

MANAGER DUTIES & TEAM POSITIONS

Team Managers provide guidance and support to Coaches, team staff, players and parents. Some of their duties include:

- Updating the schedule in TeamLinkt
 - Act as a liaison between their team and their divisions Commissioner, the GPMHA Executive and GPMHA office staff for all matters.
 - Handle all scheduling and coordination of all team activities.
 - Have a working knowledge of the GPMHA bylaws and PPM, the league their team is involved with, and all rules pertaining to their level/league/division.
 - Handle all problems to the best of their ability. If necessary, collaborate with the Head Coach or Commissioner. Report disciplinary action to the Commissioner immediately.
 - Manage the team in a financially responsible manner and is accountable to the parent group by use of GPMHA approved budgets.
 - Be responsible to help the Coach in enforcing the rules, discipline and behavior of the team.
 - Ensure all correspondence and scheduling is communicated to the team.
 - Attend any necessary scheduling meeting and notify players and parents.
 - Arrange a Team/Parent meeting as per coach and parent discretion. Let Commissioner & VP know of your meeting as they should also attend.
 - Find and book tournaments, check with your Commissioner as to how many.
 - Delegate & coordinate transportation arrangements.
 - Arrange for off-ice officials for games when required, as directed by GPMHA Office.
 - Ensure team has travel permits for tournaments.
 - Learn proper procedures for filling out game reports, forms, etc.
 - Ensure all game sheets are turned in to the appropriate person.
 - Ensure managers and trainers have a players medical history and have medical information with you at all times.
- All Head & Assistant Coaches, Trainers, Managers & Treasurers must be approved by GPMHA prior to being appointed and prior to them being on the bench or on the ice.
- **PARENTS AND MANAGERS CANNOT GO ON THE BENCH OR ICE! ONLY CARDED COACHES & TRAINERS.**
- Each team must have 1 Head Coach, at least 1 or 2 Assistant Coaches, an on-ice and off-ice Trainer, a manager, and for Development teams, a Treasurer. A Parent Liaison is optional but recommended and is to be chosen by the Head Coach. All Female teams must have at least one carded Female Head or Assistant Coach.
- All team staff members must submit a Staff Volunteer Application form through Spordle and submit a Criminal Record check. Additional courses are required and vary depending on level of hockey. A complete list of required courses is available on the website.

- GPMHA will pay for courses required by team staff in exchange for their commitment for the season. Team staff will pay in advance and be reimbursed by GPMHA upon completion.
- Each team will need 1 or 2 jersey parents. Players are never to take their jerseys home. The jersey parents will bring them to each game and collect and wash them afterwards. Name bars are not permitted on any GPMHA jersey. All C's and A's must be purchased from ProSport and sewn on by a professional at the teams expense. Jerseys that are not returned or are damaged at the end of the season will be billed out to the parent.
- It is important that your team always show up for practices and not leave the ice empty. If you cannot use the ice, make sure to inform the office as soon as possible. All city arenas require 10 working days notice of ice cancellation in writing, and the County requires 30 days. If scheduled ice time not used and not cancelled, it will be charged to the team at the facility rate. All ice privileges will be suspended until payment is received.

LINES OF COMMUNICATION/24 HOUR RULE

- ALL parents, players, relatives and friends MUST adhere to the 24-Hour Respect Rule by waiting a full 24 hours prior to contacting any Parent Liaison, Coach, Manager or GPMHA Representative regarding any hockey concerns or issues.
- Please follow protocol for complaints. If your concern is not satisfied at the first level, then proceed to the next.
 1. Manager or Parent Liaison
 2. Coach
 3. Commissioner
 4. GPMHA Vice President
 5. GPMHA President
 6. GPMHA Executive via the GPMHA Office
 7. Hockey Alberta Zone Administrator Coordinator
 8. Hockey Alberta Staff
- All concerns and complaints must be submitted in writing and must be signed.
- Do not call the office for complaints as they are not involved in parent/team disputes and will only direct you back to the proper person.

