

**BEAUMONT AMATEUR HOCKEY ASSOCIATION**

**TEAM MANAGER OPERATIONS MANUAL**

**Version 2022.1.26**

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**Welcome to the (2022-2023) hockey season.**

First off, regards to team names, as of the 2022/2023 season BAHA will allow teams to select their own team names, teams must submit their official team name to the VP-Admin by the end of September of the current season for approval.

The information found in this manual is meant to help our managers in their role to manage their teams throughout the hockey season. This manual is meant to be a resource and reference point with pertinent information to help ensure that our managers follow Hockey Canada, Hockey Alberta, EMHA and BAHA best practices from year to year. Please note that the information in this manual is not set in stone and if told something else from the VP-Admin then that takes precedence.

**GETTING STARTED**

**BAHA Website Manager Login**

Each team will be issued a manger Username and password to login into our Team Snap/Ramp Website. (BAHA pays for team snap) Once you receive the username and password you will be able to update your team schedule, add photos, thank sponsors, etc. Please note for your schedule, any ice time from EFHL, from our ice allocator, and any events from BAHA will be added to the schedule for you. You will be responsible to add in your practice times, to find practice times go onto the BAHA website and look under master schedule.

**BAHA Managers Meeting**

BAHA holds an annual coaches and managers meeting in late September/early October to discuss the pertinent information for each season. It is **mandatory** that the Manager or their assignee attend this meeting. The dates for the meetings are always included in the Events tab on our Website, our Official Facebook Page, our Newsletter and on our BAHA calendar as well as emailed out to the coaches by the Level Directors.

**Hockey Canada Roster Template**

Once team staff has been put into place, this includes the roles of the Head Coach and Manager (upon the Board Approval of the team staff), the team Manager will receive a copy of the team roster, the Manager will then need to head to the Managers tab on the BAHA website, scroll down to find Team Roster Template, download this document and fill it out correctly in it’s entirety. You then need to email the document to the VP-Admin [vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca) and to the Executive Administrator [officeadmin@baha.ab.ca](mailto:officeadmin@baha.ab.ca)

Please ensure the following information is included in your roster before it is emailed it in:

1. All team officials information. This includes the Head Coach, Manager, any and ALL Assistant coaches, Goalie Coaches, Team Treasurer, and Trainers (if applicable). BAHA requires a contact email and phone number for EACH team official.
2. All players on the team listed with their position and Jersey number
3. The selected team name for the season.

The second stage will happen prior to November 15. If all team credentials are in place (including Respect in Sport Coach and Player/Family & VSC for coaches) the Executive Administrator will issue an APPROVED roster from Hockey Canada to the Manager and Head Coach. Once again, a full review of this roster will need to be performed, ensuring that all information is correct with no omissions or deletions to the previously submitted roster. Team Managers will receive notifications if certifications are outstanding. If any changes need to be made, it is imperative that the Executive Administrator is contacted immediately to make these changes and make the roster correct.

In early to mid-November, affiliates will be added to rosters and a final copy will be sent out again to the Head Coahces and Managers. It is the Coaches and Managers job to again ensure that all the information is correct, no one is missing and positions are listed correctly. If any changes need to be made, it is vital to contact the registrar right away to make those changes immediately.

Once we get final approval with coaching staff, players, and affiliates in place this will be your final roster and no further changes can be made with Hockey Alberta. The rosters are set and unchangeable after November 15th. This is the final stage and will be official roster for the team.

**Team Meeting**

Once you have had a discussion with the Head Coach and/or entire Coaching staff it is important to set up a team meeting as soon as possible, after attending the managers' meeting. Please do not have the meeting prior to the managers' meeting as there is usually season pertinent information at these meetings that managers will need to relay to their team. **A BAHA Board Member must attend this meeting.** Please send a meeting date to the VP of Administration ([vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca)) To request a Board Member. We encourage the teams to make the team meeting mandatory.

