

	<b>Title</b>	Team Management
	<b>Policy #</b>	Operational – 8.6
	<b>Draft Date</b>	December 1, 2019
	<b>Approved Date</b>	March 31, 2020
	<b>Revised Date</b>	January 5, 2022
		July 15, 2022
	<b>Owned By</b>	TM Coordinator/Executive Committee

## 1.0 OVERVIEW

The Team Manager (TM) is a central figure in creating the flow of communication, not only between the team coaches, parents and players, but also between the team and AMHA, other teams, associations, referees, etc.

Ultimately, the TM will need to ensure all of the off-ice tasks are completed. This does not mean that the TM has to do it all; they just need to ensure that it gets done through delegation.

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

This policy will cover the requirements that a TM will need to ensure is happening for their team over the duration of the hockey season.

## 2.0 POLICIES AND PROCEDURES

There are a number of things that the TM must do each year. Here are some items:

### 2.1 Start of the season Team Meeting

#### 2.1.1 Request parents to take on Volunteer Positions, such as:

- Treasurer to co-sign a team bank account
- Jersey Parent
- Apparel person, if required to organize and order any apparel needed possibly team socks
- Someone to organization Scorebox volunteers for games
- Data entry person for home game sheets
- Team Photo
- Fundraising
- Tournament Coordinator
- Snack or food person for games, if required
- Etc.

- 2.1.2 Decide and Vote, on # of Tournaments to attend
- 2.1.3 Decide and Vote, if purchasing extra apparel
- 2.1.4 Hand out Player Contract and Medical forms
  
- 2.2 Open a Team bank account with the Treasurer
  
- 2.3 Set a Budget and communicate it to all parents, sending a copy to the TM Coordinator by Nov 30th and then a follow up year-end by March 15 reflecting all actual income and expenses
  
- 2.4 Collect Team fees
  
- 2.5 Collect completed Player/Parent/Coach Contract, if applicable
  
- 2.6 Collect and ensure the Player Medical Forms are brought to all games
  
- 2.7 Set up RAMP app for your team
  
- 2.8 Find Tournaments
  
- 2.9 Other operational items like Exhibition and Travel game permits, booking hotels, etc.
  
- 3.0 Initial Parent/Coach Meeting

As early as possible you should have a mandatory meeting of at least one parent of each player and all the coaches. The Head Coach (HC) can discuss their plans, strategy and philosophy for the season and the TM can try to solicit volunteers to take on some of the roles needed to have a smooth and successful season.

#### 4.0 Budget and Team Bank Account

##### 4.1 Budget

AMHA requires that every team create a simple budget of projected funds in and funds out for the season. This initial budget needs to be shared with the TM Coordinator and team parents by the end of November and then an interim budget again in January and a final showing actual numbers by March 15<sup>th</sup>.

Here is a sample of a simple budget. We have a template for you to use on the website.

Team Name	As of Dec 31st		
<b>Income:</b>	<b>Proposed</b>	<b>Actual to date:</b>	<b>Notes:</b>
Cash Calls \$225/player includes \$125 track suit	\$3,825.00	\$3,825.00	
West Jet Fundraiser (\$5/ticket 30 per player)	\$2,550.00	\$2,600.00	10 Extra tickets sold
<b>Total Money In:</b>	<b>\$6,375.00</b>	<b>\$6,425.00</b>	
<b>Expenses:</b>	<b>Budgetted</b>	<b>Actual to date:</b>	
12 Track Suits	\$2,125.00	\$2,125.00	Paid Chq #001
Bus trip to ??	\$1,500.00	\$1,527.75	Paid Chq# 002
Bus Trip to ??	\$1,100.00	\$0.00	Feb 9th
West Jet Ticket Printing	\$200.00	\$174.63	Paid Chq #003
Bank Charges & cheques	\$50.00	\$6.13	To Dec 31st
Playoff Fees	\$150.00	\$0.00	Due in Feb
Coach Gifts	\$300.00	\$0.00	End of season
Team Windup	\$450.00	\$0.00	End of season
Exhibition Games x 2	\$500.00	\$297.58	Paid Chq# 004
<b>Total Money out:</b>	<b>\$6,375.00</b>	<b>\$4,131.09</b>	
<b>Difference Grand Total:</b>	<b>\$0.00</b>	<b>\$2,293.91</b>	Still outstanding Expenses
		\$134.94	Any excess will be refunded at end of season to each family

