

Welcome and Congratulations on becoming a Team Manager.

We have created a checklist to help guide you as you transition in your new role. We hope you have a great year and we are always here for any kind of support if you aren't sure of something or need help.

- Introduce yourself in the RAMP App to your team and set out what the year is going to look like.
- Let parents know that each family is to take the Respect sport program via link supplied. It is a mandatory rule of Hockey Alberta that we have to follow. - <https://www.hockeyalberta.ca/members/respect-sport/>
- A meeting will be set up the first week of November with all the other teams in the league so you can sit down and book games all at once.
- Make sure you are paying special attention to the weekends we don't have home ice and book away games at that point.
- Chat with coaches about how many practices/games they would like to have. Hockey Alberta recommends 1 practices : 2 games as a general rule.
- Input into the RAMP app when games are scheduled
- Let your team know the importance of putting in their availability into the app - You as a manager can decide if you want to do a schedule for parents to take turns in the box to run score clock/time keep or post in teamsnap for each game and parents will volunteer for each game. You need 2 parents per home game.
- Fundraiser- let your team know the dates it starts and ends and pick up. - When you are wanting them to have their papers and money into you to have to the fundraising coordinator
- Have yourself and coaches watch as you play other teams and who you would like to invite to our tournament in Feb.

- December you will send out invite to the team(s) you choose, if they accept then we will provide you with a package to send them with all information (including how to pay) in it.
- January tournament payments and rosters are needed
- First weekend in February is tournament weekend. Will need to have information to all parents to make sure everyone is signed up to volunteer and not have their second bond cheque cashed.
- February - Have coaches think about year end awards and see if a parent would want to volunteer to coordinate a wind up party for the team.
- March - if wanting to do gifts for the team, ask parents to put in a certain amount of money to cover awards and a wind up party (pizza party, bowling party, ect)