UNDER NO CIRCUMSTANCES IS TEXTING TEAM STAFF WHILE A TEAM ACTIVITY IS GOING ON APPROPRIATE.

GPMHA OFFICE VISITS

▪ Access to the GPMHA office is restricted to regular office hours Monday thru Friday, 8:30 am to 4:30 pm. Commissioners and Coaches have access all days. Managers have access Tuesdays –Fridays. **All other team staff and volunteers must go through the Manager.**

TEAM START UP MEETING

▪ Once the teams are formed, the office will send the Coach or Manager a team list with contact information. TeamLinkt should be set up immediately and all team communication should be done through the App.

▪ At the beginning of the season, all teams must have a parent meeting that includes team staff, parents, Commissioner and your divisions Vice President. Use the meeting to discuss what everyone would like out of the season.

- Coaches team goals
- Parent & Player expectations
- How many tournaments? How far is everyone willing to go?
- Will there be a home tournament? If so, set up a tournament committee.
- Will there be any bus trips? This could cost anywhere from \$4000-\$8000.
- Ensure all team staff positions are filled.
- Development teams - do you want a cash call from parents to get the account started, or get straight in to fundraising? Rec teams – do you want to fundraise for anything?
- All parents are expected to volunteer with penalty boxes, game sheets, score clocks and tournaments throughout the season. Pick a rotation or do a sign-up.
- Does the team want to do game day snacks? If so, they must be purchased by parents and not with team money so doing a rotation is a good idea.
- Is there a dress code?
- Does anyone know of any sponsorship opportunities? Remember current GPMHA team sponsors CANNOT be approached for more sponsorship. List is attached.
- Ensure everyone has been added to TeamLinkt.
- If a vote needs to be taken, there is a polls section in TeamLinkt that will allow all players to vote anonymously.

▪ Managers must get a Player Medical Form filled out for each player at the beginning of the season. It is important that a copy be available to all trainers, manager and head coach if needed. They can be carried by a team staff member, or save them electronically so that everyone that needs access to them is able.

▪ Remind parents cell phone use is limited, and any use of camera, videos or voice recording is strictly prohibited in the dressing rooms.

DEVELOPMENT TEAMS U11, U13, U15 & U18

- All GPMHA Development teams play in the All Peace League. The APhL consists of teams from Beaverlodge, Chetwynd BC, Clairmont, Clearview BC, Dawson Creek BC, East Smoky, Fairview, Fort St. John BC, Grande Cache, Grimshaw, High Level, High Prairie, Hythe, LaCrete, LaGlace, Manning, Peace River, Rycroft, Sexsmith, Smoky River, Spirit River, Valleyview and Wembley.
- All Development teams receive 2 weekday practices, which could include 1 early morning practice. There will be league games on weekends and travel is to be expected.
- All Peace - once tiers are determined there will be a scheduling meeting held at the Design Works Centre on November 8. This must be attended by either the Head Coach or Team Manager. Bring a blank calendar or print calendar sheets to help keep track of games when booking. Come with tournament black out dates ready. Each team is permitted to give one black out weekend to the league.
- It is the responsibility of all home teams to supply volunteers for game sheet, time clock and 2 parents for penalty box. If all positions are not filled, your team may be penalized.
- Some teams may require a dress code for game day. This will be a parents responsibility.
- Game sheets are all done electronically, and Managers & Coaches must ensure that they are entered correctly and uploaded within 24 hours after game is played. It can be helpful for person doing the game sheet to bring a piece of paper to jot down notes.
- There is a RAMP game sheets app that managers and parents will have to download to their phones or tablets in order to do the game sheet.
- There is a Game sheet Tutorial on the All Peace League website. It is extremely important that managers are comfortable with game sheets before the season begins. Coaches as well as they will have to enter the roster for all home and away games.
- Considerable travel will be done by some teams. Costs payable by you may include monthly team fees. You are responsible for accommodations, meals and all other costs while traveling.

