

Thank you for taking on the Team Manager role! This is a critical position that supports team activities, tournaments, and ensures that all team finances operate smoothly and in a transparent manner. KRA has prepared this guidance, as well as other resources, to help you in this task.

1) Team Fees and Budgets

KRA strives to keep ringette affordable. Registration fees cover ice time, referees, league costs, insurance, and administration.

Additional team fees may be required to cover:

- Tournament entry fees and associated costs (team meals, non-parent-coach hotel rooms, etc)
- Extra practice ice
- Dryland or extra training opportunities (skate treadmill, gym time, etc.)
- Team social events
- Team apparel
- Token gifts of appreciation for coaches and volunteers

Budgeting Guidelines: At the start of each season, team managers should create a budget to share with the team. A sample budget spreadsheet is provided [here](#). Detailed budget guidelines including the process for approving a budget is provided [here](#). The purpose of creating a budget is to be transparent to team families about why team fees need to be collected, and how those will be spent to the benefit of the players. Note that each team needs to budget a \$100 raffle prize for the Golden Ring tournament, whether your team is registered to play in that tournament or not.

Collecting team fees: Budgeted team fees should be divided equally amongst all players on the team and collected as soon as possible at the start of the season. Collecting team fees at the start of the season also ensures that no one individual is out of pocket for significant expenses, and that all team families contribute equally. Budgeted team fees can be set up for payment as 2-3 installments throughout the season, so that tournament fees can be covered early on, and other costs covered as they are incurred (for example, extra ice, training). Based on successful fundraising or sponsorship used to reduce budgeted team fees, it may be possible to reduce or eliminate team fee payments later in the season, or return a surplus to families.

Reducing team fees through sponsorships: Sponsorships are one-time payments made from local businesses or individuals to support the entire team for the season. Sponsorships should go to defray the cost of activities that benefit the entire team, for example, tournament fees or player development (extra ice, gym training, etc.). KRA has an [alternate jersey policy](#) that also permits sponsors to fund alternate jerseys for teams. Sponsors are typically thanked for their sponsorship by the placement of advertising on the KRA website, on a team banner displayed at games, or through other appropriate methods. Please see the [KRA draft sponsorship letter](#) for ideas. Also note, that sponsors may indicate specific items for their donations to be applied to, for example to only be allocated to player development, rather than reducing or eliminating tournament fees. The team manager should ensure that donations are applied to the appropriate items.

Reducing team fees through fundraising: A popular way to reduce team fees and to build team spirit is through fundraising! There are many creative ways to raise funds for your team, and the options are endless. Teams often do retail-based fundraising, selling chocolate, calendars, meat, fruit, flowers, or other consumable items. Bottle or scrap metal drives also would fall into this category. Many teams also do cashback-generating referral fundraising, such as through FlipGive or other e-commerce based services. Profits generated through fundraising should be contributed centrally to the team account to reduce the overall team fees, in the same manner as sponsorships - with the goal to reduce or eliminate subsequent team fee payments. It is important to note that each family may have different capacities for fundraising, and that equal participation across families can be challenging. When setting up your team fundraising strategy, consider how you can ensure an accessible amount of minimum fundraising, so that all families can contribute, while also encouraging those families with more capacity to increase their fundraising levels.

Surplus team account at the end of the season: If there are funds remaining in the team account at the end of the season, once all budgeted items have been either paid out or otherwise reconciled, remaining fees should be returned in equal per-player shares.

Negative balance team account at the end of the season: Ideally, the situation of cost overruns would be dealt with during the season, either through eliminating budget items, enhanced fundraising, or revisions to team fee payment schedules and amounts. In the event of an end-of-season budget overrun, where expenses exceeded the budgeted team fees, the team manager will provide an accounting to all families of where expenses were exceeded, a rationale as to why, and families will make an equal per-player contribution to the team account so that the balance equals zero. In this instance, the KRA Treasurer, President, and one other board member will consult with the team manager and team families to advise on future budget development.

2) Team bank accounts

Best practices:

- Enlist a second parent to enroll for online access so that two sets of eyes are on it.
- Two signatures for expenses.
- Set up a team email address and use that for auto-deposits and e-transfer. Email it@kitchenerringette.com to request a team email.

If you need to set up a new team bank account:

- Need a letter from the KRA Treasurer with the name of the team, names of people being granted access. One parent's address and phone number needs to be in the letter. Please email treasurer@kitchenerringette.com to request a Team Bank Letter.
- Finding a bank or credit union that offers dual authorization e-transfers is very helpful. Libro Credit Union does this, for example.

3) Bingo

- **Bingo is a massive fundraiser for KRA and is instrumental to the continued functioning**

of our organization.

- **Every team needs one volunteer to work one bingo session.**
- Please email bingo@kitchenerringette.com to make sure your team slot is filled.

4) Tournaments

- Ringette Ontario publishes a “Sanctioned Event List.” You can download the view of all tournaments and the divisions they are hosting.
- Go to www.ringetteontario.com. Events > Sanctioned Events > Sanctioned Events List.
- Registering for tournaments – through the home tournament association RAMP using your own RAMP login credentials.

5) Other items

- All Managers (and coaches + bench staff) need to register as such in RAMP. Log into RAMP and “Executive/Volunteer Registration” and follow the instructions.
- Please find a parent volunteer to share photo/video of team games/events either via DM to KRA Instagram or marketing@kitchenerringette.com.
- Sponsors: if your team finds sponsors, please email the sponsors name, logo, link to website to marketing@kitchenerringette.com and they’ll get on the KRA website.
- Please make sure that a couple parents get trained for handling the scoreboard and the shot clock. We have minor officials, but you need back up options.
- Don’t do it alone...delegate other team parents for:
 - Fundraising / Booking hotels / Organizing team events