

Maple Creek Minor Hockey - Team Manager's Handbook

This manual provides information to aid Team Managers in the smooth operation of the team by identifying key topics that the Team Manager will need to address. Numerous resources (including samples) are included to assist the Team Manager in planning and organization.

I. TEAM MEETINGS

II. VOLUNTEERS / DELEGATION

III. TEAM RULES / SAFETY

1. CODE OF CONDUCT
2. DISPUTES
3. EQUIPMENT / APPAREL
4. SAFETY PROGRAM / SPEAK OUT
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6. HOCKEY CANADA INSURANCE PROGRAM

IV. RECORD KEEPING / DISTRIBUTION

1. TEAM REGISTRATION / ROSTERS
2. ELIGIBILITY
3. CONTACT LISTS
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5. ACCIDENT AND INSURANCE REPORTS
6. PRACTICE / GAME SCHEDULES
7. GAME REPORT
8. EVALUATION SHEET
9. MEDIA

V. ORGANIZING GAMES

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VIII. TEAM FINANCES

1. BUDGETING
2. TEAM ACCOUNT

IX. TEAM ACTIVITIES

1. FUNDRAISERS
2. PHOTOS
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X. SUMMARY

I. Team Meetings

First parent Meeting - sample outline

A. Introduction (5 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.

B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season.

C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Discuss expectations of the player and parents (distribute Fair Play Policy and Code of Conduct)
 - Time Commitment
 - Respect for themselves, all players (including opposition), referees, officials, parents, etc.
 - Expected conduct - games, practices, locker room, events
 - Discipline

D. Budget (15 minutes)

- Outline of expected costs (review Budget)
- seek volunteer for Team Treasurer
- Fundraising - will there be fundraisers, or will each family contribute for costs (team fees), ask for volunteer to coordinate fundraising.
- Extra activities - costs associated with social events, photos, tournaments

E. Team Apparel (5 minutes)

- Discuss dress code, if any
- team jerseys (stored in Minor Sports locker, regular washing, name bars, letters C/A)
- Team apparel currently ordered through Source for Sports in Medicine Hat team store - needs to be "opened" by someone from Maple Creek Minor Sports and timeframes communicated to teams.

F. Expectations of the Parents / Volunteers (20 minutes)

- volunteer roles are essential and each family must participate, outline expectations of volunteer roles depending on needs of the team: score sheet, time clock, food booth, admission gate, 50/50, transport/handout/collect jerseys, etc.
- discuss need for training for the various positions - such as running the clock or operating the concession. The training could take place during a team practice, seek experienced volunteers.
- once volunteer schedule is made, parents are responsible for finding a replacement/ switching jobs

G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention

II. Volunteers / Delegation

- Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

Having parents take a hand's on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team. The Team Manager should be prepared on occasion to fill in when someone has to cancel. If people are consistently not fulfilling their roles, the Manager will need to 'step in'.

- Some examples of parent volunteer roles include: Team Treasurer, Travel Coordinator, Tournament Coordinator, Jersey Coordinator, Safety Person (First responder, Health Care

professional, First aider), Fundraising Coordinator, Communications/Media (includes team photos, programs, posters, etc).

IV. Record Keeping / Distribution

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible.

Documentation will have to be completed following all games as well, and it is a good idea to have extra forms on hand.

Documents to include in a binder: • Roster • Contact lists • Forms (game reports, injury reports) • Schedules (practices, games and parent volunteers) • Notices • Arena information • Current financial information

1. Team Registration / Rosters

A roster should be e-mailed to the Manager and/or Coach from the MCMS once registration has been completed and it is a good idea to have a spare in the Team Manager's records. Referees have the right to review the roster if any player disputes arise. Tournaments may also require this information.

Hockey Canada sets a deadline for amendments to the official team roster, please make note of this.

Some teams will be faced with special conditions regarding some of their players. Special conditions may include: • Overage players • Transfers from other centers • Released players • Affiliated players. The manager must ensure the proper procedure is followed.

Team Contact List.

The Team Contact list should be distributed at the beginning of the season to encourage open communication within the team. Most recent years, MCMS has used the TeamSnap platform. Ensure all contact info is up to date for each player.

If the Team Manager is approached by a scout or other individual requesting a team list, it is important that the Team Manager respect any privacy regulations. This is true when dealing with any form of personal information. When dealing with an information request, the Team Manager could have the scout provide their contact information which can then be passed along to the player that is being inquired about. The player and his or her family can then decide if they wish to contact the scout.

5. Accident and Insurance Reports

In the case of an accident a report must be submitted immediately following the incident or injury to MCMS (**must be received within 90 days of the date of the accident**). The reports are standard and can generally be obtained online. Blank copies of the form should be kept in the Manager's binder. Should an accident occur, it is easier to fill the form out at the time of the accident than it is to track down details afterwards.

