

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 has been set up **October 21st at 6:30 in Didsbury** with all the other teams in the league so you can sit down and book games all at once. Bring a blank calendar with your dates listed and a pencil to the meeting.
- 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 1:1 Practice to games ratio for U8 and U11, and 1:2 practice to games ratio for U15 and U18
- Input games into the RAMP app when games are scheduled. It is up to the Team manager to let the ref coordinator know the game schedule as soon as possible and emailing the ref coordinator and facilities to let them know if you have to cancel for any reason.
- 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.

Picture Day - It is your responsibility to collect forms and payments from your team members

Bacon Fundraisers- let your team know the dates it starts and ends and pick up. You are responsible to collect money and forms.

December

Have yourself and coaches watch as you play other teams and who you would like to invite to our tournament in Feb. 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.

The board will plan the Christmas event so you will not have to worry about it.

January

Final tournament payments and rosters are needed. Our tournament dates are Jan 31-Feb 2 this year.

February

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.

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)