**Ringette Managers**

**Tips and Tricks ☺**

**Budget**

* Sample budget for a Regional team
* Collect “x” amount per player to cover the entire year
* Try to cover what you can. I have found many managers to say they end up paying for things themselves. They don’t mind at first but then it adds up.

**Tasks**

Ask each family to sign up for one task (sample form attached). In my opinion, Coaches/managers/trainers should not have to sign up for these tasks. Help the families step up so the bench staff can focus on the game.

* Carrying the jerseys – 4 families – 1 colours for ½ the season – including washing the jerseys
* Timekeeping (home games) – 4 families to assist. 2 people per game are needed, one for the game sheet and one to operate the clock/scoreboard.
	+ Ensure these folks are trained properly to run the scoreboard/clock and fill out the game sheets. Ask someone from the LRA for help if needed (or email me at mkeller.ringette@gmail.com and I will show you how so that you can show your volunteers)
	+ Shot clock operators are scheduled by the LRA. The team does “not” need to provide them.
* Water bottles/Carrier
* Lock up the dressing room
* Volunteering at London and Regional tournaments
* Make the Toonie Bags. Gather/purchase silent auction item donations from the team for the London tournament and Year End Regional tournament.

**Contact information**

* Primary and secondary contact information – email addresses, home phone numbers, cell phone numbers (parents and players) has been collected on Goalline through registration.
* You can access this information on your team’s roster via the Goalline app. Any one on your team can message individuals or Parents/Players as a Group. The Goalline Team admin and bench staff can email from the website (questions – email Louise at don.louise@sympatico.ca
* Try to have the families communicate to you via email. Over the phone can delay important messages. Ask them to check their email on a regular basis, especially before a game. Ensure they don’t depend on you to call them as that is a huge time commitment on your part.
	+ Or create a phone chain

**Forms**

* Code of conduct – ORA and Code of conduct – London
	+ Players - Read out loud point by point before a game or practice. Then have the players repeat it. Hand around the room for each player to sign.
	+ Parents – have it ready for your team meeting so parents can sign it all at once

**Tournaments**

* Find a list of tournaments on <http://ontario-ringette.com/wp-content/uploads/2017/08/2017-2018-Sanctioned-Event-List-Aug-31.pdf>
* Ask parents if they want to do any out of town tournaments. If so, how many?
* Register through score2stats.com or tournament website.
* Hotels – book as soon as possible as the good rooms are gone quickly. There is usually not a penalty until 30 days before the tournament so there is no harm securing a hotel right away.
* Meeting/Hospitality rooms
	+ often hospitality rooms are free. Ask the hotel directly.
	+ Or book your own room, there is quite often a good discount. Include it in your budget. It can be less expensive and hectic than planning an outing.

**Game/Score sheets**

* Complete accurately with date, game number and team names
* Print labels – 3 for every game (100 labels over the year needed including tournaments)
* White copy of the HOME game sheets must be placed in LRA Mail slot at Carling Pad B (side of the Trophy case)
* Scores must be submitted to the Western Region in a timely fashion. Submit scores on the wrra.ca website.
* Major penalties and Ejections need to be reported within 24 hours (more details in coach ppt)

**Other Association Contacts**

* Can be found on the wrra.ca website. This can be useful if you need to cancel or reschedule a game due to weather or tournaments.

**Parent meeting**

Have the meeting during a practice so you have a place to meet and most parents are already there.

Try to have it as early in the year as possible.

Items to discuss……

* Introduce the bench staff and any on ice helpers
* Budget
* Tasks
* Contact Information
* Forms
	+ Code of Conduct
	+ Medical Forms
* Tournaments
* Attendance – practices and games. Let players and parents know who to call when a player will be away.
* Communication – via email
* 24 Hour Cool off rule for any issues with referees, coaches, other parents, other players, etc
* Does the team need\want a parent rep?
* Player meeting – advise the parents of the players meeting and what will be discussed. Invite them to stay and watch over the meeting
* Photo Day
* Sponsorship (if needed)
* Silent Auction items for the London Tournament

**Player meeting (especially for the older players) –** make it fun but serious at the same time

Have a player meeting to manage the expectations. It can be part of the parent meeting or an add-on after the parent meeting. Some items to discuss would be……..

* Code of Conduct form
* Commitment for practices and games
	+ How early to get to a game or practice
	+ Respect the bench staff however
	+ Respect your teammates
	+ Attitude win or lose
* Expectations for dressing room behavior and rules (i.e. cell phones, talk, music, etc.)
* Attendance – practices and games. Let players and parents know who to call when a player will be away.
* Open discussion for their ideas
	+ Tournaments
	+ Plays
	+ Team gatherings
	+ Anything else they have ideas about

A player meeting at the start of the season proactive approach for so many issues that we know arise throughout the year.