

# IMHA Manager Code of Conduct



**Membership in IMHA is not a right – it is a privilege. Members must abide by the Bylaws, Policies and Procedures of IMHA. Members’ behavior is expected to mirror the spirit of this code. All managers must sign this form before being allowed to participate in IMHA.**

- I will schedule a team meeting at the start of the year so that coach/manager expectations, team rules, tournament options and other items for the season may be presented to the parents;
- I will treat all of my parents, players and coaches with respect. I will treat people as I would like to be treated;
- I will look after all off-ice duties (timebox schedule, jerseys, tournaments, team functions, etc.) or delegate others to assume these responsibilities;
- I will keep all coaches and parents up to date regarding practices, games, tournaments and any changes to our schedule. I will update everyone as soon as the information is made available to me from the Association or League;
- I will be considerate and reasonable in my demand on the players and parents. I will be reasonable when scheduling games, practices and tournaments, remembering that families have other interests and obligations;
- I will make sure that I am informed and up to date on the policies and procedures of the Association and the League my team is participating in;
- I will ensure that I understand the proper processes in dealing with any issues that arise during the season;
- I will ensure that my coaches and parents are aware of the proper processes and communication protocol for dealing with any issues or concerns and assist them in following them correctly;
- I will act as a team liaison between parents and coaching staff or designate another parent to take on this role;
- I will ensure that at least 2 people are responsible for all team finances and that any money left over at the end of the year be handled in a timely fashion;
- I will be sure to follow IMHA Policy regarding the purchase of all apparel (track suits, hoodies, jackets, etc.) as per the IMHA agreement with TBS/Bauer;
- I will ensure that all paperwork (game sheets, game changes, Codes of Conduct, etc.) is filled out correctly, completely and on time;
- I will ensure that my team honors all league, playoff, provincial and tournament commitments;
- I will represent IMHA in a positive light by conducting myself appropriately and professionally, not only at games and practices, but also in my communication with other managers, teams, associations or League personnel;
- I will set a good example for my team. I will not verbally abuse any player, parent, coach, official or volunteer at any time;

- I will respect the IMHA Executive Director and his decisions when asking for ice time, schedule changes, officials or any other request pertaining to my team;
- I will ask for assistance when needed. I understand that there are many resources at my disposal (other managers, age group Director, Executive Director, etc.) and will provide assistance if asked.

**\*\* IMHA reserves the right to discipline any team, player, parent, coach or manager (up to and including expulsion) for refusing to accept or failing to abide by this Code of Conduct.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_