

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 behaviour 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 RAMP and Police Information 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.
- Ensure all team staff positions are filled.
- 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.

RECREATION TEAMS U7, U9, U11 & U13

- Recreation teams which include all U5, U7 & U9 teams, as well as U11 & U13 Rec will play in Grande Prairie against other Grande Prairie teams.
- Exhibition games are permitted. If you would like to host an exhibition game, speak to your Commissioner. All games must be approved by and booked through your Commissioner.
- Entry to tournaments and exhibition games must be a parent group decision. Players are not obligated to go or pay for.
- Recreation teams are permitted to attend 2 Away tournaments a season, along with 1 Home tournament. The number of tournaments and distance should be discussed within your team. You must get written permission from your Commissioner before booking.
- U7 & U9 teams will receive 2 ice times a week on Fridays, Saturdays or Sundays. The schedule will be posted a month at a time.
- U7 & U9 teams do not require game sheets. They do not require penalty box parents either. Home Teams must supply a volunteer to run the clock, but not keep score.
- U11 & U13 Rec teams receive 1 practice during the week along with 2 weekend ice times.
- U11 & U13 Rec will need game sheets. A game sheet book will be supplied to your team by your Commissioner. Home team is responsible for completing sheets and supplying all game volunteers. Completed game sheets must be sent to your Commissioner within 24 hours.
- Schedules will be uploaded to the website, managers will need to watch for updates and add all games and practices to TeamLinkt.

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.

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 on 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 team's 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 Coach's 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.

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 your 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.