

# TEAM MANAGER

## ALDERGROVE MINOR HOCKEY



## THE MANAGER

### **Welcome to the role of the Team Manager.**

**FIRST of all, THANK YOU** ..... for stepping up to contribute to the benefit of many young children.

You have a great opportunity to help provide a positive, fun and healthy experience for our youth. Keep in mind that the responsibilities of the manager is NOT to do it all, but to ensure that it all gets done. With this responsibility, you need to plan to delegate duties.

You need to coordinate an initial parent meeting where you will make available a list of the duties that need to be filled: Timekeeper, Score Keeper, Fundraising, Year End Party, Game Music, etc. Once you have the parents all signed up for what they are interested in, assign the duties with your game schedule. It may be useful to have 2 parents working together on a category so as to reduce the apprehension and allows them to work out scheduling problems together, some however may want to work alone.

Collectively, it is a team effort on and off the ice. Make sure that your parents all have a copy of a Team Contact Roster with all of the other parent's email addresses and phone numbers along with a copy of the sign up sheet. That way, if they can't make a game and need someone to fill their duty, they can call and set it up with the other parents. As a Manager you will have plenty of other things to do.

Another important role is to be a liaison between the coach and the parents.

[Before your team begins to play games, it is important to discuss with the parents the aspect of approaching the bench during a game. The Coach is focused on the players on the ice, those on the bench, on ensuring that the kids are getting equal ice time, giving feedback on their play and strategies to discuss with team members, etc. It is not a convenient time for a parent to want to talk about a topic that is outside of the coaching members focus.

Parents need to consider the reason and decide if it is not something that can wait until after the game. Recommend that they speak to you as team manager to evaluate the concerns and decide on a course of action on their behalf.]

Please make sure that you and anyone in contact with the kids has taken the training course "RiS - Respect in Sport (formerly Speak-Out)". Your coaches will have to have at least level one coaching for House Division. You must also have a Hockey Safety Person assigned and attending each game.

Training and related information clinics are posted on the Pacific Coast Website [www.pcaha.bc.ca](http://www.pcaha.bc.ca)

**These courses must be completed no later than the beginning of December.**

Please note there will be no 50/50 or any other form of Lottery held at any home game under Aldergrove Minor Hockey.

# Initiation Manager Duties

## 1. TREASURER

- Open bank account with a second signer in team name (does not matter if you use Aldergrove H-3 or your actual team name but cheques will always need to be made out in that name).
- Keep track of all monies in and out of the team fund (see attached sample statement — this is what I used last year).
- Pay for items as needed, i.e. fundraisers, stamps and tournaments.
- Hand in a balanced to zero account of all dollars at end of the season to **LEAGUE TREASURER**.
- Hand in bank statements.

## 2. TIME KEEPER and SCOREKEEPER:

- Instructions are in the timekeeper's box on how to use the clock — it is quite simple once you try it once. Make sure anyone who will be keeping time knows how to use it — send newbie's in with someone who has already used it before. Advise to print hard enough to make pink copy readable.
- Once you get a game schedule, it is helpful to arrange timekeepers & music in advance and give a copy to everyone so they know when they are required to help.

## 3. GAME SHEETS:

Get game sheets from the equipment room.

You are required to prepare game sheets for home games (exhibition and league games).

Fill it out prior to arriving at the arena so you can give it to the visitors to fill out.

- *A few things of importance to stress to your teams are the proper filling out of the game sheets.*
- *Everywhere there is a blank space or a box needs to be filled in or checked.*
- *Team name is H3AD1, H4AD1, H4AD2 etc. Do not put teams chosen name like Panther, Canucks, etc.*
- *Within 24 hours of the game being played, the top two copies of the game sheets need to be mailed to the **LEAGUE MANAGER**. Failure to do so could result in refusal to grant other game numbers or tournament permission forms.*
- Get refs to sign game sheet \*important for reimbursement\*.
- There are 4 copies to each sheet. One for visitors, one for your records and two to mail into the **LEAGUE MANAGER** within 24 hours of game. Have stamped & addressed envelopes ready to mail. Keep your copy as you will need to hand it into the **LEAGUE TREASURER** for reimbursement of ref fees for home league games. Hand in reimbursement form at the end of each month. (see sample reimbursement form attached — this is what I used last year).
- You will need to fill out your team roster at away games.

