

LRA Manager's Package

Welcome to ringette and thank you for volunteering to be a team manager!

At the beginning of the season, it is strongly suggested that the manager run a parent meeting in which to delegate people to volunteer from a list of all the duties of running a team. The manager still needs to "oversee" and manage those duties, and additionally has several **primary responsibilities**:

Section 1 – Communication and RAMP

- Send an email to the person overseeing RAMP for the LRA alerting them you are the manager of which team. This contact is currently Barb Doan at it@lethbridgeringette.ca. She will make sure you are added to the system and have proper manager access.
- Ensure that all your players are online with RAMP and have accepted their invitations. You should see a little green checkmark next to each player name. If you see the Invite button you can click it and instruct the parents to accept the invitation. RAMP is the LRA's primary method of communication and correspondence. All players and parents contact information must be on our system. This is a **mandatory** requirement.
- Once you see that all the players are on the system check out each one individually and make sure at least one parent or guardian is listed and their home and cell phone numbers are listed as well. Encourage your team to put all their contacts in the system.

This will allow you as manager to send text alerts to teams in short notice situations when email may not reach everyone. Example: games cancelled due to weather.

- You will need to add practices, games, and other team events to the calendar. You can also choose to have those new entries automatically

emailed to the team. Volunteers for bringing snacks and working games (ie. scorekeeper) can also be listed on the schedule.

- RAMP is a robust application that can make your job much easier.
- Please ensure any news for the LRA Facebook and/or web pages is directed to promotions@lethbridgeringette.ca so that it can be posted in a timely manner. Updates and photos from our LRA teams from tournament play and the like are appreciated.

Section 2 – League Games

U10 Step 2 and 3 will have games scheduled by Zone 2. You will need to check the schedule when it comes out and enter the games into your RAMP calendar.

For U12 and up, familiarize with current Ringette Alberta rules regarding scheduled zone games and conflicts.

Refer to the Zone 2 website <http://www.zone2ringette.com> for current team contacts. Clicking on your division and then 'contact' should yield a spreadsheet with all coaches and managers for the zone. This website is often not updated.

These contacts will come in handy if you have a game scheduled and the weather is inclement. The decision on cancelling games due to weather or road conditions is typically done by the managers and coaches communicating with each other the day of the games. The AMA road report is a good rule of thumb. If they recommend against travel, cancel the game! In the event of a cancellation, reschedule, or booking of exhibition games, you must contact: the opposing team manager/coach, the ice allocator, and the ref allocator. This includes games outside of the Zone 2 schedule, such as those that you may book in Vulcan.

Section 3 – Booking Ice outside of Lethbridge

Quite often, especially at the younger age divisions, teams are seeking to play exhibition games against teams from Calgary, Strathmore, Airdrie or Cochrane.

These teams are not likely to drive all the way to Lethbridge but will often meet halfway in Vulcan. Vulcan ice is usually readily available. Before you book ice, please contact the referee and ice allocators to make sure refs are available, and we are not exceeding our ice limits, then book ice by contacting the Vulcan Iceplex.

ice@lethbridgeringette.ca, referees@lethbridgeringette.ca

Contact information, an availability calendar, etc. for Vulcan Iceplex can be found at: ***<http://www.townofvulcan.ca/recreation-menu>***

Consideration may also be given for dryland practices on the concrete pad at Henderson Arena, which will need to be arranged through the City of Lethbridge booking (Scott.Carpenter@lethbridge.ca) and approved by our Ice Allocator. We suggest this is most appropriate for groups U10-Step 3 and up.

Section 4 – Season Events and Money

Organize a parent meeting at the beginning of season to discuss expectations for tournament and game commitments, fundraising, and social events. A generic outline for this meeting can be found on the LRA website as well.

The team will need its own bank account, this can be opened at ScotiaBank, if you have any questions please contact treasurer@lethbridgeringette.ca. Many teams choose to have a treasurer that deals with money. Either way, you will need to collect team funds at the beginning of the year to get you going and give you some cash to apply for tournaments. Most teams ask parents for \$100. This can be refunded at the end of the year if fundraising has raised enough to cover all expenses.

