

# *LRA Manager's Package 2020 -2021*

---

<b>WELCOME</b>	<b>2</b>
<b>MANAGER TRAINING</b>	<b>2</b>
<b>ROLES AND RESPONSIBILITIES</b>	<b>2</b>
<b>COVID 19 GUIDELINES</b>	<b>4</b>
<b>RAMP TEAM APP</b>	<b>4</b>
<b>ASSOCIATION NAME</b>	<b>5</b>
<b>FUNDRAISING / BANK ACCOUNTS</b>	<b>5</b>
<b>APPAREL</b>	<b>6</b>
<b>LEAGUE GAMES</b>	<b>6</b>
<b>TOURNAMENTS</b>	<b>7</b>
<b>PROVINCIAL PLAYDOWNS / CHAMPIONSHIPS</b>	<b>7</b>
<b>BOOKING ICE OUTSIDE OF LETHBRIDGE</b>	<b>7</b>
<b>SUMMARY</b>	<b>7</b>

## WELCOME

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

This season will be a season like no other and while it may not look exactly like a “normal” season, there are still several responsibilities for the managers to look after. There are some exciting new changes this year so please take the time to review this document.

## MANAGER TRAINING

All managers in the LRA are required to have at minimum the Ringette Canada Certification. This is a one-time course and the cost is covered by LRA. This online course can be found at this website.

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

Please submit the cost of this course to the LRA for reimbursement. ([treasurer@lethbridgeringette.ca](mailto:treasurer@lethbridgeringette.ca))

## ROLES AND RESPONSIBILITIES

### Manager

- Once you have been selected as the manager, please 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](mailto:IT@lethbridgeringette.ca). She will make sure you are added to the system and have proper manager access.
- You will need to 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 ensure that practices, games, and other team events to the calendar. For the most part practices have been loaded into RAMP already, you may just need to add or ensure that games and other team activities are added. Volunteers for bringing snacks and working games (ie. scorekeeper) can also be listed on the schedule.
- The LRA will schedule uniform pick up nights for all teams through the equipment manager ([equipment@lethbridgeringette.ca](mailto: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.

- Please ensure any news for the LRA Facebook and/or web pages is directed to [promotions@lethbridgeringette.ca](mailto: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.
- At the beginning of the season, the coach and / or manager can schedule a parent meeting to discuss team responsibilities, apparel, fundraisers etc. Each team can operate however it sees fit. There are a variety of other roles that the team may choose to assign or not. Here are some of the other rolls:
  - **Team Safety Officer – This is a critical role for this season. The team must inform the board of who will fill this roll on each team.**
    - Ensure all participants complete their COVID-19 Health Checklist prior (24 Hours Maximum) to participating in any sanctioned event. This includes power skating sessions, even though they do not necessarily skate as a team.
    - Remove team members who are marked available for an event but do not attend.
    - Ensure that visiting teams are made aware of all safety rules prior to their arrival.
  - Social convenor: Organizes team social activities which can include 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.
  - 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 – ensures that team decides on and follows apparel guidelines as outlined in this document.

## COVID 19 GUIDELINES

This year we have additional protocols to follow. It is imperative that these be followed to ensure we are in compliance with Ringette Canada, Ringette Alberta and the City of Lethbridge. The coaches have been provided with a thorough Covid 19 Return to Ringette Package. This package will be forwarded onto managers as well for them to review. **Please take the time to read this document and ensure you, your coaches and your parent group are on board.**

Here are a few key takeaways from that document:

