



# Managers Manual 2019

## Welcome to the Greater Victoria Minor Ball Hockey Family

A team manager is a vital part of every team and thank you for volunteering to take on this important role. You will help to ensure your team has a positive experience during their season. The role of the team manager has two equally important functions; first is to support the head coach, and secondly to keep the parents informed.

### TO GET STARTED

The team manager reports to the head coach and he/she will provide you with the RAMP team login information. Once you are logged onto your team site, you will find player and parent information.

- Contact every member of your team as soon as possible and confirm you have their correct contact information and if any family would like to add additional email addresses to your contact list.

### HAVE A TEAM MEETING

- Work with your coaches to set a team meeting time either before or after one of your first few practices and communicate this to your team's parents. The following are areas that should likely be covered in the parent meeting:
  - The head coach will explain the team goals, go over player expectations, review player/parent conduct, zero tolerance for abuse of officials and answer any questions from parents.
  - Inform parents that a timekeeper and scorekeeper rotation will be drawn up for games once the game schedule is available. It is the parents' responsibility to educate themselves on this task by mentoring with those who have experience. If a few parents wish to take on the duties on a regular basis, then no mandatory rotation is required.
  - Hand out a copy of the "Player Emergency Information" form to each family. These forms need to be filled out and can be kept by the head coach (or in the first aid kit) and referenced in case of injury. These must be available at all games & practices. You can download the PDF from our website under the "Managers" tab. Address any medical issues or concerns with coaching staff and be aware of food allergies of team members if snacks will be provided. Make note of all cell phone numbers so that you can quickly inform parents of last minute changes or injuries to their player if they are not at the venue.
  - Hand out jerseys and record the numbers on your team roster and record the player name on the equipment/jersey distribution form (your head coach received this when picking up gear from GVMBHA Equipment Manager). Scan or take a picture of the equipment/jersey distribution form and email/text to your Division Manager.
  - VERY IMPORTANT - collect and record a \$50 jersey deposit at the same time. Cheques are payable to "Greater Victoria Minor Ball Hockey Association" and post-dated to July 15, 2018. Please remind your Head Coach, they are ultimately responsible for the collection of these cheques. Hold onto them for the duration of the season and give them back to parents when jerseys are returned in washed, clean condition.
  - Collect the following forms from each family (links to all forms are under the Managers tab on the website). These forms should be held by the team managers for the season and then can be shredded when the season ends
    - Player Emergency Contact Form
    - Player Code of Conduct

## **IMPORTANT COACHING DOCUMENTATION REQUIRED**

Ensure all your coaches have completed the GVMBHA coaching application (which includes the coaching code of conduct), online Criminal Record Check and Respect in Sport (full version, not the shorter parent version parents need to take in minor ice hockey). More information and links are on our website under the “Coaches” tab. Cheryl Sanders is our league coaching documentation tracker and can answer any manager questions regarding coach requirements. Grant Smith is the GVMBHA Head Coach and coaches have been directed to ask Grant for any coaching related questions.

## **PLAYER INJURIES**

Player injuries unfortunately do occur. When one of your players is injured and comes off the floor to tend to their injuries, an online report must be submitted. You will find the Player Injury form on our website under the “Managers” tab. It is a basic form that is simple to complete, but it would be a good idea to familiarize yourself with the information required so that when an injury occurs you are aware of the information you need to make note of. If there is a serious injury, please make sure that either you or the head coach report it to your Division Manager.

## **GAME INFORMATION**

For games, the HOME team is responsible for:

- Supplying and completing game sheets. Ensure game sheet is completed by both teams (away team adds their roster too) and given to referee 5 minutes in advance of the start of the game.
- Submit game results within 4 hours of every game by using your RAMP team website.
- Retain a copy of game sheet (white/yellow copy goes to home team; pink copy goes to away team). Also, a good idea to take a photo of the white game sheet in case league needs to review right away.
- Ensure there are score & timekeepers for games. A good idea for these folks to arrive at least 10 minutes before game time to review position or shadow whoever is in the score/time keepers box before your game.

For games, the VISITING team is responsible for:

- Verify game results once entered by the HOME team (who have 4 hours to enter scores). Verification should be completed the same day as your game by using your RAMP team website.