Section 5 - Apply to Tournaments

- This can be the most challenging part of your duties. Ringette tournaments are very scarce and getting into them can be difficult! Most of them fill up right away and it can be very frustrating.
- Obtain input from coaches/parents as to how many away tournaments to attend. **The LRA and Ringette Alberta recommends that U12 and below seek a maximum of two away tournaments a season. Upon release of the Zone 2 league schedule, you need to immediately check what weekends you have free and cross reference it with the list of tournaments on the Ringette Alberta website.** Many managers in the past have sent in applications for tournaments prior to the league schedule coming out and then cancelled them before the deadline if a conflict was present. Failure to withdraw by the stated deadline will result in loss of the registration fee. Dates for applications and withdrawals need careful attention. In the event a team fails to blackout a tournament weekend, the LRA games MUST be played and take precedence over tournament games.
- Once you have picked a few weekends that will work for you, get the tournament applications in asap.
- If you want to offer a reciprocal entrance into our Chinook Tournament, you must check with the Tournament Director prior to doing this.
lrachinook@gmail.com
- Once you apply for a tournament, book blocks of rooms at a hotel in that community. You can always cancel them if you don't get in. This information of course must be sent out to parents so they can call in and reserve their room under the block.
- Always follow up with the hotel before the cutoff date because there is often a parent or two who forget to call in!
- Many hotels offer a hospitality suite or meeting room that can be rented at a reasonable rate. If you have a "social" parent group, this is never a bad idea.

Section 6 - Before your first game

- The LRA will schedule uniform pick up nights for all teams through the equipment manager (equipment@lethbridgeringette.ca). Make sure your parents are aware of the time your team is to be at the Adams to pick up jerseys and pants.
- Once numbers have been assigned, make up roster cards for the parents (small roster of names and jersey numbers) for them to keep in their purse or wallet. This will allow parents to get to know the girls and other parents by name quickly.
- Make roster stickers for game sheets. If your roster is set and you are certain numbers will not change, most managers go to Staples and buy stickers that are 2" x 4" and make up stickers that have all the players with numbers and coaching staff. It is much easier to apply these stickers to the scoresheets than to write them out before each game. The score sheets are in trip- or quadruplicate so you will need 3 or 4 stickers for each game. Rosters need to be adjusted accordingly to include absentees, captains (C/AC), affiliates (AP), and overage (OA) players.
- Equipment distributed to each team will include a full set of rings, goalie pads, gloves, and stick, and a first aid kit that should accompany the team onto the bench for each game. This first aid kit will also include Ringette Alberta insurance forms in case of injury.

Section 7 – Delegate, delegate, delegate!

The following is a summary of duties to delegate out to your parent group throughout the ringette season if you so choose. These can be chosen at your opening parent meeting. You may choose to do some these jobs yourself but here is the list:

- Social convenor: Team season opener party and wrap up party, team dinners
- Fundraising coordinator: once fundraising needs and methods are determined in the parent meeting, this delegate will organize efforts