Prior to the first team meeting, discuss with the coaches what their core values, rules and expectations for the team might be this season. Create an Agenda prior to the meeting taking place and ensure it is circulated to the parent group prior to or at the meeting.

Below is a sample agenda for some pertinent information to be discussed at the first parent’s meeting:

* Parent Introductions
* Attendance
* Motion to Start Meeting
* Head Coach
* Assistant Coaches
* Assistant Goalie Coach
* Manager
* Player Medical information sheets, Player pledge, Parent Pledge and Player Social Media and Parent Social Media Documents(new to the 2022-2023 season) should be printed out and handed out. U9 and under players will not need to sign Social Media Document but parents will. The Social Media Documents will be handed in to VP Off Ice Operations please email [vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca) once these documents are signed to arrange for a drop off. All off these forms can be found on the BAHA website and musts be handed in prior to October 1, 2022.
* Team Contact List- Circulate to ensure info is correct
* Team Rules and/or Team Operations Manual - Discuss pertinent info
* Coaches should discuss their coaching philosophies with parent group
* Determine how many tournaments, exhibition games and additional ice times parents want ∙ Team Apparel- decide if and what they want to do
* Team Budget- Identify a ballpark idea for budget based on items discussed above
* Determine Cash Call amount
* Fill team roles
* Determine number and type of fundraising events
* Determine team building activities to get a strong team dynamic including parent party
* Discuss fair play code as well as coaches' philosophy on shortening bench during last few minutes of play, overtime, and shootouts etc.
  + *BAHA supports the Fair Play Code as outlined by Hockey Canada along with the Respect in Sport program that is enforced by EFHL and initiated by Hockey Canada. BAHA expects these guidelines will be a part of proper messaging and conduct when dealing with players, officials and parents while participating in any minor hockey event.*
* Team Jersey Parents (Home jersey/Visiting Jersey) 2 credits each
* Team Fundraising Coordinator (no credits)
* Assistant Manager (this is optional and you will get 2 credits each)
* Treasurer (2 credits)
* Tournament Coordinator (optional and no credits)
* Social Events Coordinator (optional and no credits)
* Motion to adjourn meeting (For each item that is discussed a motion should be made, voted upon and ensure whoever takes minutes includes the totals for the votes)

When you conduct the team meeting it is imperative that you take attendance and keep the record of the attendance on file for the season, and have each person in attendance sign in. Ask a parent to take minutes and ensure that these minutes are kept for the season. Record of any voting that takes place should include the vote counts for each decision that is made. This helps as a reference point later in the season when issues arise.

Your roster will be uploaded to Team Snap please ensure all contact information is correct at your team meeting. Have everyone look over the contact list to ensure that all the information is correct. If there are families where co-parenting takes place, please be sure to include all co-parenting contact info.

By the second practice, as soon as coaches receive their jersey information, it is recommended that they decide on a process of how they are wanting to determine players numbers for the season.

Once the numbers are decided upon and everyone is happy, include the player’s numbers in Team Snap. A good suggestion for getting to know your players and their families is to take the player's number, first and last name, and do up laminated cards for each family. There is a template for both parent and player cards on the manager's section of the website.

If you choose to do this, we recommend that you give each family 2-4 cards so that each parent has one, as well as an additional one for grandparents who attend a lot of the games.

**BAHA Picture Day**

Please see Picture Day in the Manager tab for the latest information and schedule on Team pictures for the current season. Information on picture day may also be communicated at the managers meeting hosted by BAHA.

**Discipline Policy**

Please refer to BAHA Rules and Regulations 19.0 BAHA CODES OF CONDUCT AND DISCIPLINE POLICY.

**We recommend that as a team you try to solve issues at the team level first, after the 24 hour cool down period. If and when the issue at hand cannot be resolved at the team level then please bring it to the attention of your level director.**

**Emergency Action Plan (EAP)**

At the parents’ meeting it is important to notify all members of the team’s Emergency Action Plan for the season. Part of this Plan requires the Manager and Coach to collect all player’s Emergency Medical Information. Once the Manager has received all the Medical Information sheets, they are responsible for doing up a spreadsheet that includes all medical, and Allergy concerns etc. This information needs to be emailed to the coaches, as well as a copy of the sheet needs to be put into the Coaches Binder that he or she keeps on the bench, as well as one copy needs to be put into the First Aid Kit.