Some things to budget for are:

- Tournament registration fees
- Bus costs
- Coach Gifts for end of season
- Laundry detergent for the Jersey parent
- Food for away trips
- Apparel costs like socks or track suits
- Team windup
- Playoff fees
- Etc.

All money to be spent needs to be discussed initially with the parents and voted on. If during the season the amount that was agreed on changes drastically then a new vote or communication needs to go out to the parents for a subsequent vote.

Budget amounts should be reasonable for the division and should be agreed upon by the team. Budgets should include details as to Revenues (Cash Calls, Fundraising, Sponsorship, etc.) and Expenses.

#### 4.2 Team Bank Account

Each team also has to open up a Bank account in the team name and have a minimum of 2 signers on the account. All cheques for the team need to be made out to the team bank account name. At no time should team funds be put through someone's personal bank account.

Once the team account is opened the TM will need to send a picture or copy of the first bank statement to the TM Coordinator to show that the account has been opened.

*NOTE: If the budget is not sent into the TM Coordinator or given to the parents by the due dates or if a Team Bank account is not being used properly the team could be penalized by AMHA declining Travel or Exhibition Permits or suspending a coach.*

#### 5.0 Collection of required Forms

5.1 Medical Form

5.2 Player/Parent/Coach Contract form

## 6.0 Submission of Information to AMHA

### 6.1 Coaching Staff

The TM will need to provide AMHA with a list of the assistant coaches including their first and last name, birthdate, email and phone number. The TM should ensure that these individuals have completed the RAMP Coach Registration, the required Respect in Sport Activity Leader and sent in a valid Criminal Record Check, if required.

### 6.2 Data Entry person

By the middle of October, the SCAHL, CAHL and RHL Data Entry person's name and email needs to be submitted to the AMHA.

### 6.3 CAHL and RHL Tournament Blackout dates need to be submitted to AMHA one week prior to the leagues required dates.

## 7.0 Exhibition and Travel Game permits

### 7.1 Exhibition Games

For any home exhibition game, the TM must complete an Exhibition game form that can be found on the AMHA website so that AMHA can submit the request to Hockey Alberta to get the exhibition game sanctioned. Once sanctioned then the visiting team will need the sanction number to get their travel approved.

**At no time during the season can an AMHA team play an exhibition game against another AMHA lower or higher ranked team.**

### 7.2 Travel Games or Tournaments

For any exhibition game or tournament that a team will be travelling outside of Airdrie to play, the TM must complete the Travel Permit form found on the AMHA website prior to the event so that AMHA can submit it to Hockey Alberta for approval. When travelling to a game or tournament the host team should have already gotten the event sanctioned and the TM will need that number to complete the permit.

**This is NOT required for regular season or playoff games.**

## 8.0 Parent Volunteer Requirements

At the time of a player's registration a payment was authorized in the amount of \$200 to be charged at the end of March, to cover of a volunteer fee as per Team Volunteering Policy #8.8.

Each family is required to provide a minimum of 10 hours of volunteering to support their team during the season and 2 hours per family if the team has a home tournament.

In the event that a family does not meet the required hours the TM will make AMHA staff aware, and the payment will go through. If families do their volunteer hours, the March payment will be

cancelled. Any funds collected by AMHA from families that did complete the volunteer hours required will go towards the benevolent fund to help future families in need.

#### 9.0 Cash Calls

Teams may request cash calls throughout the season for varying amounts to be able to fund team agreed upon activities. Failure to provide the team with the required cash call payments may result in the parent and/or player suspension(s).