

Team Manager Handbook



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DUTIES OF TEAM MANAGERS

GENERAL

Team Managers are responsible to the Southwest KC Minor Hockey Association and their respective Team Head Coaches to assume and assist with specific duties.

GUIDELINES

- Team Managers are responsible for most off-ice tasks, thus allowing the Coaches to concentrate with on-ice instructions and player development
- Team Managers are expected to:
 - Be responsive to Southwest KC Minor Hockey Association and Team Head Coaches and operate within the Association's established policies and guidelines;
 - Assist the Team Head Coaches in monitoring off-ice conduct of team members and team followers to ensure the team's role as a community and association ambassador is maintained;
 - Establish, maintain and enhance communication with other association Team Managers.
- Responsibilities
 - The following list serves as a guide for some of the responsibilities Team Managers are expected to do. Team Managers should meet with their respective Team Head Coaches to finalize what responsibilities they will be undertaking.
 - Prepare and hand in game sheets;
 - Schedule volunteers for time/score keeping;
 - Liaison with parents;
 - Prepare, distribute and maintain email and phone lists for all team coaches and parents;
 - Assign one parent to be responsible for team equipment including jerseys/socks and goal tending equipment (if applicable);
 - Coordinate team social events
 - Christmas;
 - Year end
 - Assist with the coordination of volunteers for various activities, such as:
 - Tournaments;
 - Fundraising
 - Collect money for various activities/events;
 - Assist with fundraising events such as
 - Silent Auction;
 - Casino;
 - Raffle Draw

Team Managers should fulfill their responsibilities to the best of their ability. Team Managers should involve volunteer help as much as possible and try not to do everything themselves. Should Team Managers have questions, require clarification or experience difficulties in fulfilling these duties, please speak with the Team Head Coach or Southwest KC Minor Hockey Association to discuss them.

In general, the Team Manager's role is to assist the Team Head Coach and other team coaches so they can focus on on-ice player/team development.

INFORMATION SESSION GUIDE

The session would be scheduled immediately after the teams have been decided. The intent is for players/parents and coaches to become acquainted, review the Southwest KC Minor Hockey Association's policies, review team expectations, volunteer responsibilities, assign/delegate team responsibilities and answer any questions or concerns.

AGENDA

1. Thank everyone for attending and welcome the new hockey season
2. Introduction of Players/Parents
3. Introduction of Coaches
4. Head Coach Comments
 - a. Overview
 - b. Team Philosophy
 - c. Player/Parent expectations and responsibilities
 - d. Game preparation
 - i. Practices
 - ii. Games
 - iii. Tournaments
 - e. Respect the Sport
 - f. Security Clearance (ie. Parents on the Bench)
 - g. Minor Hockey Week
 - h. Year End Playoffs
5. Introduction of Team Manager
 - a. Review responsibilities
 - i. Assist Head Coach
 - ii. Focus in on off-ice activities
 - iii. Team/Parent Liaison
6. Related Team Positions and Responsibilities
 - a. Jersey handlers (if applicable)
 - b. Time/Score Keeper
 - c. Other
7. Volunteering
 - a. Expectations
 - b. Types of volunteer work
 - i. Fundraising
 - ii. Tournaments
 - iii. Photo Session
8. Communications
 - a. Email/Phone List
 - b. Emergency Contact List
 - c. Players/Coaches name reference card
9. Questions
10. Information Package (if applicable)
11. Other Agenda Items

PARENT AND FAN RESPONSIBILITY

GENERAL

Parent and fan responsibilities shall be centered on commitment and support. Registering with Southwest KC Minor Hockey Association not only means a commitment to your child(ren) but also means commitment to the coaching staff and other team players that rely on your child(ren)'s commitment on the team as well.

GUIDELINES

- Parents shall ensure their child(ren) attend all practices and games for the team unless family or educational responsibilities dictate that the player cannot attend. In which case, the appropriate team official would be notified in advance. It is difficult for a coach to develop a team when players miss practice. Remember, hockey is a TEAM SPORT; each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team. The team comprises and operates as a total unit.
- The team relies on parent volunteer to assist the team throughout the season in roles such as managers, assistant coaches, time/score keepers, event/activity coordinators, equipment handlers and most importantly support to games. Parents must do their part and be there.