## **NEVER LEAVE PLAYERS UNSUPERVISED IN DRESSING ROOMS**

There should always be 2 adults if there are children in the dressing room.

## **YOU ARE THE LIASON**

Be the liaison between parents and coaches – ensure you use a 24-hour cool down period if any issues arise. Managers are to be the buffer between parents and coaches in the event of a complaint. Parents should discuss their concerns with the manager who will in turn relay it to the coach and work toward a resolution.

## **OTHER TIDBITS**

- Email reminders of all practices, games, and score/timekeepers weekly.
- Managers will be the main contact for the team regarding photo day.
- Please ensure that you have provided your contact information to your division manager so that you receive league updates and information as the season progresses.
- Members can use their Family Ramp Account to import schedule into their personal calendars.

## **GAME EJECTIONS & MINIMIZING ESCALATION**

This information is more for the older-aged groups.

During the game if you have a player that is exhibiting frustration and may be taking unnecessary penalties or is reacting to being called for several infractions during the game the league expects coaches to use good judgement in refraining from putting the player on the floor until they have calmed down. The league expects coaches to make sure the player understands the ramifications of any further penalties i.e. game ejection for 3 minor penalties, or that any escalation of their behavior on the floor may result in a more severe penalty. The league expects coaches to understand a frustrated or agitated player may cause unnecessary injury to themselves or another player if they are allowed to play in an agitated state.

If a player is ejected from the game for any reason (3 penalty rule, major penalty or game ejection penalty, etc.) the player will be escorted to the main gate to the floor by a referee (senior ref if one is assigned to the game) and will exit the playing surface. Should players from both teams be ejected at the same time the ref will escort the visiting player off the floor first followed by the home player. The league would like the coaches to make sure parents understand that it is NOT okay for parents or other fans to ridicule or taunt a player being ejected from the game for any reason. Such action could result in an unsportsmanlike penalty against the team of the fans displaying such behavior.

The team is to have the player met at the gate by the team manager and the players parent or one coach and another parent (if the team manager and the player's parent are not in attendance in accordance with our 2-deep rule) in order to ensure the player makes his or her way to the team dressing room. If the team dressing room is locked the team must ensure the key to the dressing room is available to the player on exit from the floor. The player is then required to gather his or her possessions (change or shower as appropriate) and leave the arena as soon as possible. If the player is still in the vicinity of the dressing room at the conclusion of the game they should not leave the dressing room unless they are accompanied by their parent or escorted out of the dressing room area by a coach. **Any** issues that arise with either an ejected player or their parent where they become involved with a player, fan or parent of an opposing team will be dealt with swiftly and severely by the league. Please advise your team parents that taunting or cheering an ejected player is not acceptable. If an issue occurs with an ejected player and it is discovered that the above rules were not followed by the players team then this could result in sanctions against the team coaches and manager.

The league expects coaches to use all reasonable efforts to control their players while they are in their care and make the games enjoyable not only for their players but for the players of the teams they are competing against.

## **VAPING**

Smoking, use of an e-cigarette or using a vaporizer is not permitted in any of the arenas we use, which includes dressing rooms. Disciplinary consequences will result if this is not respected.

## **CELL PHONES IN LOCKER ROOM**

Cell phone use: no photography, no video recording and no voice recording permitted. Phones don't need to be in players' bags (players can listen to music, for example), but they must adhere to the above-stated rules. Coaches can address if the phone is improperly used, on a case-by-case basis.

## **NADEN - REQUIRES ID**

This weekend we begin games in the Wurtele Arena at Naden. Naden requires photo ID for anyone in the vehicle that is 16 years of age or older. High school ID is acceptable if your player does not have a driver license or other photo ID. Most of the time the commissioners and/or guards just ask the adults in the vehicle but to be safe make sure those who are 16+ have ID. The commissioners and/or guards will instruct you to park your car off to the side if you do not have ID, then you would have to walk up to Wurtele arena.

## **RAMP WEBSITE INFORMATION – using your TEAM HOMEPAGE**

GVMBHA has a new website in place where teams can have their own personal website. Team logins are provided by your head coach. If your head coach has misplaced their login information, then email [webadmin@gymbha.com](mailto:webadmin@gymbha.com) for this information.