PERMITS & SANCTION NUMBERS

- If traveling out of province to a tournament or exhibition game, or any game outside of regular league play, you will require a Travel Permit.
- If you are planning an exhibition game or tournament, you will need to apply for a sanction number, and share with the visiting team as soon as possible.
- All Rec Managers must get their permits and sanction numbers from their Commissioner.
- Development Managers will get their own permits and sanction numbers. Go to the Alberta Hockey website at www.albertahockey.ca – then go to Requesting Exhibition Games, Sanction Numbers & Travel Permits.

Log into the administrators access by clicking “Central Ice Portal Login” on the top of the page.

DO NOT CHANGE THE PASSWORD!

Username: GrandePrairie

Password: GrandePrairie

INSURANCE & INJURIES

- Insurance is a necessary part of any sport. There are many guidelines to ensure proper coverage of participants and members of GPMHA. Player registration and other procedures are required as part of the insurance policy.
- The following items are minimum requirements for insurance purposes.
 - Everyone on the bench and is ice registered correctly with GPMHA.
 - All team staff being certified to the levels they need to be.
 - Travel permits.
 - Tournament and exhibition sanctions.
 - Injury report forms completed accurately and filed with the office on time.
- If policy is not followed or items required are missing, insurance may be denied.
- The Hockey Canada insurance is a third party payer, which means private or employer insurance is utilized first, and Hockey Canada insurance is utilized last.
- If a player is injured, a Hockey Canada Injury Report must be filled out immediately by one of the teams trainers or Coaches, as well as a physician. Once it is filled out, a copy needs to be sent to the office. A player will need to be cleared by a doctor and fill out a Return To Play form before they are allowed back on the ice.

SUSPENSIONS

- Hockey Alberta has minimum suspensions to be adhered to, as well as each league has their own further suspensions. When in doubt, sit the player out until the issue is resolved.
- It is every Coaches responsibility to educate themselves on all suspension guidelines for GPMHA, their league, Hockey Alberta & Hockey Canada. Playing a suspended player will result in a lengthy suspension to the Head Coach.
- There is a minimum suspension list available on the hockeyalberta.ca website.
- All suspensions must be forwarded to the GPMHA office, Hockey Alberta Zone 1

Discipline person, as well as the League Commissioners. All suspension notices must be sent to the GPMHA office immediately, as well as Suspension Served Notices.

PLAYER DEVELOPMENT

- All Rec & Dev GPMHA teams can fundraise to pay for additional Player Development.
- Development can include, but isn't limited to Athlete Fitness, Goaltending, Power Skating & Skills, Sports Psychology or Mental Training.
- All Development must be booked using vendors from GPMHA's Approved Vendors List. This ensures that all vendors have the required licensing and insurances. If there is a Vendor you'd like to use that isn't on the list, they may contact the office to get added.

CLOTHING & TEAM APPAREL

All team and GPMHA clothing must be purchased through ProSport. If your team gets a sponsor for clothing, the manager should line up sample sizes and place the order with ProSport. The sponsor should pay ProSport directly, GPMHA will not reimburse sponsors. The Clothing policy and ProSport catalogue are both available on the website.