Further to this, the following positions are required to be filled for the season as part of the Emergency Action Plan:

* Emergency Coordinator – controls the scene (answers to first aider/ no credits fort his positions)
* First Aider – administers first aid if required (has ultimate control)

Caller – call an ambulance or other authorities if required (answers to first aider)

An EAP can be found under the Managers Tab on the BAHA website

When you select these positions, please ensure you select people who will be in attendance for the majority of the games and practices. Please see link under Appendices for EAP Template on the manager tab.

**BUDGET, EQUIPMENT & ICE**

**Team Budget**

Each team must prepare a budget for the upcoming hockey season. The Budget will include:

Proposed cash calls

Any fundraising initiatives that the team wishes to take part in

Teams must decide what the monies raised will be allocated to. This needs to be addressed and documented in the team’s minutes from the first meeting of the season. Once prepared, the budget must be reviewed and approved by the parents of the players on the hockey team. This should be documented in the team parent meeting minutes. The review needs to include a discussion at a parent meeting of the anticipated costs of the team and the level of fundraising and/or cash calls required to support the budget and should be approved by a majority of the team’s parents.

At the team meeting, the team manager should invite any family who feels that a cash call is a financial hardship to contact the manager and coach in private. Where possible, the manager should attempt to reduce the stress on the affected family through installments on the cash call or through additional fundraising opportunities that the affected family can use to generate the funds. If an arrangement cannot be reached to assist the family the team manager shall contact the VP of Administration to explore other alternatives.

Once a parent group has agreed on and approved a budget the team treasurer is requested to complete the Team Financials Tracking document. The team treasurer is asked to notify the VP of Off Ice Operations of any significant changes or additions to the team financial plan. All money raised will stay within the team bank account. The treasurer should keep all the receipts until the season has concluded. Please use the team Budget Template located in Appendices in the manager tab. It is strongly encouraged to add your budget into team snap so everyone can see it and update it as needed.

BAHA strongly suggests that there are two signatures required for the account. Once all team names have been sent in to the VP Of Off Ice Operations for approval, a document will be provided under the Managers Tab for team Bank Account names.

*Authority*

Each team is responsible for its own financial operations. All teams are required to have a designated team treasurer who will be appointed by the team manager. It is the responsibility of the treasurer to work with the coaches and manager to develop a team budget and base the cash call or team fundraising on the projected budget needs. The amount of money your team is attempting to raise should closely match the amount of money your treasurer has projected you will require to achieve your team goals. You may set up an appointment with a bank of your choosing to create a community account. The treasurer and manager should be present.

At any time, the BAHA Board can request team financial statements or authorize the BAHA treasurer to intervene on behalf of the association.

The team treasurer will be responsible for establishing a team bank account. The team treasurer will have signing authority on the account. All accounts will be empty of all funds as of April 1st or at the end of each season. The team treasurer will provide the parent group with regular financial updates including an updated Budget and Bank Statement throughout the season. The team manager will ensure a majority consensus is used to direct any expenditure.

Any funds that are remaining in these accounts will be collected by divided among the parent group equally.

**Team Equipment**

Equipment picks up usually takes place in the first week of October. At this time, the teams will receive their pucks, pylons, and jerseys. Please note that our jersey sets vary in size. When assigning a player their jersey number, it is encouraged to ensure that the jersey is the proper fit. For the U9 Age group the teams will also receive their goalie gear at this time. Please ensure that the coaches and managers review the Goalie Equipment Policy. Located in the BAHA Rules and Regulations.

Each team is responsible for providing a jersey parent(s) for both home and away jerseys. Unless directed by BAHA that each player/parent are responsible for their own jerseys. They will be responsible for washing the jerseys and bringing them to each game. Each team is responsible for cleaning the gear at the end of the season.