### How to post game scores when your team is HOME.

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. At the top left of the page, click on ADMIN LOGIN
3. Type in your team login and password.
4. Click on League Games.
5. Find game, then click on “Gamesheet”
  - \* we don’t track players stat so no need to enter team rosters
6. Enter both Home and Visitor Score (the scores are live to the website so seen right away)
7. Click on box beside “Game is Finished” – you are done!

### How to verify game scores when your team is the VISITOR

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. At the top left of the page, click on ADMIN LOGIN
3. Type in your team login and password.
4. Click on League Games.
5. Find game, then click on “Verify”
6. At the top of the page is “Gamesheet Verification” with 3 dropdown choices
  - \* pending verification
  - \* verified
  - \* there are errors
7. Click on “Verified” if all correct. If errors, then click “There Are Errors”.

### How to mass email your team using RAMP

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. At the top left of the page, click on ADMIN LOGIN
3. Type in your team login and password.
4. Click on Mail.
5. Click on Compose Mail.
6. Put a Subject.
7. Type your message and click ‘Submit’.

### How to Add News Articles:

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. At the top left of the page, click on ADMIN LOGIN.
3. Type in your team login and password.
4. Click on News Articles.
5. Click on Add News Articles.
6. Type in the ‘Title’, ‘Date’ fields.
7. If you would like to email entire team with this information as well, click the ‘Send Email on Submit’ box before typing your message.
8. Type your message and click ‘Submit’.

#### How to Add an Event:

1. Go to [www.gymbha.com](http://www.gymbha.com).
  2. At the top left of the page, click on ADMIN LOGIN.
  3. Type in your team login and password.
  4. Click on Events.
  5. Click on Create New Event.
  6. Fill in the appropriate fields.
  7. If you would like to email entire team with this information as well, click the 'Send Email on Submit' box before typing your message.
  8. Type your message and click 'Submit'.
- \*\* News and Events that are posted will also show up on your Team's Web page and Calendar. \*\***

#### How to print Roster Labels in RAMP

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. At the top left of the page, click on ADMIN LOGIN
3. Type in your team login and password.
4. Click on Print Labels on the left side menu.
5. Review the Label Text, edit as necessary. 6. Click Save & Download PDF.
7. Print the PDF. **\*\* Avery 08923 (2" x 4" size) are used to print from RAMP.**

These labels will print landscape. Please keep in mind that you will need three (3) sets of labels for each game as the game sheets have 3 copies. Therefore, in total you will need approximately 5 pages of labels for the season.

#### Gymbha has purchased the RAMP app for all 2019 teams:



#### What users can do in Ramp Team App:

- Gather essential information with team roster management at your fingertips.
- Sync personal and team calendars for easy team scheduling.
- Track who's coming to each game or practice with team member availability.
- Set who's playing in each game, arrange players in any order, and assign positions with lineups.
- Send messages to the whole team or just select groups.
- Receive real-time game updates with Ramp Media Live! team messaging and chat.
- Securely store and easily share team photos, files and documents.

#### Watch the video for more information

<https://www.youtube.com/watch?v=v9iq57LsuEA>

Download from one of these sites depending on your gadget:

- [Google Play](#)
- [iTunes App Store](#)

**Team members** can also import their player's team schedule into their personal calendar.

1. Go to [www.gymbha.com](http://www.gymbha.com).
2. Scroll to the bottom of the page and sign into your RAMP Family Account.
3. Change the Time Zone to "Pacific".
4. Depending on what type of email account you have determines which button you click (Google or Non-Google)
5. When you download the calendar, it is what the calendar looks like at time download it.

## RAMP Family Calendar

[My Calendar](#)[My Players](#)[Search Players](#)[Logout](#)

Choose your timezone and then select a calendar to sync.

Time Zone

Pacific ▼

Save Timezone

Choose either Non Google Calendar Live Sync or Google Calendar to get your events synced.

[Live Sync \(Non Google\)](#)[Live Sync for Google Calendar](#)

Downloading a calendar is not a LIVE sync, it only downloads all your events in your calendar at the time you download it.

[Download Calendar](#)