ALL PEACE HOCKEY LEAGUE

- League Communication – All concerns or questions MUST go through your local minor hockey association president. For GPMHA, the contacts are Chuck Spry & Melanie Buchta. Do not directly contact APHL executives.
- Supplemental Discipline – Development Managers and Coaches should be aware that once a player hits a threshold of penalty minutes during the season, there will be additional suspensions to that player. It includes all tiering, league and playoff games. A list of minutes and suspensions is available on the APHL website.
- APHL Fines – APHL will give fines to teams that do not follow protocol. Some are:
 - \$200 fine for non-representation at league meetings
 - \$2500 fine for team failing to present itself
 - \$200 fine for game sheet errors
 - \$2500 fine for Failure to Comply/Abuse of Policy
 - \$1000 fine for teams that fail to fulfill playoff commitments
 - \$250 fine for teams or members not following the APHL communication protocol
 - \$250 fine for not playing overtime as per the APHL Overtime Policy
- There is a lot of league information available on the website. Coaches, managers and parents should become familiar with the leagues policies.
- Once an APHL game has been scheduled and approved, it is considered a scheduled league game. No one team can force a game to be changed on an opponent once the scheduling meeting has been completed. Game changes are allowed only if both managers agree to the change. Once both agree, the home team will submit an online game change form.

TOURNAMENTS

- All tournaments must be approved by your commissioner & sanctioned by Hockey Alberta.
- It is the responsibility of the manager to find their teams tournaments. Tournaments are listed on the Hockey Alberta website. Another good resource for finding tournaments are the Facebook groups 'Alberta Hockey Moms & Dads' and 'Alberta Minor Hockey Tournaments'.
- Speak to your Commissioner to find out if you will be hosting a home tournament.
- All tournaments will require a Travel Permit. Please give yourself or commissioner 2 weeks notice to get travel permits. All travel permits will require a Sanction number.
- If a tournament is being sponsored by a parent or company sponsor, the fee should be paid directly to the tournament from the sponsor. GPMHA will not cover tournament fees.

TEAM BUDGETS – DEVELOPMENT TEAMS

- All players on a Development Team must pay a Development fee of \$200 before October 31, 2025. This payment will be made by parents, NOT from the team account. Each parent can send the fee to the office payment account gpmhateams@gmail.com. It is very important to remember to include player name, team name and what the payment is for.
- This Fee covers the extra practice ice, league fees, etc. that come with Development Teams. This MUST be paid by parents and cannot be paid with fundraising money. If a player does not pay their fees by the due date, they will be suspended until they do so.
- **Team budgets must be approved by the Treasurer before fundraising begins!** You will need to email a copy of your proposed budget to both the Treasurer at gpmhtreasurer@gmail.com & GPMHA at accounting@gphockey.com no later than October 31.
- Try to keep budgets under \$10,000
- The Head Coach, Manager & Team Treasurer are all responsible for team finances. They will be responsible for budgeting, maintaining receipts, tracking income & expenses and to provide accurate and timely reports to give to the GPMHA Treasurer, office, and Team.
- All Development teams within GPMHA must use the GPMHA Team Financial Package, which must be obtained through the GPMHA office.
- Funds can be raised through sponsorship, fundraising or be parent funded.
- Parents may only raise enough money to cover expenses, and NO funds will be returned to parents - therefore, a constant review of cash balances, outstanding expenses and future expenses should be reviewed weekly and discussed constantly.
- All teams may fundraise. All players/parents are expected to give time to various fundraising functions. If you do not participate fully in fundraising, you will be expected to pay your share to the team.
- Parents in arrears for team fees or other fundraising commitments shall be reported to the Treasurer by the Manager & may be subject to suspension of the player(s) until arrears are paid.
- The GPMHA Treasurer, Office and all parents MUST receive current financial statements by the 15th of each month. Even if there were no changes it is important to be transparent and keep team parents updated on the teams financial status.
- The budget must be sent to the Treasurer and office in Excel format. To the parents, send a PDF copy of the 'Statement' page from your budget template.
- Grande Prairie Minor Hockey Association shall not cover any team deficits. Team parents are responsible to fund any team deficits.
- At the completion of each team's season, a final financial statement with all receipts, etc. must be given to the GPMHA office by April 30.