- All players and coaches must be registered through the RAMP system and sign either a COVID-19 Assumption of Risk (for minors) or COVID-19 Waiver (18+) before attending any ice times and includes **ANY and ALL off-ice team events**. This is a mandatory requirement by Ringette Alberta and needs to be adhered to as this is how we will be working with Alberta Health Services, in the event they need to do contact tracing. This is direct from Ringette Alberta.
- **\*\* All ringette activities must be entered in the RAMP Team App (or alternative approved by Ringette Alberta). When an activity takes place, which was not entered into the RAMP Team App (or approved alternative), and therefore attestations\*\*\* were not recorded as required, all participants in that activity will be immediately suspended for 14 days.**
- Ringette Alberta has worked with RAMP Interactive to add the [COVID-19 ALBERTA HEALTH DAILY CHECKLIST](#) to their team app. The RAMP Team App will include a reporting function for contact tracing in the event an individual in ringette tests positive for COVID-19. All participants **MUST** complete their checklist and sign off no more than 24 hours prior to their event/activity. Participants will not be permitted to attend any activities if they answer "Yes" to any questions or if they do not complete this assessment prior to their arrival at the facility.
- **An individual participant is under no obligation to inform sport organizations or other participants, coaches, instructors, officials or volunteers of the reason for missing a practice or game.**
- The coaching staff and Team Safety Officer must ensure all waivers are completed before the participants step on the ice or the activity begins.
- Please ensure that parents are aware of and following the arena / facility protocols for entering and exiting as well as sitting in designated areas. While this task is not always the most enjoyable, we need all members of the LRA to comply with arena rules to ensure our good working relationship with the city.

## RAMP TEAM APP

### *Communication and RAMP*

- **All associations and Teams in Ringette, must use the RAMP app**
- Ensure that all information is up to date, and that you have contact info for all the participants
- Any issues, please contact [IT@lethbridgeringette.ca](mailto:IT@lethbridgeringette.ca)
- Please ask for patience with the app. We realize that it is not perfect, but we absolutely must use this app.
- Ensure all planned activities on or off the ice are entered into RAMP.

## ASSOCIATION NAME

This year the LRA has adopted an association wide name. For divisions with multiple teams, they will be named by color (ie. Blue, Yellow).

For U 10 teams only – a big part of team bonding is choosing a team name. While there is a unified name, teams wanting to come up with a unique moniker can do so. Wherever possible try and connect it to the association name. This can be done by adding prefixes or suffixes to the name. Teams can make up their own team sign, but all apparel should have Lethbridge Logo.

## FUNDRAISING / BANK ACCOUNTS

In a normal year, fundraising is done to raise money for team gear, tournaments and social events. This year, the expectations / requirements for fundraising will be less than normal years. In years past, cash calls have been done at the beginning of the season by asking each player for a contribution of \$100. This can be refunded at the end of the year if fundraising has raised enough to cover all expenses.

To set up a bank account follow these steps:

### INDIVIDUAL RINGETTE TEAM ACCOUNTS

1. Team Manager to hold official team meeting (parent meeting)
  - a. Within that meeting assign a Team Treasurer (parent Volunteer)
  - b. In most cases this will likely be the team manger stepping up
2. Team Manager to Capture the Minutes electronically (Bullet Point WORD document or email works)
  - a. Individual Team Minutes to state designated team Treasurer and 2<sup>nd</sup> Signatory
  - b. Each account will require dual signing authority
3. Minutes for all teams can be emailed to:
  - a. [Dpilsner@cervusequipment.com](mailto:Dpilsner@cervusequipment.com) (or [Treasurer@lethbridgeringette.ca](mailto:Treasurer@lethbridgeringette.ca) )
  - b. As well as:
    - D. Brett Olsen** | Small Business Advisor
    - 
    - Lethbridge Financial Centre**
    - 324 1st Avenue South, Lethbridge, Alberta, Canada T1J 0A5
    - T 1.403.382.3328 EXT 3001 F 1.403.382.3326
    - [douglas.olsen@scotiabank.com](mailto:douglas.olsen@scotiabank.com)
    - scotiabank.com
4. D. Brett Olsen will pre-setup and prepare all respective bank agreements / accounts
  - a. Individual Team Treasurers and 2<sup>nd</sup> signers will then need to schedule an appointment at the Main Branch to finalize account setup
  - b. Bank ATM card will be provided as well as a starter set of business cheques for the team
5. Once all accounts are established I will sign off with Brett
6. All banking (transactions and accounting records) are the responsibility of each individual team
  - a. EXCEL is widely accessible and likely the easiest tool to leverage
7. Accounts will then need to be reconciled and closed out at season's end
  - a. And I will verify that this is complete at season close