6. Practice / Game Schedules

The Team Manager, in coordination with the coach, should create and provide parents with a practice and game schedule at the beginning of the season; followed by monthly updates highlighting any alterations. Recent years, MCMS has used the TeamSnap platform for schedules. If a change is made, especially with short notice, it is important to confirm that all families receive notice of the change. Ensure you communicate with Parents so they know to check TeamSnap and set notifications.

The Game schedule also needs to be sent to the Referee Coordinator so refs are booked. Any changes to the game schedule need to be communicated ASAP to the Referee Coordinator. This is especially important if referee's are travelling as extra costs are involved.

Maple Creek community arena schedule is posted on the Maple Creek town website.

7. Game Report

- Following each game the home team is required to send in the game sheet to the League via the Age division Commissioner within 24 hours. Each Commissioner will provide contact information - either by text or email. Before submitting a game report, it must first be signed by the referees and by both teams.
- Home Team also updates the League website to enter the final score and finalize the game. Team stats are optional and should be discussed with Coaches and parents.

9. Media

- It is important for a Manager to be aware when dealing with the media and team publicity. First and foremost, the Manager needs to respect the privacy of all team members, and will need to obtain permission before publishing photos or information regarding any team member.
- Hockey Canada and Hockey Sask both have guidelines for Social media on their respective websites.

VI. Tournaments/Exhibition Games

At the beginning of the season the team may decide to take part in tournaments or exhibition games, whether hosting, away or both. The Team Manager can ask for a parent volunteer to coordinate tournaments. This includes hosting a home tournament as well as attending away tournaments. In the case of a Home tournament, or Exhibition games, you require a permit from Hockey Sask and MCMS registrar will need to apply online on your behalf. Game sheets will need to be submitted following the tournament or exhibition game as per Branch regulations. Ensure plenty of time is given for approval prior to booking travel, etc.

Tournaments and Exhibition games outside of Saskatchewan require a Travel permit from Hockey Sask. See Hockey Sask website for more information - MCMS registrar must apply online on your behalf.

VII. Organizing Travel

Whether for games, tournaments, or events, the Team Manager will have to be aware of issues surrounding team travel. Most times, individuals are responsible for travel to and from games and team events. However, there are many situations that can require more attention to travel plans, for example: traveling as a group on a bus, traveling to a tournament outside of the team's area, overnight travel, etc. Travel should be included in the discussion of extra games / tournaments that takes place during the first parent meeting. The team will need to come to an agreement on what means the team will use to travel and how extra costs, such as hotels, gas and meals will be paid for - whether by parents or through fundraising.

If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out. The websites www.arenamaps.com or www.mapquest.ca can be used to print off maps or obtain directions. The TeamSnap platform allows the manager to include this information directly in the team schedule. If you are not tech savvy, you can ask a parent volunteer to assist with this.

VIII. Team Finances

The Team Manager is also responsible for the team's finances; however, it is a good idea to appoint a Team Treasurer so that one individual is able to focus on this important area. The Team Treasurer is responsible for collecting, banking and distribution of all funds. It is important to identify a qualified Treasurer as the need for proper budgeting and accurate and timely reports is essential.

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed.

There are numerous expenses that the team should be aware of when budgeting; one of the biggest expenses is cost of referees. In most cases, it is up to the team to raise their own funds. Fundraising efforts should be determined on need and parents' commitment. Team members may also pay team fees; it is the responsibility of the Manager to inform members of these fees, as well as collect them. At the beginning of the season there should be a clear outline of:

- How much the fees are
- What will be covered and will not be covered by the fees
- Payment options
- Deadline for paying the fees and consequences for late payments
- Who the fees must be paid to.

Maple Creek Minor Sports applies for a lottery license each season so teams can conduct 50/50 draws. A requirement of Sask Lotteries is that teams track the date, amount and name of the winner for each draw. At the end of the season, teams will receive a portion of that back from Sask Lotteries so tracking is very important.

A team account should be set up at the beginning of the season with a recognized Canadian financial institution. Most teams have accounts that are carried over from season to season, signing authority changes need to occur when new managers/treasurers start. When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated. It is good practice to ensure that the account requires two signatures. Generally the signature of the Treasurer and a parent. Any unforeseen payments that arise should be discussed with the parents before any transaction takes place and ensure receipts are obtained for all transactions that take place.

XI. Summary

The Team Manager's role is crucial to the successful operation of the team's season. The Manager acts as a central source of communication between themselves, the coach, parents, players and all participants. Both the ability to work well with a variety of people and the ability to maintain a fair and consistent outlook are strong managerial attributes that will help to maintain communication between all members throughout the season.

While the Team Manager's role is one of in-depth involvement - from safety planning to financial planning to reporter to event organizer - there is no reason to become overwhelmed. The team is there to support and, through delegation, a 'divide and conquer' approach can be extremely efficient. Focus on the primary roles of organizing, planning and overseeing, take advantage of all available materials, such as the appendices and websites listed in this manual, and the season can be a successful one.