The U9, U11, U13, U15 and U18 teams will also receive C’s and A’s that be put on the jerseys. Please see Equipment Information under the manager tab for more information on our BAHA equipment, and jersey care instructions.

**Equipment Fees**

Each team is required to issue BAHA a $500 deposit cheque for your team equipment. This cheque will be deposited. This will be due October 31,2022. Deposit will be refunded once jerseys and team equipment (including locker and door keys) are returned in good order.

**Ice Scheduling**

The Office Administrator oversees scheduling all practices and home exhibition games. These ice times will be uploaded to each team’s schedule. The manager is responsible for adding in all practices and games into team snap. EFHL games will automatically be uploaded to each team’s schedule. Please ensure if you have accepted away exhibition games or are any hockey tournaments you let our ice allocator know via email. Swapping practices with other teams is permitted. You will be given a Manager Contact sheet for each team. Please contact the manager of the team you wish to change the practice times with. Once you have agreed upon the change, please notify our ice allocator.

\*\*Please note that Managers are not to delete or change practices on the RAMP Website\*\*

*Ice Fees*

Each team is required to issue BAHA $150.00 (this cheque is NOT to be dated). This will be due October 31,2022. This will only cashed if the team does not show up for a scheduled practice or home exhibition game. Teams are required to give the ice allocator 10 business days prior to ice time if they are unable to attend. If you are unable to make your ice slot it is best to swap ice with another team. Another idea if you share iced practices is to let the other team have a full ice practice. Please let the BAHA Ice Allocator know of this swap or give away. If you are unable to find someone to take the ice, please let the BAHA Ice Allocator know. Your team will be charged for any ice if this procedure is not followed.

*Rep fees:*

Rep fees for the current Season are as follows:

U11 HADP - $1200.00

U13AA- $1500.00

U15AA - $1700.00

U16AA - $1600.00

U18AA - $1700.00

\*\*AA Hockey Rep fees are included in the AA hockey competitive cost\*\*

\*\*Managers for these teams will be given a link via Teamsnap to pay their level up fees\*\*

**Fundraising** **and Apparel**

Many teams will host pub nights, bottle drives, silent auctions, meat sales, poker nights or other fundraising initiatives. Please note that any raffles organized and hosted by a team are subject to Alberta Gaming legislation. Please refer to www.aglc.ca for more information on compliance. Team managers are required to send raffle information into the VP of Off Ice Operations to apply for a raffle license. Teams are no longer allowed to apply for a license on their own. Raffle licenses will not be given out till after the Association wide Raffle is complete in December. BAHA believes that all monies collected or raised at a team level are done so in good faith and should be managed and spent accordingly. Hockey can be a costly activity for many families, and we want to ensure that we are all utilizing money responsibly. The amount of fundraising to be done is to be determined by the parents of each hockey team. There is no requirement to do any fundraising, however fundraising done by the team will reduce costs to the parents to cover team expenses.

*BAHA Fundraising Permit Request*

Teams can apply to the VP Of Off Ice Operations for a fundraising license. All paperwork once raffle is completed must be sent to VP Of Off Ice Operations in a timely manner.

*Benchmark*s

We have developed recommended fundraising benchmarks for teams playing at each age group level within BAHA. We recognize that some teams undertake additional commitments including out of province tournaments, significant added player development and training or other unique opportunities. We will continue to encourage and support our teams to provide our players with these opportunities. These guidelines are not intended to limit or withhold any individual team, but rather to provide some basic guidance for coaches, managers, and treasurers. At any time, teams can request permission to exceed the benchmark for their age group by a written request via email to their Level Director. These benchmarks do not pertain to our AA Program.

