

# **2022/23 Season Manager's Manual**

STURGEON HOCKEY CLUB



# STURGEON HOCKEY CLUB Manager's Manual



## IMPORTANT CONTACT INFORMATION

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## Manager's Responsibilities

(Managers cannot manage if residing with Head Coach, and cannot manage multiple teams)

The Team Manager is responsible for the following the duties:

- Shall be the liaison and resource person for all matters pertaining to their team for the SHC Registrar. You must provide a finalized team list for player/coach carding. List must include players: legal first & last name, Jersey number and position (if applicable), coaches: legal first & last name. Managers must also provide Registrar with their full contact info.
- Shall be responsible for inputting all info into the team ramp webpage.
  - o All Staff information must be entered ASAP on the team webpage (Coach & Managers name and email address must be listed).
  - o Players' information must include legal first & last name and Jersey Number.
- Will be a signing authority on the Team bank account. **For all information regarding Team Financials please see the Manager's Team Financial Responsibility section of this manual beginning on page 7.**
- Provide any information and communication from Sturgeon Hockey Club to the coaches, parents and players as requested by the association.
- Ensure that travel permits are obtained for exhibition and tournament games. Please fill out travel Permit request on the Sturgeon Hockey website [found here](#). Permits are required for exhibition games and tournament games that we attend outside of Sturgeon County. Permits are also required when we host an exhibition game in Sturgeon County.  
*When in doubt – contact Registrar.*
- Will communicate practices, games, tournaments and other events for their team to parents via their team webpage and Team Snap.  
***Team snap should only be used for important info, should the need for a parent chat arise managers are to open another chat used for such to prevent any important info being missed.***
- Team Manager must complete injury/incident reports as needed and forward to the Vice President. Injury forms are found under Forms on the SHC website [found here](#).
- Team Manager must be familiar with suspension procedures & guidelines.
- Shall clearly communicate the vision and objectives of Sturgeon Hockey Club whenever possible.

## STURGEON HOCKEY CLUB TEAM WEBSITE

The SHC website is to be utilized throughout the entire season. It is very useful and helpful to your team.

Your password and specific team page will be given to you by the Communications Director once your coach has appointed a manager. If you need any



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assistance getting started on your homepage please contact the Communications Director.

For League information please go to the "LINKS" tab on the SHC website and under "INFORMATION" and you will find your appropriate League website info. SHC teams are registered under the following leagues:

- U9 to U18, Fillies - **Edmonton Federation Hockey League** <https://www.efhlhockey.com/>

Please check your **league website** immediately and often for preseason (tiering) schedules. Game sheet info from your league will come from your Level Director. Game sheets are going electronic and will be completed through an app. Keep up to date on the Edmonton Federation Hockey League info and how to complete electronic game sheets [found here](#).

## TEAM MEETINGS

An initial meeting should be set up shortly following the formation of the team. Ideally, the manager should be in place before the initial team meeting, and should meet up with the Head Coach prior to the meeting to discuss the seasonal plans, preliminary budget and team expectations. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. An agenda should be done up which may include some of the following points for discussion:

### Volunteer Positions

Team Treasurer, Parent Liaison Jersey Parent (a jersey parent can be designated as the Jersey parent if desired). Timekeeper, Scorekeeper etc... Once all volunteer positions are filled the manager should distribute a list stating the names and positions for the team.

### Code of Conduct

Having a code of conduct will ensure consistency when dealing with any team issues that may arise. Code of Conduct can be found on the SHC website under forms. Player, Parent and Coaching Pledges are PDF fillable on the SHC website. Parents & Players sign, as well as your Coaching Staff. \*\*Please ensure these are signed by all players/parents/coaches as if there is a discipline issue these will be requested by the Game and Conduct Director\*\* The code of conduct should be discussed as part of the expectations for parents and players during the first meeting. Some topics for the code of conduct may be:

- Conduct at practices, games, events, team functions
- Locker room conduct and procedures (prior to game, after game, clean-up)
- Team attitude (coach, players and parent's ethic codes)
- Respect
- Harassment
- Drugs/alcohol/foul language



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## Team Tournaments

How many tournaments to attend close to town and/or overnight.