Southwest KC Minor Hockey Association **WILL NOT TOLERATE LOUD, OBSCENE, OBNOXIOUS** parents or fans. Such individuals will be subject to discipline. Please refer to respect the sport policies.

EQUIPMENT RESPONSIBILITY

GENERAL

Southwest KC Minor Hockey Association will provide equipment, including game jersey, socks and goalie equipment within set guidelines.

GUIDELINES

- Parents shall have the responsibility to ensure their child(ren) has all necessary equipment and is worn properly in accordance with Canadian Standards Association (CSA) requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups and games. Mouth guards are mandatory for all players at the Novice levels and above.
- The association shall provide each team with numbers jerseys. In most cases, teams will be given two sets of jerseys; away and home. Jerseys are to be used for games only.
- Team jerseys and socks are the property of the Association and shall be cared for accordingly. Socks shall be provided to all players
- Only removable name bars are permitted on jerseys.
- Southwest KC Minor Hockey Association provides goaltending equipment, including stick for all Initiation and Junior House League Teams. Goaltending equipment is to be used for Association activities only.
- Team officials shall ensure all team equipment is returned.

GAME SHEET INSTRUCTIONS

GENERAL

- The game sheet is used to record the following information
 - Division, game number, date and location played
 - The home and away teams including team affiliation, Team ID numbers and names
 - All the players for both teams playing the game including their numbers and names
 - The Head Coach and the Assistant Coaches coaching the respective teams, name of game officials including referees
 - Goals scored including the names and numbers of the players who scored and assisted, the times and period
- The Team Manager should discuss with the Team Head Coach who should take on the responsibility of filling out the game sheet
- All game sheets consist of four (4) copies
- The game sheet must be completed prior to the start of the game
- The visiting team fills out the game sheet first. The game sheet must be completely filled out and signed by both coaches
- The players' names must be printed legibly. For convenience, use the team player/coach sticker labels instead of hand printing
- There can be no changes to the game sheet after the referee signs the game sheet
- Refer to the sample game sheet

IMPORTANT STEPS TO FOLLOW

- Ensure each team is correctly identified as home or away
- Ensure the Team ID is entered for each team
- Ensure the game number is entered
- Ensure the players and coach area is completed (use the team player/coach sticker labels and cross off any names of players/coaches not attending the game)
- After the game and the referees have signed the game sheet, the home team gets the top two (2) copies and the away team gets the bottom two (2) copies
- Either the coach or Team Manager will deliver a copy of the game sheet to the director for each game.

SAMPLE GAME SHEET

16/60 MINOR HOCKEY ASSOCIATION

No 22896

EDMONTON 2										CALGARY 3												
POS.	NO.	VISITING TEAM								GAME NO.	DIVISION	PLAYED AT	POS.	NO.	HOME TEAM							
G	1	TERRY SAWCHUK								56	PeeWee	Devon	G	31	CURTIS JOSEPH							
D	4	BOBBY ORR											D	2	KEVIN HATCHER							
D	5	DENIS POTVIN											D	55	CHRIS CHELDS 'A'							
C	99	WAYNE GRETZKY 'C'											C	68	JAROMIR JAGR							
LW	12	YVAN COURNOYER											LW	19	STEVE YZERMAN 'C'							
RW	9	GORDIE HOWE 'A'											RW	9	PAUL KARIYA							
ALT	7	PHIL ESPPOSITO											ALT	77	PAUL COFFEY							
ALT	66	MARIO LEMIEUX											ALT	13	MATS SUNDIN 'A'							
ALT	22	MIKE BOSSY											ALT	18	PAVEL BURE							
ALT	16	BOBBY CLARK											ALT	88	ERIC LINDEOS							
ALT	2	DOUG HAERYEN 'A'											ALT	14	THEO FLEURY (AP)							
ALT	19	LARRY ROBINSON											ALT	33	MARTY MCDORLEY							
ALT	10	GUY LAFLUPE											ALT	44	CHRIS PRONGER							
ALT	27	FRANK MAHOVLICH											ALT	5	DARYL SYDOR							
ALT	3	TIGER WILLIAMS (S&P 1/1)											ALT	39	DOUG WEIGHT 'A'							
ALT	6	DAVE SCHULTZ (AP)											ALT	10	JOHN LECHERC							
ALT													ALT									
ALT													ALT									
ALT													ALT									
ALT													ALT									
ALT													ALT									
ALTERNATE GOALIE	29	KEN DRYDEN											ALTERNATE GOALIE									
MANAGER		SCOTTY BOWMAN											MANAGER									
COACH		AL ARBOUR											COACH									
TRAINER		BEARCAT MURRAY											TRAINER									
VERIFIED BY:		Scotty Bowman											VERIFIED BY:									

