



RED DEER MINOR HOCKEY

Team Setup and Management Guide

1. **Set Up Your Ramp App**
 - RDMH has paid for all teams to use the Ramp app which is connected to our website. Therefore, it must be kept up to date even if you use Team Snap. This means you need to keep both apps updated.
 - Always double-check your schedule to ensure it aligns with the league.
 - Follow the Game Change procedure when necessary.
2. **Add Key Team Members to the RDMH Website**
 - Ensure your coaches, manager, and treasurer are added to the RDMH website. You will receive password information from Amy.
 - Make sure email addresses for the Head Coach, Manager, and Treasurer are visible on the website for easy contact.
3. **Inform the RDMH Board Representative**
 - Notify the RDMH Board Rep of your meeting as their attendance is required. Their contact information can be found on the RDMH website under the "Info" tab and the "Staff and Board of Directors" section.
4. **Book Meeting Rooms**
 - If you need to book a boardroom through the city, contact them directly. The cost is approximately \$44/hr. Payment can be made directly to the city. Contact: 403-309-8426.
5. **Prepare and Submit Team Budget**
 - Complete a budget prior to your team meeting and present it to the team for approval and signatures. Must use budget templates provided by RDMHC financial administrator. If budget maximums are stated on your budget, do not exceed.
 - Once approved, email a copy of your signed budget to amy@reddeerminorchockey.com before any fundraising can be approved.
6. **Set Up Team Bank Accounts**
 - Obtain the necessary forms and bank account details from Jackie at RDMH office to set up team bank accounts.
7. **Assign Player Numbers**
 - Encourage the Coach to assign player numbers as soon as possible so that game stickers and league forms can be processed. Note: If different jersey sizes apply to your team, please dress players accordingly to size not their favorite number.
 - Note that the Manager should not be listed on stickers or anywhere on the game sheet unless they are registered to the team and have RIS Activity Leader.
8. **Verify Official Team Roster**
 - You will receive an official team roster from Jackie shortly after your team is drafted. If not, email Jackie to request one.
 - Coaches and Managers must ensure that the roster is accurate, including first names, last names, and dates of birth for all players and staff.
 - Report any errors to Jackie immediately for correction.
 - Be aware that any players or staff on the ice who are not on your roster are considered illegal, and the Head Coach could face an indefinite suspension. This applies to both games and practices.
 - Teams are responsible for covering the cost of insurance for each coach.
9. **Book Tournaments / Exhibition Games**
 - Schedule and secure tournament / exhibition games for your team.
 - Be sure to apply for travel and exhibition permits.
10. **Book Transportation**
 - Arrange buses for league games and tournaments as soon as possible. Prairie Bus Lines and Getaway Vacations Global 2025 only.
11. **Book Accommodations**
 - Reserve hotels for overnight stays for both league games and tournaments.
12. **Manage Team Volunteers**
 - Coordinate and manage volunteers for various team activities.
13. **Submit Fundraising Approval Requests**
 - Submit fundraising approval request forms online under the "Forms" section. Ensure that your budget has been submitted first.

