

BKRA MANAGER

BKRA would like to make things a little easier for our managers in dealing with all the responsibilities that are asked of you during the ringette season so we came up with this checklist that we hope you will refer. We hope it covers most topics and our web site will be updating this document as needed. You may contact any of the execs(listed below) for any additional information or comments you may have.

This list must be revised with your coach at the beginning of the season. Together you will agree on what you should complete and what she/he will do.

Get certified by taking the manager's course. Request permission from Director of coaching. Visit the Ringette Canada training website for further information: www.coachingringette.ca

Create team budget/Collect money

Due Date:

- Photographer costs(usually \$20 to 25 per player) **Once team has been finalized**
- Tournament estimate cost - \$475 for Quebec tournaments, around \$600 for Ontario tournaments
- Name bars and C/A/A \$10 per player
- End of year party(usually \$20 per player)
- Xmas party(\$20 per player)
- BK tournament dance (\$10 per player)not mandatory
- Special events i.e. BK dance (all special events will be announced at the BK meeting in September and will be added to our web site)
- Holiday party?
- Water bottles?
- Special instruction \$100 for 3 sessions (TBA)
- Team t-shirts, jerseys etc...???
- It is advised to be reasonable with the budget. Try not to exceed between \$200 and \$300 per player
- Collect the money ASAP. Avoid delays and running around
- Avoid asking parents for more money during the season. Try to include all expenses in the team budget at the beginning of the year.

Track expenses throughout the year. You do not need to open a bank account; just track and hold onto receipts. Periodically issue a budget update so parents know how their money is being spent. Transparency is important.

Prepare for the season

- Attend the **managers/coaches meeting October 13th 19:00-22:00 Kirkland arena**, meeting room downstairs. If you cannot attend, send a delegate. You **MUST** have someone there to represent the manager and your team.

JERSEYS:

- Pick up team jerseys from equipment manager (Marlene Leighton), along with rings, goalie equipment etc... as applicable. You will be advised of the date.
- Distribute jerseys to players; try to find a fair way to assign numbers (ha)
- Organize name bars, if required, or tell parents where to get them done and by when
- Watch for the clothing sale and advise parents as soon as dates are published
- Ensure parents have the BKRA website link so they can check the schedule themselves (teach them how to read it, if required)
- Create roster labels for game sheets
- Prepare the C/A/A rotation list. If the team decides to have permanent C/A/A arrange to have them sewn on shirts (can ask parents).
- With the coach, determine who will prepare the game sheets for home games (done in advance) and for away games (done at the rink)
- Create a website – optional but helpful. League Lineup is free. Here is an example: <http://www.leaguelineup.com/welcome.asp?url=bkraatomeb2010>
- With the coach, contact the coaches/managers of the teams you will call-up from, or who might call-up from you; establish a means of communicating that works for everyone
- If your team is coached by men alone, be available to supervise players in the locker room before and after games; ensure other Moms are available for this role when you are not present. **Dads and men are not allowed in locker rooms** when the players are getting dressed

Register for your team tournaments

Before end of September

Your coach will advise you of the tournaments the team has agreed on. You or/and the coach will take care of booking these tournaments by registering on the associations web site.

You must advise the BK scheduler of these dates as soon as you have them.

Collect the player cards and team card for the registrar when they become available. You will need these cards for **all tournaments**.

Verify with coaches that they have their certification cards for tournaments as well, as they cannot coach if certification criteria are not met. Check the tournament rules on what is required. Ringuette Quebec follows one standard across the province.

BK Tournament

- Recruit BK parent volunteers sooner than later. Get commitments!!
- Make sure to register with the BK tournament
- Advise BK recruiter of your volunteers
- Collect business cards/ads from parents for BK tournament program booklet

Away Tournaments:

- Book hotel in a block room booking – don't give your own credit card; they will hold the rooms for you until a certain date.
- ensure all parents confirm their room reservation with hotel before deadline
- **Explain to families that they are representing BKRA, and our region. Advise parents and players not to play in corridors, elevators and respect hotel guest's privacy. Discuss this with parents and players before arriving at the hotel.**
- Organize a pot luck(if your team agrees) and the room in which it will be held. Some hotels will give you a common room; others may offer to rent you an additional room.
- Consider organizing other activities outside of game times, to keep the girls together. Away tournaments offer great bonding opportunities (for parents too!).
- Be prepared to sign in the team 1 hour before all games.
- **Email parents:** the schedule of the tournament asap. Most tournaments will require the girls to miss a day of school. Since it's a work day, verify if there are any carpool requirements. Consider having girls double up in rooms as well, specifically for families who might not be able to attend.
- the list of arenas you will play at with their addresses

Photographer

Before regular season ends (mid February)

- Email team/parents of the date, with reminder emails when date gets closer
- Make sure the players have their team jersey for picture
- You may want to do this before the holidays so they have pictures for relatives.
- You could also replace this with pictures from a tournament since many professional photographers now attend ringette tournaments. You may also want to solicit a few parents to take pictures throughout the year, to create a photo album/slideshow. Some parents have excellent skills and could even replace the official photographer.

Parent Communication

- A well run team starts with effective communication between the volunteer coaches, managers, and the parents
- Plan to communicate weekly with all parents by email, to advise them of the games, practices and anything else that is important.
- Communicate with the team coach on new announcements that should be included in the emails i.e. Schedule changes, call ups etc.
- At games and practices, gather feedback from parents on how things are going. If you sense that there are any issues, share your concerns with the coaches
- Similarly, if things are going well, be sure to pass the word.

Fund Raising Events for 2011-2012

BKRA Annual Tournament Dance: January 21, 2011

This was started last year and will continue hopefully for years to come. We want to give all ringette players from BK and other associations the opportunity to let loose and enjoy a great evening of music and dancing while meeting other players in a more relaxed atmosphere. As mentioned, last year was our first time doing this and it was a big success. Many girls are looking forward to it again. We promise to deliver a memorable night for all!! **We are counting on you to get the word out and encourage all your players to attend.** The cost is \$10(includes snack/drink) Our DJ is outstanding and will NOT disappoint. We will have two (2) parts of the dance. First half will be for the younger girls (bunnies to novice) 2nd half will be for Atom and up. The date for this event will be Saturday January 21. More details to come on our web site.

Wine/cheese: January 21, 2011

In order to keep our parents/coaches busy while the girls are in the Kirkland gym we came up with a great idea of a wine/cheese up stairs from the gym. Both events are on the same date/time so EVERYONE is enjoying themselves!! Hope to see you all there.

Charity game: TBA

Last year BKRA raised \$700 for Juvenile Arthritis for the Montreal Children's Hospital. This year we will be giving to the Children's again but the money will go toward our the new Hospital. Details of this game and the donation will be on our web site in October 2011.

Cookie Dough fund raiser: November 2011

December 2010 BK ringette players **sold 930 cookie tubs valued at \$11,784.**

We will be asking our girls to participate again this year (not mandatory, BUT this helps a lot with the funding of our association).

Your daughter will have two weeks in mid November to get her orders. Pick up and delivery of cookies will be mid December before the Christmas holidays. More information and details to follow on our web site.

Golf tournament: Spring or Fall 2011 TBA

We hope to have our first ever GOLF tournament (Adults only) spring or fall 2012.