BANK ACCOUNTS – DEVELOPMENT TEAMS

- Team bank accounts will be run through the office. Transactions will be updated daily, and the Head Coach, Manager & Team Treasurer will have access to their team statement via a Google Drive document. Team staff responsibilities will remain the same as in the past except the office will send e-transfer payments now rather than the Manager.
- All team deposits will be sent to gpmhateams@gmail.com – **the sender must include the player name, team name, and what the payment is for in the notes section.**
- If an invoice or payment needs to be made immediately, Managers will have access to an after hours phone where they can contact a staff member to make the payment.
- If a credit card payment is needed for busing, hotels for drivers, tournament fees, etc, the office will take the funds from the team account and pay with an association credit card.
- Parents cannot be reimbursed from team accounts so once a parent contribution is made, it cannot be paid back. The only exception to this rule is a parent covering purchases needed for the team that cannot be paid via e-transfer or credit card, such as tournament supplies or team meals. It must be paid by one parent only and **must have been approved by the GPMHA Executive Director or GPMHA Treasurer beforehand.**
- If a reimbursement is needed, and was approved beforehand, you can fill out an expense form, include the receipt, and submit to the office at accounting@gphockey.com Not following these rules could end up with the payment being denied, so always check first.
- All funds held by teams are the property of Grande Prairie Minor Hockey, therefore holding team funds in personal bank accounts will not be tolerated.
- Teams must track all receipts and disbursements in the GPMHA budget template so we can track source of funds and ensure teams are compliant with AGLC and GPMHA policy.

HOW TO RAISE FUNDS

- Cash call – only if majority of the team agrees. Cash calls cannot be reimbursed to parents. You can collect a lump sum or spread it out through the season if needed.
- Bottle Drive – All teams will be given an account number at Recycle Plus, and your team can plan a bottle drive using that account. This will be open all season long. Bottle drives must be booked ahead of time with either Recycle Plus location.
- Raffle/50-50/Selling Squares – You can hold raffles or 50/50 for cash or donated prizes. If you choose to do this, someone from your team will need to get an AGLC account number and apply for a license. If you choose to do this, there are restrictions as to what you can use AGLC money for.

- Skate-a-thon – Your team can hold a skate-a-thon with a prize to the player who raises the most or skates the most laps. These do really well.
- Sales – Your team can sell popcorn, meat, perogies, chocolates, catalog sales, etc. to get a portion of the sales.
- Battery Drive – Your team collects batteries and takes to a local Recycling company.
- Corporate Donations – Your team can seek sponsorship for a cash donation, tournament fees, clothing, etc. Your team will need to draw up it's own sponsorship letter and receipts if necessary. The office will not provide companies with donation receipts. If a company is donating clothing, they should pay Prosport directly.

Teams cannot request further donations or support from current GPMHA sponsors!

- Raffles or any fundraising that includes the sale of alcohol must be sold by parents and have no involvement from youth. Team funds cannot be used for the purchase of gift cards for raffles, alcohol, marijuana or tobacco products. Booze raffles are fine if parents purchase the alcohol separately from the team, and children aren't selling the tickets.

WHAT CAN THE TEAM FUNDS BE USED FOR?

With the hope that we are being responsible with community funds, there are restrictions as to what GPMHA teams can spend team funds on. Eligible expenses based upon approved budget as below. NOTHING else is eligible.

- Bus transportation including driver expenses
- Coach, Assistant Coach, Trainer, Manager gifts less than \$100.00/each, Jersey Parent gifts less than \$50/each. Team funds cannot be used for gifts for any volunteers not listed. While we appreciate all of our volunteers, we have to draw the line somewhere, and volunteering is part of youth sport.
- Dryland training facility rent and instruction
- Referees
- Meeting rooms
- Player development such as power skating, goalie coaches, sport psychology or athlete fitness
- Sponsorship servicing
- Team travel meals for players based on approved Team Budget *travel must be outside of 100km radius of Grande Prairie, or if playing 2 or more games in another community or at a tournament
- Team supplies, but they must remain property of GPMHA
- Tournament entry fees or home tournament expenses
- Track suits, dryland team wear as approved by GPMHA Clothing Policy
- Year end party

- Team Funds CANNOT be used for the following:
 - Hotel rooms
 - Oilers tickets
 - Sporting events
 - Game day snacks – if a team chooses to have snacks, they can rotate taking turns.