## Start Up Fees

A set amount to be paid by all families to start the season off. This amount needs to be approved by the team. This cash call is the "Parent Contribution" and if there are any funds left over at the end of the season, refunds may be given to each family but is not to exceed the amount of the original Parent Contribution. Team Fees are not to exceed \$200 unless a unanimous vote is received through a confidential process (ie: Survey Monkey).

A full budget should be presented to the team (Manager, Treasurer & Head Coach should meet prior to Team Meeting to discuss) to show parents where monies will be allocated throughout the season. Any changes to the approved team budget should be discussed with parents prior to moving forward.

## Ice Time

The coach will want to discuss player ice time in a very clear manner as this can be the cause of a lot of issues later on in the season. ie: **Equal Ice Time** means that, on average, all players in the same general position will be on the ice the same amount of time. **Fair Ice Time** recognizes that game situations present opportunities for coaches to ice specific lines; for example, power play or penalty kill.

## Dress Codes

Pre-game outfit, warm-up attire if Applicable.

## Arrival Times

Coaches expectation for arrival before practices and games. Make sure to discuss parents being in the dressing room before and after games and practices.

## Team Communication

How will the manager communicate to the team? With short notice changes? Who should be contacted if a player is going to be late or absent? Make sure this is clearly discussed with parents.

## Disputes

Any issues that arise should be dealt with after a 24-hour cooling off period. The issue should be brought to the team manager or Parent Liaison first, then the coach can be brought in, if necessary. If the issue cannot be dealt with at a team level, the manager should contact their level director.

**Be sure that a copy of the minutes for this meeting go out to each family after the meeting and make sure you have a sign in sheet for attendance.**



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## CONTACT LIST

A team contact list should be made up as soon as possible after the team is formed. This list can include each player's name and jersey number on it as well as each parent's name, home phone number and cell phone number. You may want to add the parent volunteer responsibility to this list as well so the team knows who is in charge of what on the team.

## TEAM JERSEYS

Jerseys must be taken care of properly. Game jerseys are not allowed to be worn at **PRACTICE**. Please do not dry the jerseys in the dryer as it damages the fabric.

Name Bars can be added to the backs of jerseys provided they do not damage the Jersey. Name bar info will be provided to each team once determined. Teams will be required to use the provided supplier and have name bars sewn on at Zig Zag Tailors St. Albert. Teams will be responsible for all costs associated with Name bars.

## TOURNAMENTS

To find a list of Hockey Alberta sanctioned tournaments for Alberta, go to: <http://www.hockeyalberta.ca/tournaments/>. Teams are allowed to attend only Hockey Alberta sanctioned tournaments. We recommend that you look early in the season and contact those you are interested in ASAP. Tournaments can fill up very quickly!

## DISPUTES

Designate a Parent Liaison. The Parent Liaison will be the go to between parents and the Team Manager should the need arise. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager will have to contact their Level Director for the next appropriate step.

## PLAYER SUSPENSIONS

When a player receives a penalty which warrants a game(s) suspension, the League discipline will send notice to the head coach and or manager. If there is any question at all if the player is suspended and you have not received a suspension notice, **please do not allow the player to play in a game until you have received confirmation from the League (EFHL)**. Also ensure that if the player is serving a suspension that this is noted beside his/her name on the roster for the game. ie: John Smith susp. 1 of 2 and put a line through his name to notify that he is not playing.

If there are any suspensions from exhibition games the notice of suspension will come from Hockey Alberta Minor Discipline Zone Rep.

Sturgeon Hockey Club will also review these suspensions and add additional suspension if warranted.



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## REFEREES

Please check the referee room 30 minutes prior to your home games. If your referees do not show up on time please contact our Referee In Chief ASAP.

SHC will cover the costs of the Referee. This will be deposited into the team account. Managers are to track all games to ensure any unused money will returned to SHC.

## TRAVEL PERMITS

Team Managers are required to obtain travel permits for any exhibition games or tournaments that are played outside of SHC. You must obtain permits to host exhibition games in SHC as well.