- Team treasurer: team account management (retain all receipts, refund distribution at end of season if applicable). It may be easiest for the manager to have the bank card and have this person track the finances. There **MUST BE TWO SIGNATURES REQUIRED FOR CHEQUE WRITING ON ALL TEAM ACCOUNTS**. This is typically the manager and the treasurer.
- Snack Coordinator: Many age divisions play double headers. The players need some sort of healthy snack and drink between the games, the snack coordinator can oversee whose turn it is to bring snacks or you can simply designate this on your schedule in TeamSnap. Parents usually take turns bringing snacks for the whole team.
- Game Sheet/Game Volunteer organizer: this person fills out info on game sheets, makes roster labels, and at games takes the game sheet to the other team to get signed. This can also be the person who designates game volunteers. All home games require a Timekeeper and Scorekeeper. A Shot Clock Operator is also required for all home games in U12 and up. This is usually done by the manager him or herself. For U12 and up, game sheets must be submitted back to league within 48 hours by the winning team. (See the Ringette Calgary website for instructions).
- Tournament Reps (one for out-of-town, two for in-town) – these key volunteers can help with planning team meals, snacks at the rink, activities, etc. The LRA will have a tournament committee and all teams need to provide 2 people for that committee.
- Team Uniform Organizer - organize handing out of Team uniforms and the collection of uniforms at the end of the season. Receipt and return needs to be coordinated with the Equipment Manager. Some teams choose to have the uniform person collect and clean the uniforms and bring them to every game. This system has its benefits but can be troublesome if they are not present! Decide as a parent group what works best for your team.

- Teamwear Coordinator

Tracksuits:

To ensure standardization of tracksuits for the entire association all tracksuits must be purchased through Player's Bench; this is our preferred vendor due to their continued support of LRA

Players Bench Team Apparel

612 13th Street North Lethbridge, AB T1H 2S8 403-327-7777

Other teamwear:

Other teamwear can be sourced purchased through though any vendor as long as the following criteria is met:

Minimum apparel criteria:

- All clothing must include the LRA logo.
- This logo can be placed anywhere on the garment and can be any size.
- Teams are to only buy items in LRA colors – royal blue, black, yellow and white.
- Tracksuits MUST be purchased from Player's Bench (no exceptions)

Individuals and teams can also purchase their apparel from the URstore (<https://urstore.ca/lethbridge-ringette-association>). This is a great resource as they have a large selection of items with LRA logo plus items can be purchased as individual items or in large quantities.

Section 8 – Bank accounts

If your team does not have an existing bank account, you and the treasurer will need to have one set up. All LRA team accounts need to be with Scotiabank. They have been a major financial supporter of the LRA, including tournament sponsorship and uniform purchase. A major source of funding for your team will come from profits from the annual LRA Chinook tournament in mid-November. If your team is successful at fundraising more funds than required for your entry to Chinook, the proceeds from the tournament will be returned to your team before

Christmas. If your team has a significant amount of money left in your team account at the end of the season, withdraw the cash and give it back to the parents in equal portions to make up for the money they had to put in at the beginning of the season. As per LRA policy you cannot keep your account open after then end of the season.

Section 9 - Provincial Playdowns and Championships

If you are managing a team in the U14 or older age divisions, your team will compete in Provincial Playdowns. If they are successful, they will advance to provincials. There are strict guidelines as to when your official roster must be submitted to Ringette Alberta. This is usually near the **end of January**. This official document is submitted to Ringette Alberta by the LRA registrar. Be in contact with the registrar to ensure your roster is accurate.
registrar@lethbridgeringette.ca

Every team **MUST** have a certified female on the bench for all playdown and provincial competition games. The Director of Coaching will make every effort to place a substitute certified female on your official team roster, including those from other LRA teams, should substitution be necessary.

Fees for provincial playdowns need to be covered by the team, however, the LRA will support your team if you qualify for provincials.

In Summary:

****Remember:** the coaches are there to coach the kids - they should not have to worry about the logistics of running of team of kids. Of course the manager and coaches work together to run the team; managers always need to consult with the coaches and vice versa. The biggest thing is keeping the kids and the parents organized and feeling like a TEAM (the parents are part of the team too!) Have everyone involved – bonding between players AND parents is so important! **

All managers in the LRA are required to have at minimum the Ringette Canada Certification. This online course can be found at this website.

<http://www.coachingringette.ca/index.php?page=327>

You may submit the cost of this course to the LRA for reimbursement.

(treasurer@lethbridgeringette.ca)

This association is run completely through the effort of volunteer parents, and we thank you in advance for your participation in this amazing sport and for continuing to offer positive sport experiences, friendships and fun to our kids.

Thank you,
Lethbridge Ringette Association