



# MEMO

**TO:** Local Association Presidents/  
Convenors

**FROM:** Val MacDonald, Office Manager

**SUBJECT:** Roster Preparation

**DATE:** August 29, 2014

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In preparation for the upcoming season I wanted to go over the process for filling out the Rosters.

In order for the new system to be able to import the information, it is imperative that only the required information is entered and no fields are adjusted for your own records.

- Please make sure that all blanks are filled in.
- Home association is the club that the child belongs to, not the club or association that they are playing for. I.E. I live and register in Stonewall, so that is my Home Association, not Interlake.
- Please be diligent with the spelling of players' names. Please ensure you are using their full first name, not a shortened version.
- Mailing addresses are where I would send any snail mail to.
- Please ensure postal codes are included with the space.
- Please record 1 (one) phone number only as that is all the system will read and that is all the MRA needs.
- Birthdates must be done by using the drop down menu. Do not copy and paste from a previous roster.
- Every player should have an email address listed. Do not add more than one as the line spacing is limited.
- Coaches birthdates are not necessary but they must have an active email address. Please use drop down menu for bench staff titles.
- Rosters must be submitted on the attached form. Please destroy all old versions as they will not be accepted.
- Rosters will only be accepted by a Club convener or Association Rep. Teams are not to submit separately. (Mainly Open teams)
- When rosters are being submitted, please ensure you are forwarding a copy to the WRL [tarakg66@shaw.ca](mailto:tarakg66@shaw.ca) and keeping a copy for your own records. Clubs who send directly must ensure they send their local Associations a copy.

We do understand that for your records or purposes, you may want to add extra parent information, but the MRA needs the rosters filled out as above. Once you have submitted your roster to the MRA, you are more than welcome to add anything extra on them for your purposes.

**Rosters that are incomplete or filled out incorrectly will be sent back to the President of the Association for corrective action.**

Should you have any questions please feel free to contact me at 204-925-5710 or by email to: [ringette.admin@sportmanitoba.ca](mailto:ringette.admin@sportmanitoba.ca)

Thank you