff to your applicable VP for approval, copy the Volunteer Coordinator
 - ◆ Once approved, the VP will ensure that this is communicated appropriately (added into GL for TRF's, volunteer list for PRC verification etc) however it will be the team (coach or manager) responsibility to ensure that the volunteer coordinator is aware of all team volunteers
- **Training Requirements / Police Records Checks for Bench Staff** - EDUCATE yourself on the training requirements for you and your bench staff for the current year
 - ◆ Read up on current requirements on the ERRR Coaching pages. This includes requirements for coaches, managers & trainers
 - ◆ Get the password for the Volunteer Letter to have PRC's completed for free (ask your VP or Volunteer Coordinator)
 - ◆ Review your bench staff status on the Volunteer List - get password from VP or volunteer coordinator
- Open bank account early - Get a letter from the GCRA President to open team account (Aug/Sept)
 - ◆ 2 people are required for the account – cosigner - preferably 2 people who live close or who are frequently the rink
 - ◆ Request for letter (your bank needs this) are to be sent to the GCRA President with the following information:
 - coach's last name
 - legal name for signer and team position ex: Jennifer Kosak (team manager):
 - legal name for co-signer (and team position)
- Tournaments
 - ◆ Regional - choose and register for tournaments
 - ◆ Competitive - tournaments are assigned, coach/manager should ensure that official registration is completed by deadline

- ◆ *as part of tournament registration on S2S - you will be prompted with how to proceed with hotel bookings
 - ◆ **NCRRL teams** - log into the NCRRL website and add your planned tournaments – **by Sept 17th**
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- ➔ **Equipment** - Arrange for equipment pickup - ring bags, jerseys - VP will give direction
 - ➔ Attend Coaches meeting
 - ➔ Novice to U12 - Complete your player matrix at the beginning (and end) of season
 - ➔ TRF - Registrar will create draft TRF and send to coach for review prior to printing final (September). It is coach's responsibility to verify accuracy

Important Links

[GCRA Coaching Manual](#)

[Budgets](#) (Sample budgets for Novice, Regional, Provincial teams)

[Coach Training Requirements](#)

[Volunteer PRC letter](#)

[Volunteer List](#)

[Parent Code of Conduct](#) - Link to TEAM signoff form

[Ringette Canada Pre-Season Concussion Education information](#)

- (note: recommend you do up a separate sheet for all families to sign on one sheet!)

[GCRA Executive contacts](#)

Novice Coaches Manual (get from VP Novice & Bunnies)