**RALLY CAP COACH/MANAGER DUTIES**

**Uniforms/Caution Fees:**

* **Hand out uniforms with our Equipment Manager, Blare Stewart**
	+ This will occur at the Sports Service Center and an email will be sent out regarding your team’s date/time to attend to collect uniforms.
* **Collect uniforms at last game/practice and return to our Equipment Manager.**
	+ A Schedule will be sent to managers to drop off equipment and uniforms at the Sports Service Center at the end of the regular season.

**Fundraising:**

* Hand out Raffle Tickets to each family and keep track of tickets and money returned.
* Return tickets and money to a Fundraising Committee member as scheduled.

**Games:**

* **Schedule home games in consultation with the other Rally Cap teams as diamonds will be shared.**
* **Email Game Schedules to our Leisure Services Director, Aaron Herriges, at** **leisure.canora@sasktel.net****.**
	+ PLEASE DO NOT INPUT GAMES YOURSELF ON THE RAMP TEAM APP.
	+ If canceling/rescheduling, this also needs to be sent to Aaron.

**Team/Player Pictures:**

* **Arrange team pictures with Canora Photography & Framing**
	+ Contact Craig Popoff @ (306) 563-7458