## MEDICAL INFORMATION

Each player/coach should fill out a medical information sheet, these forms can be found on the SHC website. These forms should be kept with the team manager at all times and are recommended to be in a sealed envelope for privacy. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

## ACCIDENT/INJURY REPORTS

In the case of any accident/injury, a report must be submitted to Hockey Alberta within 90 days of the date of the incident. The Team Manager should carry blank injury forms at all times. This form needs to be filled out immediately. If the player needs medical attention the form should accompany them to the hospital for the doctor/dentist to fill out at the time. If the form is not available please ensure that name, address and phone number of the attending physician is written down so they can be contacted to complete the form later. Once the form is filled out entirely a copy should be kept in the managers files and the original should sent to Hockey Alberta.

We strongly recommend that you distribute an injury report form to each player's family to be kept in their vehicle. This ensures that forms are readily available in the event of an emergency.





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## TEAM FINANCIAL RESPONSIBILITIES

The Team Treasurer is responsible for all team finances. The Treasurer is responsible for collecting, depositing and distribution of all funds. In addition, the Manager and Treasurer are responsible for budgeting, tracking of income and expenses, as well as providing accurate and timely reports. Reminder: We operate under a cheques and Balance account. **NO EMT** transactions are permitted under any circumstances. ***This includes accepting them personally and transferring them to the team account. No team money can be at any time in a Manager or Treasurers personal account. No acceptations.***

These duties include:

### To start the season:

- Team Accounts will be assigned to each team by the SHC Treasurer. Once Manager and Treasurer have been elected contact [treasurer@sturgeonhockeyclub.com](mailto:treasurer@sturgeonhockeyclub.com) with contact information. You will be then issued forms to sign to become an authorized signer on the account and issued a cheque book and mail key. Please note any un returned cheque books or lost mail key will result in a \$25 charge to the team per item.
- Develop a team budget and,
- Collect and deposit parent contributions/donations/team sponsorships

### During the season:

- Track and document team income and expenses on the SHC Ledger. *Please be specific. List deposits specifically – how much is parent contribution and how much is sponsorship. Please use the description to note specifics. Cheque number and vendor should be listed in the description for any cheques used. DO NOT put names in along with the parent contributions. When making a lump sum of parents contributions please note the number deposited. I.e) Deposited \$500 of parents contributions, note in the description: "5x \$100 parent contributions".*
- Monitor and update team budget and,
- Provide monthly financial reports to parents.

### To bring the season to final closure:

- Provide a final financial report to all parents and the SHC Treasurer.
- Reimburse any remaining team funds to parents, to a maximum of the original parent contribution. This may not include access team sponsorship/fundraising/donations.
- Empty Team account, any remaining AGLC funds must be returned to SHC\*

### After Account is closed out:

- Email a final copy of ledger **\*in excel format\*** to SHC Treasurer.
- Provide ALL financial paperwork to Financial Admin. This includes:
  - o Deposit Slips





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- Invoices
- Receipts
- Monthly bank statements
- Cheque Books and Stubs
- Parent Contributions
  - **YOU CANNOT GIVE MORE THAN PARENTS CONTRIBUTED AT THE BEGINNING OF THE SEASON! NO EXCEPTIONS!** Fundraising does not count as a parent contribution!

## **BUDGETING**

Team Manager, Treasurer and Head Coach should work together to develop an initial team budget. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and any other additional costs to the team. There should also be discussion on how the necessary funds will be raised and distributed.

PLEASE NOTE: SHC will not cover any costs that the team account cannot cover for any reason. Please ensure that you budget accordingly.

*Tip: Sample budgets template spreadsheets are provided in the appendix to aid in number crunching.*

### Expenses:

There are numerous expenses that the team should be aware of when budgeting. It is also a good idea to budget for some small unexpected expense. Examples of expenses (none of these are necessary)

- Registration fees for tournaments
- General operations (practice equipment, team snacks)
- Team gear (hoodies, track suits, dry land gear etc...)
- Extra Ice costs (with ice time costs at approx. \$140/hr)
- Other miscellaneous expenses

### Income:

Generally, there are three (3) funding models for teams

#### 1) Sponsorship Model

This model relies on personal, business and community connections to provide direct financial sponsorship to the team. Sponsorship can be in the form of cash, services or supplies.