The Official Scorer must have this report signed by the Referee upon completion of the game, sign same himself and forward, without delay, to the director of your category. All game sheets must be sent in by the home team. Each MATCH or MAJOR PENALTY must be reported on the back of the game sheet and forwarded to the respective league director. Insert after Player's name "C" for Captain, "A" for Alternate, "AP" for Affiliated Players, and "OA" for over age players. Suspended persons must sign as "ALT". Suspended players or coaches not allowed on bench.

"EXAMPLE"

ALL GAME OFFICIALS MUST SIGN BEFORE FORWARDING

SCORING										SCORING									
NO.	P	TIME	SC	ASST	NO.	P	TIME	SC	ASST										
1		14:10	9	88	1		14:10	9	88										
2		10:29	5	77/19	2		10:29	5	77/19										
3		4:03	19	/	3		4:03	19	/										
4		2:23	39	10/66	4		2:23	39	10/66										
5					5														
6					6														
7					7														
8					8														
9					9														
10					10														
11					11														
12					12														
13					13														
14					14														
15					15														
16					16														
17					17														
18					18														

GOAL TENDER'S RECORD
Actual shots stopped over minutes played

NO.	1 PER	2 PER	3 PER	GT	TOTAL	NO.	1 PER	2 PER	3 PER	GT	TOTAL
1	8	4	2	-	14	31	11	5	-	-	16
29	-	-	10	-	10	1	-	5	10	-	15
-	-	-	28	-	-	1	-	39	-	-	-
-	-	-	86	-	-	-	-	32	-	-	-

TIME AND SCORE KEEPING DUTIES

- For each home game, the team is responsible to assign one individual for time and score keeper. The away team may also be requested to assist with these duties
- This responsibility can be assigned to a different individual for each game or assigned to one individual for all games. Suggest sharing the responsibility
- The assigned individual should bring one or two pens for recording goals and penalties on the game sheet
- Try to be at the arena at least ½ hour in advance to set up and familiarize yourself with the scoreboard clock. Scoreboard clock keyboards differ somewhat from one arena to another
- Obtain the score sheet from the home Team Head Coach or Team Manager to record all goals and penalties. The game sheet consists of four (4) copies
- Review the game sheet to ensure it is properly and completely filled out with all the pertinent information.
- Most games have 3-12 minute periods
- Once the game begins, record the number of goals players score and the number of penalties. Print legibly and firmly on the game sheet
- If it appears that the game cannot be completed in the allowed ice time frame, the referee will instruct the timekeeper to reset the clock to 2 minutes so the game finishes on time.
- When there is more than a five (5) goal spread between the teams, stop posting the additional goals but continue recording them on the game sheet
- After the game has ended, have the referees sign the game sheet and provide two (2) copies to the away team coach

SIMULATOR SCOREBOARD CLOCK INSTRUCTIONS

For practice on a scoreboard clock you can go online to <http://fahaonline.com/Page.asp?n=45701&org=fahaonline.com> and use the simulator clock.

