

INTRO TO HOCKEY MANAGER DUTIES & TEAM POSITIONS

■ Team Managers provide guidance and support to coaches, team staff, players, and parents. Their key duties include:

- **Schedule Management:** Update and maintain the team's schedule in **TeamLinkt**.
- **Communication:** Act as a liaison between the team and the Division Commissioner, GPMHA Executive, and GPMHA office staff on all matters.
- **Coordination:** Organize and coordinate all team activities, including practices, games, and events.
- **Policy Awareness:** Maintain a working knowledge of **GPMHA Bylaws** and the **Policy and Procedures Manual (PPM)**.
- **Problem Solving:** Address issues as they arise. When necessary, collaborate with the Head Coach or Commissioner and report any disciplinary actions immediately to the Commissioner.
- **Team Conduct:** Support the Coach in enforcing team rules, discipline, and appropriate behaviour.
- **Information Sharing:** Ensure all team correspondence, updates, and schedules are communicated promptly to players and parents.
- **Meetings:** Attend tournament meetings as required and inform players and parents of relevant details.
- **Parent Meetings:** Arrange a team/parent meeting at the discretion of the coach and parents. Notify the Commissioner and Vice President in advance, as they should attend.
- **Tournaments:** Research and book tournaments, ensuring approval from the Commissioner prior to registration.
- **Travel Permits:** Obtain travel permits for tournaments or exhibition games through the Commissioner.
- **Player Safety:** Ensure that managers and trainers have access to player medical forms at all times.

■ **PARENTS AND MANAGERS CANNOT GO ON THE BENCH OR ICE! ONLY CARDED COACHES & TRAINERS.**

TEAM STAFF REQUIREMENTS & RESPONSIBILITIES

Team Staff: Each team must have a minimum of 1 head coach, 1-2 assistant coaches, 2 safety trainers and 1 team manager. All Female Teams must have at least one carded Female Head or Assistant Coach.

All team staff members must complete a Staff Volunteer Application through Spordle and submit a Police Information Check. Additional certification courses are required and vary depending on the level of hockey and staff position. A complete list of required courses can be found on the GPMHA website.

Course Reimbursement: GPMHA will cover the cost of all required courses in exchange for the staff member's commitment for the season. Staff must pay for their course(s) upfront and will be reimbursed upon completion.

Team Jersey Parents: Each team will require 1–2 Jersey Parents. Players are not permitted to take jerseys home. Jersey parents are responsible for bringing jerseys to each game, collecting them afterward, and washing them as needed.

Ice Time Responsibilities: Teams must make every effort to attend all scheduled practices and not leave ice time unused. If your team cannot use scheduled ice, notify the GPMHA Office as soon as possible. City arenas require 10 working days written notice, and County 30 days. If the ice is not used or properly cancelled, the team will be charged the full facility rate. All ice privileges will be suspended until the outstanding fees are paid in full.

LINES OF COMMUNICATION/24 HOUR RULE

▪ To ensure a positive and respectful environment for everyone involved in Grande Prairie Minor Hockey, all parents, players, relatives, and friends must follow the 24-Hour Respect Rule and wait a full 24 hours before contacting any Parent Liaison, Coach, Manager, or GPMHA Representative regarding any hockey-related concerns or issues.

Complaint Protocol: When a concern arises, it must follow the proper chain of communication. If the issue is not resolved at one level, proceed to the next:

1. **Parent Liaison**
2. **Coach or Manager**
3. **Division Commissioner**
4. **GPMHA Vice President & GPMHA Executive Director**
5. **GPMHA President**
6. **Hockey Alberta Zone Administrator Coordinator**
7. **Hockey Alberta Staff**

Submission Requirements

- All concerns or complaints must be submitted in writing and must be signed.
- The GPMHA Office does not handle parental or team disputes and will direct all inquiries back to the appropriate contact following this protocol.

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 teams are formed, the GPMHA Office will provide the Coach or Manager with a team list including contact information. TeamLinkt should be set up immediately, and **all team communication should be conducted through the app.**

At the beginning of the season, all teams must hold a **Parent Meeting** including:

- Team Staff
- Parents
- Division Commissioner
- Division Vice President

Use this meeting to review and establish the following:

- Coaches' team goals for the season
- Parent & player expectations
- Tournament participation: How many, how far is everyone willing to travel
- Home tournament planning: If hosting, form a tournament committee
- Ensure all team staff positions are filled
- Parent volunteering: Assign rotations for the score clock or set up a sign-up schedule
- Sponsorship opportunities: Identify potential sponsors (current GPMHA team sponsors cannot be approached; see attached list)
- Confirm all parents and players are added to TeamLinkt
- For team votes, use the polls section in TeamLinkt to allow anonymous voting

Player Medical Forms: Managers must collect a Player Medical Form for every player at the start of the season. They must then ensure copies are accessible to all trainers, the manager, and head coach. Forms can be carried physically by a staff member or stored electronically for secure access by all necessary team staff. You can get the forms off our website.

Dressing Room Conduct

- Remind parents that cell phone use is limited.
- Any **camera, video, or voice recording is strictly prohibited** in the dressing rooms.

INTRO TO HOCKEY (U5, U7 & U9) GUIDELINES

League Play: Intro to Hockey teams (U5, U7 & U9) primarily play against other Grande Prairie teams. Tier 1 teams may have additional travel.

Ice Times: U7 & U9 teams get 2 ice times per week, scheduled on Fridays, Saturdays, or Sundays. U5 teams get 1 ice time per week. Schedules will be posted monthly.

Exhibition Games: Exhibition games are permitted. Any team wishing to host or attend an exhibition game must speak with their Commissioner and get approval.

Tournaments:

- Participation in tournaments or exhibition games must be a parent group decision.
- Players are not obligated to attend or pay for tournaments they will not participate in.
- Confirm participant numbers before splitting costs.
- Teams may attend up to 2 away tournaments per season, in addition to 1 home tournament.
- The number and distance of tournaments should be discussed and agreed upon by the team.
- 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'.
- 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.
- GPMHA & the U7 division annually host the U7 Pomeroy Tournament. This year it is on February 6-8. All managers will be required to help and have parents join the committee. Watch for more information from your Commissioner.

Game Procedures:

- U7 & U9 teams do not require game sheets or penalty box parents.
- Home teams must provide a volunteer to run the clock (scorekeeping is not required).
- Managers are responsible for uploading schedules to TeamLinkt and monitoring for updates.

CLOTHING & TEAM APPAREL

▪ All team and GPMHA clothing must follow the Approved Apparel Guidelines listed on the website. If your team finds an apparel sponsor, please do not go through the office but rather have your sponsor directly pay Prosport.