

# Manager Information

The team manager is an important component in creating the flow of communication, not only with the team (players, parents & coaches), but between the Divisional Managers, other teams, referees, officials, and the Lake Cowichan Minor Hockey Association. The role of team manager can be complex and thus organizational skills, tact and courtesy are essential qualities.

By taking on the operation aspects of a team, the manager enables the coaches to focus on player development and on-ice instruction. The manager may also act as a coordinator within the team if there are other parent volunteers involved (ie-treasurer, safety person, Tournament Coordinator, etc.). The manager reports to the head coach.

## **Basic Manager Duties:**

### 1. Team Meetings - Parent meeting

Each team is must have a team parent meeting by the second practice at the very latest. This meeting should allow for the coaches to address the parent group regarding:

- coaching philosophy
- bench management
- dress code
- dressing room expectations
- LCDMHA Policy and Procedures, Code of Conducts
- Time requirements to be observed before practices and games
- The Manager and/or Coach should also discuss:
  - fundraising
  - tournaments
  - Other team Volunteers (Team Safety, Team Treasurer, Tournament Coordinator)

2. Responsible for dispersing and collecting team uniforms and sponsorship banners

3. Team Rules/Safety- Player and Parent Expectations

4. Organizing Games (ie. music, game sheets, 50/50).

5. Applying for Tournaments (or designate a tournament coordinator from your team)

**\*\*Please note, LCDMHA will advance the funds for one tournament.\*\***

6. Team Activities

7. Complete game sheets and ensure the game sheet is delivered to the game referee at least five minutes before every home game. Game Sheets must be mailed to the Division Commissionaire within 48hrs of the games completion.

8. Liaise between coaches, parents, divisional managers.

## 24 hour Rule

The Manager is to enforce the use of the 24 hour rule when dealing with complaints. Those with a complaint are to reassess their concern after a 24-hour period has elapsed. If they still feel strongly about their concern, they are to put same in writing and provide to the Team Manager. The Team Manager is to attempt to mediate any complaints: those that cannot be successfully mediated will be forwarded to the 1st Vice President for further mediation and consultation, at which time it will be handled strictly as per the procedures in the LCDMHA Policy Manual. All complaints are to be presented to the Executive Committee in letter form and be delivered either by hand or Canada Post.

## Affiliate Players

Please Note: Be sure all players are eligible to play at LCDMHA; if you play an ineligible player, your team can be disqualified. Check the list the Registrar provides you with to ensure all players on your team are registered. Email the Registrar for an updated HCR (Hockey Canada Roster) if you are unsure and note, for playoffs you will need to provide an updated HCR to your Director/Commissioner. VIAHA checks this list as well.

## Manager Forms

<a href="#">BC Hockey Special Event Sanction Form</a>	A Special Event Sanction Form must be filled out online and approved for off-ice activities, ie-fundraising events, dryland training, etc. If this is not filled out and there is an injury/accident, you will not be covered by the insurance plan. You can find these forms at <a href="http://www.bchockey.net">www.bchockey.net</a> under application forms
<a href="#">Interdistrict &amp; USA Tournament &amp; Exhibition Game Sanction Form</a>	In addition to completing the online application, you must also complete and submit the Interdistrict & USA Tournament & Exhibition Form - 90 days prior to the start of the event.  BC Hockey teams traveling outside of the province or country should review the <a href="#">Travel Insurance Information Insurance Coverage - Out of Country Competitions and / or Players Bulletin</a> .  You can find these forms at <a href="http://www.bchockey.net">www.bchockey.net</a> under application forms
<a href="#">VIAHA Game Report Form</a>	Game Reports must be completed and emailed to the appropriate Division Commissionaire within 24hrs of the game completion.  You can find these forms at <a href="http://www.viaha.org">www.viaha.org</a> under Administration - Forms

# Manager Certification Requirements

## **1. Respect in Sport for Activity Leaders**

- **All Recreational Managers** must have completed Respect in Sport for Activity Leaders prior to volunteering in the new season. You will be reimbursed once you have completed this clinic and have submitted your receipt into the LCDMHA Treasurer at [treasurer@lakecowichanminorhockey.com](mailto:treasurer@lakecowichanminorhockey.com)
- **Certification is good for five years.** If you are unsure if your certification is still valid, please contact the LCDMHA Registrar at [registrar@lakecowichanminorhockey.com](mailto:registrar@lakecowichanminorhockey.com)
- Please use the link below to complete the online Respect in Sport Clinic.

[www.bchockey.net/clinics/clinics.aspx](http://www.bchockey.net/clinics/clinics.aspx)

## **2. Criminal Record Check**

- **All Recreational Managers** must have a Criminal Record Check (CRC) and Vulnerable Persons Check submitted prior to volunteering in the new season.
- **Once completed these checks are valid for 3 years.** If you are unsure if your checks are still valid, please contact the LCDMHA Registrar at [registrar@lakecowichanminorhockey.com](mailto:registrar@lakecowichanminorhockey.com)
- Please bring two pieces of ID and filled out forms to our local RCMP Detachment to have your checks completed. LCDMHA 1<sup>st</sup> Vice President will pick them up once they have been completed. We will keep them on file for 3 years.

## **3. Concussion Awareness Tool**

- BC Hockey announced June 27, 2016 that all BC Hockey team officials are required to be qualified in the Concussion Awareness Training Tool (CATT) prior to their participation in any practice or game starting for the current season. This includes safety personnel, team managers, and all coaches
- The CATT link is: [www.cattonline.com/](http://www.cattonline.com/)
- The course is approximately 40 minute long, and FREE!

**\*\*It is a good idea to save a copy of all of your completed certificates\*\***