#### Fundraising Model

This model relies on parents and players actively fundraising for their team expenses. This includes activities such as 'treat' sales, snow shoveling campaigns, bottle drives, raffles etc. There are numerous creative ways for teams to fundraise. *Please note if you are organizing any kind of raffle or 50/50 you are required to get a license number through our Ways and Means director. Please*



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contact [waysandmeans@sturgeonhockeyclub.com](mailto:waysandmeans@sturgeonhockeyclub.com) for more information on AGLC/raffle requirements. **Proper paperwork must be completed and handed into our Treasurer upon completion**

## 2) Parent Funded Model

The parent funded model is where team expenses are paid for directly by the parents. With the demand on everyone's time, some teams find this the easiest approach.

In practice, many teams use a combination of all three funding models to support team expenses.

## INITIAL TEAM MEETING

The team budget should be discussed with the parents at the beginning of the season to ensure that team and parent expectations are aligned. The invitation to parents for this meeting should include a heads-up that you will be collecting association and team fees.

Team finance related items for the initial parent's meeting include:

- General discussion of team costs and budget
  - Ensure costs are agreed upon by all parents on the team. Any 'start up' fees over \$200 must be unanimously agreed upon by all. SHC recommends using SURVEY MONKEY as a way to collect responses as parents will not feel pressured to respond in a way they cannot afford.
- Discuss the proposed funding model for the team
- Collect the initial team 'start up' fees - for team use.
- Inform parents:
  - What will be covered and what will not be covered by team fees
  - Payment options (Cash or Cheque NO EMT)
  - Deadline for paying the team fees
  - Who the team fees must be paid.



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## TEAM NAME

Please note SHC requirements on team names. The team name is non-negotiable –. This is to be used for:

- The team bank account
- Tournaments
- Any publications regarding team events, activities etc...

SHC **DIVISION + TEAM NUMBER** – example: SHC U11 SU401

## BANKING

Each team will be issued a Team Bank account operating out of ATB Morinville.

**YOU ARE NOT ALLOWED TO USE YOUR PERSONAL BANK ACCOUNT AT ANYTIME TO RUN TEAM FINANCIALS.**

All Accounts will have Team Manager and Treasurer listed as well as Executive members of the board.

*The account signers must be **NON-CARDED** parents on the team and cannot be married/dating/common-law with the head coach.*

## CHECKS AND BALANCES

When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated.

### DO NOT:

Write cheques made out to cash

Do not pay any expenses with cash. All expenses should be paid with a team account cheque. If an expense is paid by a member of the team – please reimburse the parent with a team cheque.

Monthly Bank statements will be issued to the team mailbox provided next to the SHC office at the MLC. This is the best time to sit down to look over your ledger and email parents a financial report. Parents have the right to ask financial questions or review the monthly statements at any time as it is their money in the account.

Any unforeseen payments that arise should be discussed with the parents before any transaction takes place.

Ensure receipts are obtained or a copy provided for all transactions that take place.



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### FINANCIAL LEDGER

We are required to report monthly to our families regarding all team finances. This ledger has been created to give an easy way to families & our accountants to review team financials.

A few things to note:

- Families names should not be listed in the ledger for any payments made to the team (ie: Parent Contribution funds, fundraising collecting etc...). If required, keep a separate list for your references.
- Your description box MUST include: Cheque #, whom the cheque was written out to & brief description
- The ledger should match EXACTLY to your monthly bank statement. but more detailed.
- Always include cheque number used for payments. **DO NOT USE TEAM CASH** – Always deposit cash received and issue cheques for expenses. **Money must always be traceable in case of issues!!!**
- At the end of the year your Deposit & Withdrawal final numbers should match and your Balance should be \$0.00. The Green & Yellow columns should all be filled in and should add up to match the Deposit/Withdrawal balances.

### QUESTIONS/CONCERNS

If you have any questions or concerns regarding Team Finances please contact Amy Baker SHC Treasurer – [treasurer@sturgeonhockeyclub.com](mailto:treasurer@sturgeonhockeyclub.com)

**Any team disputes regarding team funds must go through your Division Director.**