**TEAM MANAGER EXPECTATIONS**

Thank you for making the commitment to manage your team. As the manager, your job is to make sure things run smoothly for your team, your coaches and your parents. You are the liason between coaching staff and parents for the year.

Your duties include:

* Attending all minor hockey meetings. As a manager, you are considered a director as well and should attend all meetings to address any concerns and/or take information back to your team. Meetings are the 2nd Wednesday of each month.
* Conducting a parent coach meeting at the beginning of the year to go through the yearly expectationa, number of tournaments played, number of games (Flyweight and Novice only) etc.
* If there are issues arising between parents and coaches, it is the manager’s job to ensure that the 24 hour rule is followed and then go to the Executive if things cannot be settled effectively and efficiently.
* Obtaining and retaining the Player/Parent Code of Conduct and Medical Form Template for MHA’s in your binder.
* Ensuring effective communication between coaches and parents by obtaining telephone, cell phone and email addresses.
* Scheduling and confirming all games/tournaments played throughout the year. ***IT IS MANDATORY TO INPUT ALL GAMES INTO THE WEBSITE AT ALL TIMES.*** You will be provided the login and password for the Mannville Minor Hockey Website.
* Communicate with the ***Ice Scheduler and Referee Co-ordinator*** to obtain ice time and refs for each home game you book. It is your job to ensure there is available ice and referees for your games.
* Create and maintain a Time Box schedule for all home games.
* Be the main organizer of your home tournament. You can delegate jobs to your parents, but you are responsible for the entire tournament.
* For league managers (Atom, Peewee, Bantam, Midget)- you must attend the NEAHL scheduling meeting and then ensure that league game sheets are emailed to the league governor (to be found on the NEAHL website).
* Make sure your coaches have the proper certifications from Hockey Alberta, as well as ensuring all of your parents have the Respect In Sport completed and attached to each of their children playing.
* Understand travel permits- when they are required and obtaining them when needed.
* Make sure time sheets for home games and tournaments are completed. Time sheets are in the booth.
* The manager is also responsible for jerseys for the year. It is up to you to find jersey carriers for the year and ensure they are all accounted for at the end of the year.

**The Ice Scheduler and Referee Coordinator:**

**Make sure they are your Friends!!**

At the beginning of each year, please make sure you are familiar with the Ice Scheduler and Referee Coordinator. They will be listed on the Mannville Minor Hockey Association Website in the “EXECUTIVE” area of the site.

Each manager will be given an Ice Allocation sheet with available ice times for your hockey division. When you go to your scheduling meeting, please take this sheet with you and make sure that you fill as many as those slots as possible.

Sometimes it is impossible to fill a slot from the Ice Allocation Sheet and an alternative day needs to be scheduled to fulfill your league requirements. It is then the manager’s responsibility to contact the Ice Scheduler and ensure that this new ice time is available.

Sometimes, games get cancelled and re-booked. It is imperative that the Ice Scheduler is made aware of any game changes immediately. It is good practice to email your Ice Scheduler and Referee Coordinator weekly with your games so that miscommunication is kept at a minimum.

It is also the manager’s job to ensure referees are available for every home game. Again, if games get cancelled and re-booked the Referee Coordinator must be notified.

Have a great season!!