



Pembina Pirates Managers Cheat Sheet

Welcome to the current Hockey season Team Manager's, PMHA would like to start this manager guide off by thanking each one of you for taking the time to volunteer your time and efforts in making sure that our players have an amazing season. In this booklet you will find you RAMP login for sending emails, basic instruction on using RAMP and NEAHL rules and regulations and a guide to using RAMP GAMESHEETS for team managers of the older teams.

RAMP INTERACTIVE

RAMP interactive is the platform that most hockey associations use for the use of communication, player information, league information stats etc. Each manager will be given access to RAMP interactive including U7/U9 managers to keep in touch with your parents keep player information up to date and to link our team to the League.

You can access RAMP Interactive's dashboard from our Pembina Pirates website. www.pembinapirates.com. ADMIN Login is an arrow top left corner of the screen.

Your team Login for Pembina Pirates Ramp dashboard for the current season can be found below:

(This is the login you will use to manage RAMP Teams app/add update players/send email communication /Add remove update practice or event schedules etc.)

Team Username:

Team Password:

Your team login for the League (NEAHL) Ramp dashboard ONLY for jersey number updates & tying in Pembina's RAMP Rosters with the League:

(This login is for divisions U11 and up and is solely used for doing a league tie in and

submitting jersey numbers to the league for players.)

League Username:

Team Password:

Once logged into team RAMP you will be brought to a dashboard, in this dashboard you have access to edit, remove, add to your team's player profiles, add/remove practices and most importantly send team emails. This is where you will find emails listed for your team's players in the left-hand menu under players. Please take the time to go through your team's players remove jersey numbers from the previous season and make sure that all players have at least one email listed underneath for communications purposes.

Managers Tasks:

- As team manager, you will be expected to keep open communication about all upcoming events for your team with the group's parents and with your Team's coaching staff. This will be done throughout email communication and team meetings.
- Create and delegate a schedule of tasks that you need your team's parent's help with such as timebox shifts, penalty gate shifts, etc.
- Team manager is responsible for working with the Coach to find and source a tournament for the season, contact the treasurer/host team and arrange payment for the tournament. Complete rosters using RAMP GAMESHEETS before games if you are managing teams U11 and older.
- U7/U9 Managers are responsible for booking their own games with team's and are not tied to any leagues. Guidelines on number of games and expectation for teams of this age group can be found here in Hockey Alberta's Intro to Hockey Model:
<https://www.hockeyalberta.ca/players/intro-hockey/>
- Please be sure that when booking games you are booking within the tier that your team is registered as. If you are unsure what tier your team is registered as please contact the Association's registrar.

RAMP TEAM APP

RAMP Team App can be downloaded in google play app or apple app store. The login you created for parent access to the RAMP for your player is the login you will also use from the managers side of things as well. In RAMP app you can communicate using a group chat, you can also add and remove games/practices here etc. If you have a parent that is having access issue to RAMP Team app you can check member access in the RAMP Interactive browser in your dashboard under RAMP TEAM APP and Member access. Below will show you any parent's that have requested access to the app and who already has access. Team access issues can also be taken care of in the TEAM App itself.

RAMP GAMESHEETS

Managers that are responsible for the older teams who keep stats and score, age groups u11 and up will need to use RAMP GAMESHEETS. Managers and team parents that will be running timebox shifts will need to download another app called RAMP GAMESHEETS.

Everyone's logins for Teams

should be the same as the login for GAMESHEETS. Information on using RAMP Gamesheets can be found in your booklet below and should be shared with parents before games begin. The league will provide managers with a team login similar to the ramp interactive provided by the association that

will take you to a dashboard similar to the RAMP Interactive one the Association provided for managers use. You can Login to this dashboard using the same admin login spot on the Pirates website to bring you to the league dashboard. In this dashboard, you will find any listed game sheet codes for the manager to enter into ramp game sheets to mark down roster attendance for your game and a code to provide to your parent doing the game sheet in the app from the timebox and a code to provide your official. In the left-hand dashboard menu under the leagues provided Interactive login can be found under LEAGUE GAMESHEET CODES or LEAGUE GAME CODES. All gamesheets need to be completed after the game is complete and no changes can be made to gamesheets once a game is over even if there has been a mistake made. Any possible mistakes made on game sheets will need to be discussed with your League Governor.

League Governor

Managers responsible for teams in the older division's U11 and up will be provided with a governor before games start. North Eastern Alberta Hockey League is the current league our association plays under in a season. This league will provide a governor, a person who you will be in contact

with throughout the season for things such as game scheduling, issues with game sheets, league information on game and playoff format, disciplinary issues for players and coaches, etc. If you

have not yet been heard from a Governor you can find contact information on the North Eastern Alberta Hockey website here:

<https://www.neahl.ca/content/neahl-contact-information-24-25>

Jersey Deposits:

All jerseys are required to have a cheque deposit held on them before they are handed out for the upcoming season. Jersey deposits help the association ensure that every jersey that is handed out will be returned and returned in the same condition that they were handed out in. Jersey deposit cheques can be made payable to Pembina Minor Hockey Association for the amount of \$150 (For both HOME and AWAY jerseys) post dated for the date of

This sum's up the basic information needed to complete your manager's tasks for the upcoming season.

If you have any issues arise, with any of the RAMP platforms or questions tasks/expectations throughout the season Justine, the Association's Communication Director has taken a step down from her Team Manager position for this season but has volunteered her time to be available to answer questions and guide the new and seasoned manager's as best she can. Justine can be contacted through email at info@pembinapirates.com between 8am and 8pm.