The following benchmarks are the range of approximate team costs for each age group:

U13, U15 and U18 Not to exceed $12,000 Suggested Cash Call $350

U7 - Not to exceed $5000.00 - Suggested cash call $100.00

U9 - Not to exceed $7000 - Suggested cash call $250

U11 - Not to exceed $9000 Suggested cash call $300

Examples of costs to include in the budget may include, but are not limited to: (amounts listed below are examples)

- Team BAHA apparel

(Team Tracksuits = $120.00)

(Team Sweatshirts = $60.00)

(Toques = $15.00/player)

(Third Jerseys = $130.00/player)

-Tournaments

($900-$1800/team (plus travel/accommodations))

- Additional ice time above the ice time allocated by BAHA for practice or exhibition games

- Cost of on-ice officials for exhibition play not allocated by BAHA

- Team social events

- Travel costs

- Player Development (i.e., Dryland Training, etc.)

- Practice Jerseys ($25/player)

- Year End Party/Gifts

- Bank Fees

**BAHA Team Apparel**

Beaumont Minor Hockey Association Board has chosen and approved all items in an effort to establish a uniform brand within the association, and to improve cost effectiveness to teams and families. The BAHA logo cannot be altered or reproduced without the expressed written consent of the BAHA Board. Only approved vendors may have access to the BAHA logo for use on items and products approved by the BAHA Board.

Please see Apparel Tab for information of all BAHA vendors and apparel.

**GAMEPLAY AND TOURNAMENT REQUIREMENTS**

**Game Sheets and Game Tracking**

Team manager is responsible for tracking the number of games played and should not exceed the maximum number of available games as set out by BAHA. The BAHA Operations Team will determine the maximum amount of games/ice time appropriate for every level on a year-to-year basis. Each team will get enough score sheets for the seeding round, regular season, and exhibition games. The game sheets (20 per team) will be put into the manager's bag or put into each coach's locker prior to the start of the season. If a manager does not receive them right away, they will be handed out at the Coach/Managers meetings that take place in late September/early October. Prior to each game, the home team is required to do up a game sheet. They are required to fill out all the information on the game sheet including a designated G next to the goalies name, as well as C and A next to the captains and assistants. Also put on your team's respective labels and have the coach sign the game sheet. Please note, managers are not to sign the game sheet. For home games, ensure that the other team fills out the game sheet and once it’s done, ensure the off-ice official volunteers get the game sheet prior to the game. Please keep a hard copy of the game sheet, once the season is complete, you will be required to shred them. U15 and U18 teams are required to email a scanned copy of the game sheet to their level director. U7 does not require game sheets nor submission.

**Team Labels**

Once the players have been determined it is the manager's responsibility to do up sticker labels for each game sheet. Labels can be printed from the BAHA Ramp Website. Game sheet protocol: pink copy goes to the losing team, yellow copy goes to the winning team, white copy goes to the winning team as well (is this still true? Does it not go by home/visiting team. In the event that a game is tied, the yellow copy goes to the Home Team. For tournaments, the white copy goes to the tournament organizer. Be sure that you have all your referee signatures before they leave the ice. Please submit EXHIBITION GAME SHEETS and TOURNAMENT GAME SHEETS to your Zone Discipline Director as well as your level director.

**Game Sheet Management for EFHL**

Each team will receive a username and password to log into the Edmonton Minor Hockey Website in early October. This is to be used for updating the website after games. It is the manager’s responsibility to enter each home game results on the EFHL website. Please refer to the link provided under the manger tab for Game Sheet Management Instructions. It is imperative the home team updates the EMHA website within **24 hours** of the completion of the game.

**Ref Payments**

Please see the Ref Payment Schedule/Rates for the current season under Ref Payments in Manager Tap. For all EFHL league games it is the team's responsibility to pay half of the ref fees. A cheque will be provided by BAHA and given to each team at the beginning of the season once we receive ALL deposit cheques from each team. A great suggestion is to cash the cheque at your team's bank, break up the cheque into equal amounts and place in zip lock bags. All exhibition ice given by BAHA have no ref costs to the team, these costs are the responsibility of the team. Refs are paid in cash and appropriate money needs to be brought for each game.

