

APPENDIX IV: Divisional Managers Guides

U9 Division Manager

Support the coaches in your division.

Division Managers can start by simply emailing them or their association presidents to introduce your self. Keep in mind that many associations will not have there U9 teams completely organized until Nov. I would suggest giving them some kind of deadline. It is a good idea to have your contact list ready prior to the Delta Ringette U9 Jamboree which is usually held on the first weekend of December.

Field questions

Don't worry you are not expected to know all the answers to all the questions. It is your job to take an active role is getting the answers.

Year End Jamboree

It is likely you will be asked to participate in the year end Jamboree, to help with the Timbits goodies distribution. PCRMA usually hosts this event at the beginning of March but that could change.

Chair the Coaches Meeting

There really isn't much to discuss at a U9 coaches meeting but it is really nice to get the coaches out to meet each other and go over the U9 Division Guidelines. It is nice to have the schedule ready for that evening as well as any tournament or Jamboree information. Or you could use it to discuss how they would like the schedule to be made. We usually hold this meeting in late November/early December prior to our regularly scheduled LMRL meeting.

The U9 Division Guidelines will be posted to the LMRL website. These should be gone over in detail at the Coaches meeting.

I will be sending an email similar to the following to the association presidents, to be forwarded on to their U9 coaches.

In the LMRL U9 Division, league games will not be played until January. The U9 game schedule will posted on the LMRL website prior to Christmas. Game scores will not be posted to the website for this division. Coaches will not be issued Logins and Passwords.

<http://lowermainlandringette.ca/>

Thank you for all your efforts.

U10 Division Manager

Since there is no longer tiering round for this division, your role as Division Manager will be to oversee your division throughout the October – December Schedule.

Keep an eye on the progress of your division, go out and watch some games.

The U10 division will be randomly scheduled for the October to December schedule. The U10 division will be divided into two pools at Christmas. The pools will be a stronger pool (RED) and a weaker pool (BLUE). The January – February schedule will be created based on these pools.

It will be the responsibility of the Division Manager, with the help of the U10 coaches to determine what pool each team should be placed into.

As we receive the coaches contact information we will be issuing them a LMRL Website Login and Password. They should be updating their game scores on the website. They will be asked to mail the top (original copy) of all game sheets to our LMRL - RIC

Once we have received all of the Coaches contact information from the associations a contact list will be sent to the division managers. Division Managers will distribute to the Master contact list for their Division to the coaches.

Division managers will also be responsible to Chair the Coach's Meeting for your Division. Since this division will be entering into the first part of their season right away. The division meeting for the U10 division will be held on or around the second Monday in December and is usually held prior to the LMRL board meeting for that month at 6:00 pm at **Bill Copeland Arena** 3676 Kensington Ave. Burnaby, BC V5B4Z6

Logins and Passwords for posting game scores - Each coach will be sent an automatically generated message from the LMRL website with their login and password.

The division manager will be assigned an LMRL email alias.

U10 – U10divisionmanager@lowermainlandringette.ca

GAME SHEETS: Please mail the top (original copy) of all game sheets to our LMRL - RIC

LMRL RIC

Address - TBA

U12 Division Manager

Since there is no longer tiering round for these divisions, your role as Division Manager will be to oversee your division throughout the Schedule running September 27 – November 2.

Keep an eye on the progress of your division, go out and watch some games.

The U12 divisions will play a random pooling schedule of 6 games, from September – November.

The teams will then be divided into three pools a stronger pool (RED) and a middle pool (BLUE) and a weaker pool (GREEN), in November, with new schedules created for Regular Season this schedule will only be posted through to Christmas Break each.

The pools will once again be reassessed, at this time changes may be made to the pools prior to the remainder of the schedule being posted for January – February.

It will be the responsibility of the Division Manager, with the help U12 coaches to determine what pool each team should be placed into.

As the LMRL receives the coaches contact information they will be issued an LMRL Website Login and Password. They should be updating their game scores on the website. They will be asked to mail the top (original copy) of all game sheets to our LMRL - RIC

Once the League has received all of the Coaches contact information from the associations, Division Managers will be sent a contact list.

You will also be responsible to Chair the Coach's Meeting for your Division. With the new U12 pooling format we have not yet determined when the coaches meeting should be held or if we should hold two, one at the end of each schedule.

Division Managers will be issued an email alias from the LMRL web master.

U12divisionmanager@lowermainlandringette.ca

Please have the coaches in your division mail the top (original copy) of all game sheets to our LMRL - RIC

LMRL RIC
TBA

COACHES MEETING – TBA

All U12 Coaches are asked to attend the annual Lower Mainland Ringette Coaches Meeting on (DATE), 2014 at 6:00 pm

Bill Copeland Arena
3676 Kensington Ave.
Burnaby, BC V5B4Z6

Division Managers U14 – 18+

In your role as Division Manager you will be expected to oversee your division throughout the Tiering Rounds and Regular Season.

Get out and watch as many games as possible. The LMRL Game evaluation sheet, which will help you to know what to watch for, is linked as an attachment to the Division Managers page of the LMRL website www.lowermainlandringette.ca Make sure both coaches note any pick up players on their game sheets and what players are missing. Take note if it is not the team's regular goalie. Anything that could be cause for a different outcome than could otherwise be expected, should be noted.

If you would like to see a certain two teams play each other, that are not scheduled to play each during the tiering round, contact both coaches involved to coordinate the extra game or games. You may have to get the coaches to contact their association Ice Scheduler to secure a sheet of ice. Don't forget to remind the coach of the association where the game is to be played to contact their association RIC to schedule the referees. Once you and the coaches have done all that is required to schedule a game, email the LMRL Game Scheduler and she will add the game to the website. scheduler@lowermainlandringette.ca

As we receive the coaches contact information we will be issuing them a LMRL Website Login and Password. They should be updating their game scores on the website.

Once we have received all of the Coaches contact information from the associations Head Coaches names and Emails addresses will be posted to the LMRL website. We will also send the Division Managers a master contact list which will hopefully contain Name, Email and Phone number for two team staff members. You will be responsible to forward the information pertaining to your division on to the coaches in that division.

You will also be responsible to run the Tiering Meeting for your Division. It will be held on the Monday immediately following the tiering round. At the tiering meeting you, with the help of the coaches will determine the levels of play for the division, and what teams will play in what level. You will then present your findings to the LMRL Board at the meeting immediately following the Division Tiering Meetings.

Logins and Passwords for posting game scores - Each coach will be sent an automatically generated message from the LMRL website with their login and password.

GAME SHEETS

GAME SHEETS: For the tiering round they will be asked to scan or take picture and email a copy of their game sheets to their division manager. Once we start the Regular Season, they will be asked to mail the original copy to our RIC.

Each Division Manager will be assigned a LMRL email alias.

U14 – U14divisionmanager@lowermainlandringette.ca

U16 – U16divisionmanager@lowermainlandringette.ca