## APPAREL

As the LRA has unveiled our new association wide name, our hope is to maximize our brand image and reduce costs for families (not having to purchase a new hoody every year).

A team site will be set up through Players Bench. This store will allow families to purchase items, pay for them, and have them shipped to them. This will simplify the ordering process.

Teams can decide ahead of time what item they would like to order so that all players have something that helps identify them as a team.

If the team would want to order as a group, this can also be done through Players Bench by contacting Marty @ [marty@teamplayersbench.ca](mailto:marty@teamplayersbench.ca).

For this season, the store will only be open from October 3<sup>rd</sup> to October 13<sup>th</sup>. Orders won't be placed until the store has closed. They will be delivered 3-4 weeks after the closing of the store. Please ensure that your team is aware of the deadlines as one off orders will have a hefty additional expense. A list of apparel that will be available will be provided to managers ahead of time so they can have a discussion with team and either prepare for fundraising or ensure families are prepared to order.

Masks – if your team is interested in branded LRA masks with player's names, they can be ordered through My Apparel in Coaldale.

Apparel should not be ordered from any other vendor.

All apparel should have the Association logo, not team specific logos.

## LEAGUE GAMES

League games will be played in cohorts. Cohorts include all players, coaches and officials. The current limit for players as mandated by AHS is 50.

It is anticipated that teams will be placed in cohorts of 3 teams for a 2 week period followed by a 2 week (14 day) "quarantine" period where they are not to interact with any other teams/ cohorts.

U10 Step 2 and 3 will play as part of Big Country / Zone 2. Games will be scheduled by the Zone 2 scheduler in conjunction with our ice allocator, Gord Cox. Once you have the schedule, you can enter the games into your RAMP calendar and assign minor officials / volunteers for your team. 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.

For U12 and up, our teams will play in the Chinook League (formerly Ringette Calgary / 1,2,3 League). Please ensure you familiarize yourselves with any updates that Ringette Alberta or the Chinook league have in place as it may not be what we are accustomed to.

Ensure you have contact info for the teams you will be playing in your cohorts. 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! If 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.

## TOURNAMENTS

- At this time there will be no tournaments sanctioned by RAB.
- The ice that would normally be allocated for the Chinook Tournament is still available and we are hoping to have some sort of event that weekend. Dates for 2020 are November 13-15
- Medicine Hat is planning on the same type of event should scheduling permit. They have ice the first weekend of December (4<sup>th</sup> – 6<sup>th</sup>)

## PROVINCIAL PLAYDOWNS / CHAMPIONSHIPS

At this time, there is no expectation that provincial playdowns, championships or league championships will take place.

## BOOKING ICE OUTSIDE OF LETHBRIDGE

In the past we have booked ice in Vulcan or Rolling Hills to schedule exhibition games. Teams seeking to schedule approved games against teams in their cohorts, can look to book ice in Vulcan, Rolling Hills or other facilities.

Vulcan ice is usually readily available. Before you book ice, please contact the referee in chief ([referees@lethbridgeringette.ca](mailto:referees@lethbridgeringette.ca)), and the ice allocator ([ice@lethbridgeringette.ca](mailto:ice@lethbridgeringette.ca)), to ensure refs are available and we are not exceeding our ice limits. Ice can then be booked by contacting the Vulcan Iceplex.

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

## SUMMARY

The coaches are there to coach the kids - they should not have to worry about the logistics of running of team of kids.

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! \*\*

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