

# *LRA Manager's Package 2022 -2023*

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<b>WELCOME</b>	<b>2</b>
<b>MANAGER TRAINING</b>	<b>2</b>
<b>ROLES AND RESPONSIBILITIES</b>	<b>2</b>
<b>RAMP TEAM APP</b>	<b>3</b>
<b>ASSOCIATION NAME</b>	<b>3</b>
<b>FUNDRAISING / BANK ACCOUNTS</b>	<b>4</b>
<b>APPAREL</b>	<b>4</b>
<b>LEAGUE GAMES</b>	<b>5</b>
<b>TOURNAMENTS</b>	<b>5</b>
<b>PROVINCIAL PLAYDOWNS / CHAMPIONSHIPS</b>	<b>6</b>
<b>BOOKING ICE OUTSIDE OF LETHBRIDGE</b>	<b>6</b>
<b>SUMMARY</b>	<b>6</b>

## WELCOME

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

## 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 log onto the LRA Registration site (same way you registered your child) and select staff, and sign up as a manager. If you are having trouble please contact Rob Burton at [IT@lethbridgeringette.ca](mailto:IT@lethbridgeringette.ca) . He 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. Volunteers for bringing snacks and working games (ie. scorekeeper) can also be listed on the event through assignments.
- 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 LBA to pick up jerseys and pants.
- 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:

- 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.

## RAMP TEAM APP

### *Communication and RAMP*

- 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)
- 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

Fundraising is done to raise money for team gear, tournaments and social events. Some teams chose to do a cash call 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. Designate team 2<sup>nd</sup> Signatory
  - c. Each account will require dual signing authority
2. Have coach prepare an email for Scotiabank outlining who will be setting up the Minutes for all teams (see template at end of document). This can be emailed to:
  - a. [Treasurer@lethbridgeringette.ca](mailto:Treasurer@lethbridgeringette.ca)
  - b. As well as: Melanie MacBeth – Scotiabank advisor [melanie.macbeth@scotiabank.com](mailto:melanie.macbeth@scotiabank.com)  
403.382.3328 extension 3001.
3. Melanie 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
4. 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
5. Accounts will then need to be reconciled and closed out at season's end

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

If your team would like to order apparel from another vendor, please contact [president@lethbridgeringette.ca](mailto:president@lethbridgeringette.ca) to ensure your plans are in line with branding guides and to request the vector image of logo.

## LEAGUE GAMES

U10 Step 1,2 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. Games will likely begin after Thanksgiving.

For U12 and up, our teams will play in the Chinook League (formerly Ringette Calgary / 1,2,3 League). The schedule and critical dates are outlined on this site ([www.ringettecalgary.ca](http://www.ringettecalgary.ca)).

Please ensure you let the ice allocator (Gord Cox) know if you need to submit for black out dates for tournaments.

First session schedule will be released October 3<sup>rd</sup>. U 19 will begin October 3. U 12 Games will begin October 17<sup>th</sup>. U 14 & U 16 games will begin October 17<sup>th</sup>.

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

- LRA hosts the Bridge Battle Tournament November 18-20<sup>th</sup>. This is a big weekend for our association and all players and parents should be prepared for games to start as early as 11am on Friday. Parents should also plan to pick up volunteer shifts for this weekend. These volunteer shifts do not count to their association volunteering requirements.
- Bridge Battle Spring – U 10 Only tournament – March 10-12<sup>th</sup>. Parents in U 10 divisions are responsible for the organization and execution of this event. They are able to work in conjunction with the Director of Tournaments for Guidance. Please ensure U 10 families are aware of this date and plan accordingly.
- Teams can choose to enter away tournaments at their own expense. LRA encourages teams to make tournament decisions about away tournaments that are appropriate for their team. LRA Guidelines suggest that U 10 Step 1 & 2 – one away tournament (optional); U 10 Step 3 – 1 -2 Away tournaments; U 12 – U 19 – 2-3 away tournaments. These are maximums but are at the teams discretion.
- "Golden Tickets" are available for Bridge Battle (fall). A golden ticket is what we call a commitment from our association to accept a team into our tournament in exchange for the Lethbridge team being accepted into an away tournament. This needs to be done in communication with the Director of Tournaments.

## PROVINCIAL PLAYDOWNS / CHAMPIONSHIPS

- Provincial Playdowns will be changing this year and will be treated as Session 3 within the Chinook League. More details to follow in weeks to come. Teams should plan to fundraise their registration / entry fee for playdowns / Session 3. As soon as details on these costs are released, they will be forwarded to the managers.
- Provincials – teams that make provincial championships will have their registration fee paid for by LRA.
- U 12 League Championships – This is the year ending championship for our U 12 teams. Teams should plan on this a tournament and should budget accordingly. Fees in 2022 were \$1,000. LRA generally supports this fee as this event is in lieu of Provincials.

## 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

Sample Bank Letter

To Whom this may concern,

Sept 20, 2022

This is to grant **XXXXXXX** and **XXXXXXXXXX** as the signing authorities to write cheques and open an account at Scotiabank on behalf of the **XXXXX Team**. The account will be any ONE to sign or otherwise as directed by the signors

Thanks,

Coach of **XXXXXX**  
Rattlers Ringette Team  
Lethbridge Ringette Association