INSTRUCTIONS FOR THE SIMULATOR

1. Turn the scoreboard on
2. Hit the CLEAR Button
3. Hit the Enter Button Twice

SETTING THE TIME

1. Hit the SET MAIN CLOCK button
2. Type in the time and hit enter (12 minutes would be 12000).
3. To run the time hit the START button, to stop the time hit the STOP button.
4. To enter the periods, hit the PERIOD+ button.
5. To reset the time after a period hit the SET TIME button and then the ENTER button.
6. The previous period time will be entered automatically. If a different time length is needed repeat steps 1 & 2.

PENALTIES

7. Hit the PLAYER/PENALTY button.
8. Hit the ENTER button.
9. Enter the player number.
10. Hit the ENTER button.
11. Enter the penalty time (2 minutes would be 200).
12. Hit the ENTER button.

REMOVING PENALTIES

13. Hit the PLAYER/PENALTY button.
14. Hit the ARROW UP key until the penalty you need to remove shows on the scoreboard control display.
15. Hit the CLEAR button.
16. Hit the ENTER button.

SAMPLE SCOREBOARD

PENALTY

HOME

PERIOD

GUEST

PENALTY

POWER SWITCH OFF

TEAM LEVEL FUNDRAISING

Team level fundraising is critical for things such as:

- Team level tournaments;
- Extra Ice Time;
- Team Christmas and year end parties

Recruit a team fundraising committee comprised of around three or four parents

- Oversee the decisions of the fundraising committee in conjunction with your Head Coach;
- All decisions of the fundraising committee must be approved by the Head Coach and Team Manager before being put into action

Provide the fundraising committee with information on the KC Banner Sponsorship program, found on the KC home page

- All sponsorships from the Banner Sponsorship program will earn a 10% credit of the total donation which will be credited towards the next seasons registration for the founder of the donation
- If banners are purchased, the fundraising committee will need to provide a volunteer to bring the banners to practices and games

Provide the fundraising committee with the Donation letter on the SWKC Letterhead

- Many Companies will donate to children's sport leagues for employees who volunteer for the league

TEAM STICKER LABEL INSTRUCTIONS

- The Team labels identifies the team affiliation, team names, Team ID number, names of all the players, Team Head Coach and Assistant Coaches
- For convenience, print off team player/coach sticky labels in advance for use. This will help save time and reduce the chance of errors on the game sheets.
- Refer to the sample team sticker labels

SAMPLE TEAM STICKER LABEL

SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)
1 -	1 -	1 -	1 -	1 -
2 -	2 -	2 -	2 -	2 -
3 -	3 -	3 -	3 -	3 -
4 -	4 -	4 -	4 -	4 -
5 -	5 -	5 -	5 -	5 -
6 -	6 -	6 -	6 -	6 -
7 -	7 -	7 -	7 -	7 -
8 -	8 -	8 -	8 -	8 -
9 -	9 -	9 -	9 -	9 -
10 -	10 -	10 -	10 -	10 -
11 -	11 -	11 -	11 -	11 -
12 -	12 -	12 -	12 -	12 -
13 -	13 -	13 -	13 -	13 -
14 -	14 -	14 -	14 -	14 -
HC -	HC -	HC -	HC -	HC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)	SWKC Minor Hockey Association (Level, Number & Name)
1 -	1 -	1 -	1 -	1 -
2 -	2 -	2 -	2 -	2 -
3 -	3 -	3 -	3 -	3 -
4 -	4 -	4 -	4 -	4 -
5 -	5 -	5 -	5 -	5 -
6 -	6 -	6 -	6 -	6 -
7 -	7 -	7 -	7 -	7 -
8 -	8 -	8 -	8 -	8 -
9 -	9 -	9 -	9 -	9 -
10 -	10 -	10 -	10 -	10 -
11 -	11 -	11 -	11 -	11 -
12 -	12 -	12 -	12 -	12 -
13 -	13 -	13 -	13 -	13 -
14 -	14 -	14 -	14 -	14 -
HC -	HC -	HC -	HC -	HC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -
AC -	AC -	AC -	AC -	AC -



SOUTHWEST KC MINOR HOCKEY ASSOCIATION

Volunteer Sheet

Player Number	Player Name	Parent Name	Volunteer Work To Date	Volunteer Work Committed To	Volunteer Work Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
14					
15					
16					
17					
18					
19					
20					