

TEAM MANAGER GUIDE

HAWKS ATHLETIC
CLUB



www.hawksathletics.ca

U7 - U13



TEAM COMMUNICATION



SEASON
START



IN
SEASON



Welcome to the Team Manager role, this role is one of the most important roles on a hockey team and is:

- the central figure in creating the flow of communication on the team and beyond
- responsible for the operational aspects of the team including:
 - tournaments, extra ice
 - team coordination of volunteers
 - fundraising
 - team support
 - scheduling & coordination

TIPS & TRICKS

- Communication is key - you can never over communicate
 - Ensure messaging is clear and concise
- The Team Manager cannot do everything - delegation is key
 - Clear messaging, expectations ensure "all hands on deck"
 - Have Time Keepers coordinate coverage
- Listen to your teams feedback and curate the season to be in alignment with expectations
 - You cannot make everyone happy - aim to align with majority but be open to compromise

- **Team Manager:** Manages & Coordinates for the team. **Time commitment: 2-3 hrs a week;** lessens as season goes on
- **Team Treasurer:** Manages budget & funds for the team. Administrates bank account. **Time commitment; ~1 hour per week.** Team requires 1 (with a second signer)
- **Timekeepers:** this role manages/oversees the timecard/sheets (through RAMPGAME Sheet) for all Home games, including help set up the on ice partitions. **Time commitment: 1 hour a week or per game.** Team requires up to 4
- **Jersey Parent:** this role is responsible for bringing the team jerseys to each schedule game, distributing the jerseys, and re collecting the jerseys (including washing). **Time Commitment ~1 hour a week.** Team requires 2
- **Parent Liaison:** This role is to assist the team in the unlikely event of a dispute between parent and team; facilitates conflict resolution. **Time Commitment: ~2 hours the whole season.** Team requires 1

Fundraising Ideas

- BOTTLE DRIVES*: ~\$1k-\$1.5k
- 50/50, Raffles & Draws etc**: \$1.5k - \$2k
- Sales (popcorn, cookie etc): \$1.5k - \$2k
- Hockey Loser Pools: \$1K-\$2k
- Almond & Chocolate Sales: \$1K

All amounts are average estimates

TIPS

*Find a Bottle Depot that brings a truck/trailer to you
**All 50/50, Raffle etc require an AGLC license

SPONSORSHIP



A CHECKLIST FOR TEAM MANAGERS

SEASON START



QUICK TIPS

Set up a team email for money transfers & bank account

- Welcome email to the team from Head Coach & Manager (include the Hockey Alberta Medical Form)
- Set up & distribute Team Survey & Head Coach expectations
- Establish & secure team volunteers
- Establish team communication & scheduling tool
- Schedule & host parent meeting
- Establish team budget & circulate for team approval
- Determine fundraising activities in alignment with budget
- Load all practices and games into scheduling tool
- If applicable - search & secure extra ice times
- Start searching and applying for tournaments
- If applicable w/ Treasurer, arrange cash call



QUICK TIPS

Use free online surveys like Survey Monkey or Google Forms. Share results with team (omitting comments)

IN SEASON

- Arrange for Fair Pledge Form to be signed by team & return
- Communicate quickly updates on any changes & tournaments
- Check with Head Coach to ensure alignment
- Help coordinate and lead fundraising w/ volunteers
- Check in with Treasurer on team cost & update team
- If applicable, coordinate travel for tournaments
- Ensure all Gamesheets are correct and complete in RAMP
- Validate & confirm team hard card to Hawks (**must include affiliates**).

Hawks Registrar will email out, Team Manager to ensure all is correct & send back to Hawks Registrar (end of Oct/beg Nov timeframe)



QUICK TIPS

Gamesheets need to be validated and complete no later than 24 hours post game

Ensure someone is tracking goals etc to ensure accuracy. Make a habit to completing games in the app immediately following the game.

A CHECKLIST FOR TEAM MANAGERS

TOURNAMENTS

- Begin the search for **Hockey Alberta Sanctioned Tournaments** (will be listed as HA####)
- Apply for tournaments, permits & game changes
- If accepted arrange payment and roster details; including arranging hotels and travel details
- Communicate to the team any details related to the tournament and travel; including tournament rules and play



QUICK TIPS

Tournaments are very competitive and take perseverance to get into. Apply early and apply for a lot.

Utilize the blackout application option through Hockey Edmonton, to ensure you aren't having to reschedule games. Note: \$100 fee and date deadline

END OF SEASON

- Ensure all extra purchased ice time is accounted for
- Coordinate with Team Treasurer to have budget & bank account closed (once all cost is accounted for)
- Collect washed jerseys (note all name bars are to be removed) & hockey shells - all to be returned to the Hawks
- Arrange team wrap up if applicable



QUICK TIPS

Check jerseys for any damages. If returned with damage the team is responsible to pay ~\$150 per jersey

Avoid colored gatorade w/ white jerseys



QUICK TIPS

If you advance in City Finals, explore options to stream games via private Facebook groups to family members in Canada creates a ton of hype

REFERENCE GUIDE

TEAM MANAGERS



**2023/2024
Calendar**



**Affiliate
Player Form**



**Game Change
& Reschedule**



**Game
Discipline**



**Referee
Information**



**Emergency
Goalie Form**



**RAMP GAME
SHEET HELP**



**EFHL Manager
Links**



**Black out Date
Application &
Deadline**



**Player Medical
Form**



**Tournament
Permit Request**



**Fair Play
Pledge Form**



**HOCKEY ALBERTA
TOURNAMENT LISTS**



**Facebook Alberta Hockey
Tournaments Group**



**HOCKEY EDMONTON
AVAILABLE ICE**

SAMPLE BUDGET

TEAM MANAGERS

		Projected Expenses			
Item	Quantity	Cost	Total	Notes	
Player Development					
Extra Ice	12	\$185.00	\$2,220.00	2 extra ice times each month for 6 months.	
Treadmill Skate/Dryland	2	\$200.00	\$400.00		
Power Skating/On ice development	4	\$400.00	\$1,600.00	Will be combined with 4 of the extra ice times, as we will be responsible providing that ice time.	
Player Swag					
Practice jerseys	17	\$30.00	\$510.00		
Team Apparel	22	\$45.00	\$990.00	Hawks Jackets	
Team Events					
Tournaments	2	\$1,600.00	\$3,200.00		
Team Building/Social Event	17	\$40.00	\$680.00		
End of the year party	17	\$40.00	\$680.00		
Team Admin					
Team Snap	1	\$100.00	\$100.00		
Practice Plan App	1	\$85.00	\$85.00		
Coaches Discretion	1	\$100.00	\$100.00		
Projected total expenses:			\$10,565.00		
		Projected Funds			
Item	Qty	Amount	Total	Notes	
Parent Cash Calls					
Initial Cash Call	17	\$ 150.00	\$ 2,550.00		
Fund-Raising Activities					
Bottle Drive	2	\$ 1,200.00	\$ 2,400.00		
50/50 Draw	1	\$ 1,200.00	\$ 1,200.00		
Hockey Loser Pool	1	\$ 2,000.00	\$ 2,000.00		
Corporate Sponsorship	1	\$ 2,500.00	\$ 2,500.00		
Projected total funds:			\$10,650.00		