## 4. REFS:

Pay refs for each home game - exhibition and league. Each referee requires payment in their own envelope. Keep track of \$ and dates of home league games as the team will be reimbursed from the league accountant for these fees. You WILL NOT be reimbursed for exhibition games.

**SHADOW REF's**; the league will pay them directly. The schedule of payment is listed under "Referee Expense Allowances" in the PCAHA Constitution Handbook.

## 5. MUSIC:

- Get CD's made with appropriate music and play them at home games.
- Organize who will do music or at least have backup if you cannot make game.
- Have two copies just in case and give to someone else.

## 6. GIANTS FUNDRAISER (if you participate)

- Distribute giant's tickets to parents — keep track of who has what and how many tickets.

- Collect money for tickets and give ALL of it to your **TEAM TREASURER**. Have one check written to AMHA from team account for all tickets and deliver to **AMHA TREASURER** (on the envelope, state how many tickets were sold, how much the cheque is for and which team you are from).
- Let the **SPONSORSHIP DIRECTOR** know if you need more tickets.
- Get volunteers to sell 50/50 tickets at the Giants game on behalf of your team (approximately six is enough). The volunteers will get in free.

#### 7. **PIE / COOKIE FUNDRAISER** (in November):

- Distribute order forms to all parents.
- Collect order forms and cross-reference order/money taken.
- Collect money and give to your **TEAM TREASURER**.
- Make one master order form and photo copy.
- Make one cheque **usually** payable to Spring Tournament account from team account and give to AMHA organizer for this event along with master order form.
- Arrange for two volunteers to sort out orders on delivery day.
- Remind team of pickup date and time or deliver to your team if they forget.

#### 8. **TOURNAMENTS:**

- Decide what if any other than the Aldergrove Spring tournament you wish to go in. For Christmas, you will need to apply quickly. A cheque, roster with names and birthdates and tournament number will be needed (available on the website of the association where you are wishing to enter their tournament).
- You will apply for a tournament number from the **LEAGUE MANAGER** for the Pacific Coast.
- Here is another note from the **LEAGUE MANAGER** about what is required when you email:  
*When your teams wish to enter a tournament, they need to contact me for a tournament permission form. I need their team info as well as their name, phone and e-mail. I need the host of the tourney and the dates. I will then send them a tournament permission form via e-mail. They will also be required to send me copies of the game sheets at the end of the tournament.*
- Once you receive your number you will need a tournament permission form signed by any AMHA executive for insurance purposes.

#### 9. **TEAM CLOTHING:**

- Organize, collect and pay for team socks if needed (will probably come out of team funds).
- Decide on any other team clothing desired i.e. hats/jackets/t-shirts, one time event in Sept / Oct at merchandising day for AMHA Bruins Sportswear. See AMHA website for details.

#### 10. **TEAM CONTACT LIST:**

- Prepare a list of all players with home and cell phone numbers, email addresses. Distribute to all families.

#### 11. **PLAYERS MEDICAL FORMS:**

- Get forms from team **RISK MANAGER** or they should be in equipment room. Hand out to parents and double check that all are filled out when returned. Many don't have the medical number on them!
- HCSP should coordinate the collection and retain a set to be present during each event in case of an emergency.

#### 12. **SPEAKOUT, HSCP & COACHING COURSES:** (complete no later than Dec.)

- Any coach, manager, on-ice helper, etc. must have their RiS - Respect in Sport (Speak-Out). You only need to take this once in your lifetime! They will be reimbursed by AMHA - you pay upfront and then get reimbursed when you submit your receipt to the **AMHA TREASURER**.