**Off Ice Officials Rotation**

For Community hockey, each team must supply two off-ice officials for home games. The Home Team will be responsible for the Timekeeper and Home Penalty box; the visiting team will be responsible for the Scorekeeper and Visitor Penalty box. We recommend that each team set up a schedule outlining what families are required to work on, what dates and times. Coaches, Managers, and Team Treasurers are not to be included in this rotation.

**Request to Reschedule a League Game**

In the event you need a league game rescheduled, (usually due to tournaments) you must submit a request through EFHL. This link can be found on the manager tab under important documents. Once the request has been approved, please send the permit number along with the game change date/time/arena to the BAHA ice allocator as well as your level director.

**Special Event Sanctions**

Special Event Requests are not required, If you are unsure if your event that you would like to participate in is covered under the Hockey Canada Insurance, please click here (<http://www.hockeyalberta.ca/uploads/source/Sanctioning%20Guidelines.pdf>) To review the policy and what is covered.

**Tournaments/Exhibition Games/Host Permits/Practice Permits (not allocated by BAHA)**

Please refer to our Travel Permit document found under the Permits Tab <http://baha.ab.ca/page.php?page_id=34255> for essential information on when to apply for a permit.

The number of tournaments and or exhibition games that the team wishes to take part in will be discussed and decided upon at the first parent’s meeting. The team will go with the majority vote for any disputed line items. Please remember to apply for Travel Permits and EMHA permits once your team is accepted into a tournament. Tournament listings for Alberta can be found here <http://www.hockeyalberta.ca/tournaments/>

Every year BAHA will host 3 tournaments, the Philip Oh Memorial Tournament in December, the age level for this tournament will be communicated at the Managers Meeting, U16AA at Christmas and a U7 Tournament in January. All host tournament information can be found under the manager tab under "Tournaments" as it becomes available.

**BAHA Exhibition Games**

BAHA gives each team 1-4 exhibition ice slots per year. It is up to the team manager/coaching staff to find a team to play. When a team is confirmed, you must notify our Referee-In-Chief via email as well as apply for the appropriate permits. If you do not use your exhibition ice slot for a game, you may use it for practice. Please ensure that you notify our Referee-In-Chief to cancel any refs that may have been scheduled. Please book refs with the Ref Assignor for your level (see BAHA website). If you decide to keep your exhibition ice as full ice practice, please let the BAHA Ref Assignor know you will not be needing refs for your ice slot. \*\* NOTE\*\* U7 does not require refs. U7 is allowed to start exhibition games

**Affiliation Policy**

The Affiliation Policy (see Rules and Regulations – Regulation # 11.0) has been developed to help our coaches and parents understand the affiliation guidelines for using their approved affiliates (named on official team roster) for a game and / or practice. Affiliates cannot be used until all affiliates have been approved by Hockey Alberta and have been listed on the team’s official team roster. Once this has been completed, the team manager and head coach will receive an updated team roster which will include all approved affiliates. This is usually completed a week prior to the start of the season. No exceptions will be made to this rule, so please plan accordingly for all exhibition and or tournaments taking place prior to this time frame. BAHA can only affiliate to the number of positions listed on the Official Team Roster.

**SOCIAL MEDIA, MEDIA, AND COMMUNICATIONS POLICY**

Technology advancements have allowed cell phones and personal digital assistants (PDAs) to carry functions such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a telephone number. Smart phones are immensely popular and widespread.

BAHA has a social media policy in place for all members, players included. Some key points that Managers should be aware of are as follows:

Guidelines to be made aware of:

1. BAHA holds the entire BAHA Community who participate in Social Media, Networking, and communication mediums to the same standards as it does for all forms of media, including radio, television, and print.
2. Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.
3. It should be recognized that social media and comments such as “texting” are on record and can be instantly published and available to the public and media. Everyone, including the association, team personnel, players, corporate sponsors, and media can review social media communications.

Each team official, parent, and player will be required to sign a social media agreement, we encourage managers and coaches to discuss the importance of proper social media use at their team meetings and parent meetings.