TEAM FUNDS MUST BE RUN THROUGH THE OFFICE

All team funds must be run through and managed by the office. All team purchases and payments will be made by office staff. Under no circumstances should Managers, Coaches and parents must not carry costs unless absolutely necessary, and then, only with approval from the Treasurer or Executive Director beforehand. This rule is in place for several reasons.

1. Financial Accountability & Transparency

- Associations must maintain accurate, auditable financial records.
- When managers front costs, it creates off-book transactions, making it harder to track who paid what and when.
- It increases the risk of missing receipts, duplicate payments, or unapproved purchases.

2. Protects the Manager From Personal Financial Risk

- Managers should never be financially responsible for team expenses.
- If parents don't reimburse on time, the manager is left unpaid or pressured.
- It prevents conflict between manager and families if money becomes an issue.

3. Prevents Conflicts of Interest or Perception of Misuse

- Carrying costs can create situations where decisions appear influenced by personal finances.
- It avoids accusations like:
 - "The manager is choosing vendors they prefer."
 - "The manager is buying unnecessary items."
 - "The manager is making money on purchases."

4. Ensures Purchases Follow Approved Association Policies

- Associations must control:
 - Approved vendors
 - Budget limits
 - Spending rules
 - Refund policies
- If managers pay upfront, purchases may not follow association procedures or approved budgets.

5. Protects the Association From Liability

If a manager fronts money:

- The association may be seen as financially responsible for personal credit card debt.
- If there is a dispute, the association may be legally exposed.

6. Reduces Fraud Risk

This protects everyone, not just the association:

- No risk of overcharging parents
- No risk of funds being mixed with personal accounts
- No risk of “cash float” issues or unaccounted purchases

7. Consistency Across All Teams

- When some managers carry costs and others don’t, it creates inconsistency and complaints.
- Centralizing all payments through the association ensures fairness, uniformity, and equal oversight.

8. Encourages Proper Approval Before Spending

- When managers no longer front money, teams must get prior approval for:
 - Tournaments
 - Team apparel
 - Team events
- This eliminates unauthorized or last-minute spending that the association never approved.

9. Easier Year-End Reconciliation

- No chasing missing receipts
- No personal reimbursements
- Teams close their books quickly and cleanly

10. Protects Volunteers From Burnout

- Managers are volunteers; they should not have to:
 - Use personal credit cards
 - Carry thousands in expenses
 - Spend time recovering money
- Eliminating personal financial involvement keeps the role manageable and prevents turnover.

AGLC FUNDS

- Any raffle, 50/50 or player square raffle will have restrictions teams must follow. For more detailed information you can look at the AGLC handbook at aglc.ca AGLC funds must be used appropriately. AGLC will fine/sanction teams that misuse funds.
- Teams MUST apply for their OWN gaming license, as per the Rules & Regulations of AGLC. Teams are NOT permitted to use the GPMHA AGLC license for ANY purpose whatsoever.

A few things you are permitted to use AGLC funds for:

- Sports equipment necessary to team play. Any equipment purchased will remain property of GPMHA at the end of the season as the group/association must maintain ownership and control of items purchased.
- Bus rental
- Team Tournament Fees
- Awards like plaques and trophies are approved gifts when they are earned for specific achievements
- Extra ice, officials, must be booked through office
- Player Development

A few things you are NOT permitted to use AGLC funds for:

- Items intended to become property for any individual. ex: sticks, bags, player gifts
- Items that are personalized such as practice jerseys, dryland gear or track suits.
- Activities not related to competitive play or practice.
- Team meals, parties or social events.
- Food or beverages, including liquor.
- Gifts for coaches or other volunteers.
- Team swag.