- You need at least one safety (HSCP) person. It is suggested to have a parent in the stands as the coaches will be busy with the other players. More than one is preferable as not everyone can make all games. Again pay up front and then get reimbursed. Renewal needed every six years.
- Confirm the association has provided your team a first aid kit for the season.
- For clinics check <http://www.pcaha.bc.ca/clinics/>

### 13. TEAM FUNDRAISERS:

- Decide if you are doing any team fundraisers or if just putting in extra money (usually \$100.–\$150. per player) to pay for tournaments, socks, clothing etc.
- You will need to fill out a fundraiser request form for each event and give to any AMHA executive for insurance coverage purposes.

### 14. YEAR END WINDUP:

- Decide on if and where windup - book and pay for.
- Collect any money needed or co-ordinate with fundraiser person for funds.
- Get any year end gifts/trophies/pictures/coaches thank-you's.

### 15. BOOKING EXHIBITION GAMES

Here are a few suggestions for booking exhibition games:

- Contact the Initiation Coordinators:
  - Abbotsford Minor Hockey
  - Langley Minor Hockey
  - Chilliwack Minor Hockey
  - Cloverdale Minor Hockey
  - Surrey Minor Hockey
- Let the coordinators know you would like to set up an exhibition game and give them your available ice times.
- Book one away and one home game when arranging exhibition games (i.e. you come here November 1 at 10:30, we'll come there on November 8 or November 9)
- Please let the Initiation Coordinator Assistant know as soon as you have a game arranged so that I can update the website, get you a game number and arrange for refs for the game.
- I will also need to know about away games ASAP so I can update the website and assign your ice time to another team on those days.

### 16. TEAM SIGN - Name / Logo

- For the dressing room door to allow players to find which room the team is in for Away Games.

### 17. GAME and PRACTICE Schedule

Remember to refer to the website and to remind the other parents to confirm your game or practice times regularly. The managers and coaches should email and or phone the parents of changes that are in the next day or two to ensure everyone is aware of these schedule changes.

# VOLUNTEER SHEET

Fundraising

Time/Score Keepers

Year End Party

Music (appropriate)

# Team Manager

<http://www.hockeycanada.ca/2/5/3/6/9/index1.shtml>

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Division Managers, League Managers, other teams, referees, officials, etc.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address.

Numerous appendices including samples, templates and a glossary of terms are included to assist the Team Manager in pre-planning and organization. Many of the appendices are active documents that you can download and customize it to fit your own team needs.

## TEAM MANAGERS



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[Team Manager's Manual](#)

[Basic Checklist](#)

### Key Topics:

1. Team Meetings
2. Volunteers / Delegation
3. Team Rules / Safety
4. Record Keeping / Distribution
5. Organizing Games
6. Applying for Tournaments
7. Organizing Travel
8. Team Finances
9. Team Activities
10. Coaches' Resources

### Appendices:

1. Fair Play Codes
2. First Parent Meeting Outline
3. Parents' Contact & Responsibility List
4. Phone Tree
5. Hockey Canada Branches Directory
6. Facility Safety Checklist
7. Emergency Action Plan
8. Abbreviations & Acronyms
9. Roster
10. Players / Registration
11. Teams, Clubs & Affiliations
12. Team Contact List
13. Association Contact List
14. Player Medical Form
15. Injury Log
16. Injury Report
17. Blank Calendar
18. Game Report
19. Game Check List
20. Stats Sheet
21. Travel Permit
- 22a. Budget Instructions
- 22b. Budget Sheets
- Glossary of Terms

The website link at the top of the page takes you to the site at the right titled **TEAM MANAGER**. Samples and excerpts of the numbered links are included on the following pages for your quick reference. As the years go by these will change and need updating. YOU can help by informing the AMHA of the changes as you find them. This will allow this document to be kept accurate and useful for following player's parents who will be new to the role.

## Glossary of Terms

These definitions are taken from **Hockey Canada's Articles, Bylaws and Regulations for 2006-07, section A. Definitions**. The full document can be found on the Hockey Canada website at: <http://www.hockeycanada.ca/6/7/5/4/index1.shtml>.

For the purpose of all Hockey Canada Articles, By-Laws, Regulations, Rules and Policies unless otherwise defined in a specific regulation, the following words, terms and expressions are defined as follows in alphabetical order:

1. "Affiliate Player" ("AP") - refers to those players from club teams, affiliated teams, or specially affiliated players when such player(s) are participating with a higher Division/category team.
2. "Amateur" - An amateur hockey player is one who is not participating in organized professional hockey.
3. "Category" - has the meaning assigned by B.4, 5 and 6. [*Where the Divisions listed in B.1 (senior, junior, juvenile, midget, bantam, peewee, atom, novice, initiation) and other Divisions created under B.2 (major, minor) are further divided, such subdivisions shall be known as categories: AAA, AA, A and B. (In Junior Male Hockey, the categories are as follows: Major Junior, Junior A, Junior B and Junior C.)*]
4. "Club" - has the meaning assigned by E.20 (a). [*A club is defined as a local Minor Hockey Association operated and controlled by a duly elected Executive or Board of Directors, the members of which shall designate from among themselves, the persons referred to in E.4. (President; Secretary; and two (2) persons that the President and Secretary may designate as signing Officers for the purpose of release of a player.)*]
5. "Club Team" - has the meaning assigned by E.21 (b). [*A team operating within a club, shall be known as a "Club Team".*]
6. "Division" - means the classes of hockey being operated within this Association. These are as follows: Senior, Junior, Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation and the Divisions created under B.2. [*major, minor*].
7. "Exhibition Game" - a game which is not part of the regular season, tournament, or play-off schedule.
8. "Geographic-Subdivision" has the meaning assigned by F.6. [*A geographic sub-division includes a city, a town, a municipality, a police village, a rural area or a zone as established from time to time by a Branch within its own jurisdiction.*]
9. "Goalkeeper(s)" and "Goaltender(s)" - means all players other than skaters.
10. "Home Branch"- means where a player resided and was last registered to play Minor hockey prior to registering to play Junior hockey.
11. "Horizontal Chain(s) of Teams" - means a group of club teams registered in a same Division but in different categories.
12. "House League" - House League Hockey is defined as a community oriented Minor hockey program structured to provide development and competition at the recreational level.
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14. "Permanent Affiliate" - A player who registers on a lower category team for the express purpose of affiliating on a full time basis to the higher category team.
15. "Player(s)" - means goaltenders and skaters.

16. "Region" – means the geographic territory comprised of one (1) or more Hockey Canada Branches.
- a. "Atlantic Region" – means the grouping of the following Hockey Canada Branches: HPEI, HNS, HNB and HNL.
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20. "Team Official(s)" - means all or any of the persons involved in the management of a team or club, which includes: the coach; manager; safety person/trainer; equipment manager; team physician; President and other members of the Executive and/or Board of Directors of a team or club.
21. "Tournament"- A schedule of games played among three (3) or more teams, which follows an inter-locking schedule and leads to an eventual winner.
22. "Vertical Chain(s) of Teams" - means a group of club teams registered in the same category but in different Divisions.

The above definitions are an integral part of Hockey Canada's Regulations

[http://www.hockeycanada.ca/index.cfm/ci\\_id/25413/la\\_id/1/document/1/re\\_id/0/file/glossary\\_of\\_terms.pdf](http://www.hockeycanada.ca/index.cfm/ci_id/25413/la_id/1/document/1/re_id/0/file/glossary_of_terms.pdf)

## Age Levels

The main levels and associated ages are:

- Initiation - 5 & 6
- Novice - 7 & 8
- Atom - 9 & 10
- Pee Wee - 11 & 12
- Bantam - 13 & 14
- Midget - 15-17
- Juvenile - 18-20

The age level is based on the age of the child as of December 31.

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