

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

## Introduction

The role of a team manager is an integral part of a successful coaching team. The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the on ice activities. The team manager will act as a liaison between the head coach and parents keep everyone well informed and allocate responsibilities to parents.

The Manager ultimately answers to the Head Coach. The Head Coach will make all executive decisions regarding the team and inform the manager to facilitate these decisions accordingly.

## Liaison between Coach and Parents

The manager should arrange a Parent Meeting shortly after the team is formed. This is the first time the parents and coach staff formally meet. An example Agenda of the items to be discussed and agreed upon can include the following:

## Parent Meeting

1. Introduction
2. Head Coaches credentials, philosophy and objectives. Introduction of Assistant Coaches.
3. Plan for the Season
4. Game and Conduct Management
5. Expectations of the Players- have a written handout
  - Conduct at practices, games, road trips and team outings,
  - Respect for all players, team officials, referees, opposition players and parents,
  - Dressing room procedures - time before games/practices and cleaning,
  - Disciplinary action for not following rules,
  - Dress code if decided on by the team/coach,
  - Commitment - time and effort.
6. Expectations of the Parents-have a written handout
  - Respect for all players, team officials, referees, opposition players and parents,
  - Aid players by: getting to practices/games on time, following dress code and enforcing behavior. Respect the time when no parents are to be in the dressing room for Coach Talk before and after games.
  - Support Coaches disciplinary measures when rules are broken.
  - Support the Coaches coaching of the team.
7. Team Budget. Present outline of expected costs. Budget may include extra ice, exhibition games, jersey washing and other items to be agreed upon including items #8 to #11.
8. How much hockey does the team want to play, which may require the team to purchase additional ice if available.
9. Tournaments - how many and where? The team tournament coordinator would be

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

assigned to look for tournaments to participate in and/or organize the hosting of a tournament.

10. Clothing/Team Apparel/Dress Code.
11. What social activities does the team want for either parents or players?
12. Does the budget include year-end wrap up/year-end gifts/Fundraising - based on the budget and items agreed upon
13. Team policy on water bottles. It is mandatory that each player have their own.
14. Volunteer Positions (should be one job per family)
  - Head Coach
  - Assistant Coaches (3)
  - Manager
  - Jersey Parent(s) (1-2)
  - Treasurer \* Timekeepers (2-3)
  - Phoning/Communication (1-2)
  - Scorekeepers (2-3)
  - Tournament Coordinator \* Fundraising (0 - 2)
  - Social Coordinator (1-2)

## 13. Question and Answer Period.

The parent meeting should be summarized with a copy given to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

## Team Contact List

A summary of players. Names, addresses, phone #s, parents. Names, email addresses and duties of each parent should be distributed to parents as early in the season as possible to promote communication or use a team management app such as Ramp Team App.

## Issuing of Practice and Game Schedules

The manager or delegate should be responsible for ensuring that team schedule is updated on the <http://www.peaceriverminorhockey.com/> under your division/team and or/team app for communication. While this information can be distributed through the players, be aware that some players put them in their bag and the parents never see them. As a result, the schedule handout should not replace phone calls or emails, just complement them.

## Resolution of Team Disputes

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve issues.

If the manager and coach cannot resolve the problem, he/she should contact a Director of the division from the PRMHA executive who will assist in solving the problem or advise on the appropriate action. PRMHA policy is to try to

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

resolve disputes at the team level first. If satisfactory solution cannot be found at the team level or with the Director of Directors, the PRMHA executive will become involved and will make the final decision on any action to be taken and is the final court of appeal with PRMHA.

## Medical Information

Each team must have a coach or parent at all games who has been certified with the Hockey Canada Safety Program. This Safety Program certification is valid for 3 years.

\*\* Each manager should collect important medical information relative to each player in case of accident or injury when a parent is not in attendance.

### **Information should include:**

- . Players AB Health Care number,
- . Doctors name, address and phone number,
- . Name, address and phone number of an emergency contact in case the parent is not reachable,
- . Important medical conditions and allergies,
- . Any other information that the parent/coach/manager deems important.

A "Medical Information" form from Hockey Canada can be found on the Hockey Alberta or Hockey Canada websites. [www.hockey-alberta.ca](http://www.hockey-alberta.ca), [www.hockeycanada.ca](http://www.hockeycanada.ca). Team Manager is responsible to shred the medical information sheets or return to families.

## Insurance and Accident Reporting

The Peace River Minor Hockey association carries insurance that protects volunteers and players in case of accident. In case of an accident or injury, an injury report should be filled out immediately and sent to the PRMHA executive.

## Team Funds

The team manager or the assigned team treasurer is responsible for collecting, banking and disbursing team funds. This is done through the PRMHA established team bank accounts. Collecting funds needed from parents and paying from this account team expenses as decided on at the Parent meeting. Expenses can include referees, exhibition games, additional ice, tournaments, social functions, team clothing, etc. It is recommended that the bank account be set up to provide for two signatures for withdrawals. It is a good idea to periodically hand out to parents a simple financial statement to show how much money has been spent, on what and how much more will be required. Any sponsors or donations should be acknowledged in a letter of appreciation from your team.

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

## Team Fundraising

Fundraising remains a decision made at the team level. It is recommended that fundraising be discussed and voted on at your team meeting. If decided upon, fundraising should be done by the entire team.

As an Association we get approached with different fundraising ideas to help our teams raise money. Ultimately, it will be up to your team to investigate the idea and decide if it is right for your team. Peace River Minor Hockey does not claim responsibility for issues that may arise with these companies.

Teams interested in raffles must get approved with Alberta Gaming. Teams are to get their own license number.

## Team Jerseys/Equipment

The PRMHA recommends that a parent be responsible for the care of the team jerseys. Ensure that the assigned parent(s) are reliable. Teams may allocate one parent to look after the set of home jerseys and another parent to look after the set of away jerseys. Both sets of jerseys should be brought to every game.

Please note that team jerseys are not to be worn for practices. These jerseys should be hung to dry - not put into dryers.

Other items such as goalie equipment (U11 and lower), pucks, and first aid kits are issued to each team from the PRMHA. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator. You will be informed at season end as to the collection dates of the jerseys and team equipment.

## Team Registration

Teams are registered with Hockey Canada, Hockey Alberta or All Peace by the Peace River Minor Hockey Administrator. This is to be completed prior to the first game of the season. Team rosters will be emailed to the coach as soon as team and coach selections are finalized. The rosters need to be verified for accuracy.

A copy of the team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you or your Coach has a copy of the roster at all your games. You also require this document for tournaments.

## Gamesheet Label Template/Stickers

As a significant time saver, it is recommended to create roster labels for your game sheets.

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

## Officials

The cost of the officials for all games played is paid for by Peace River Minor Hockey. The Referee Coordinator books referees for PRMHA home games for all divisions.

## Timekeepers/Scorekeepers

The home team is required to supply the timekeeper, scorekeeper, and gate for penalty boxes. You also are required to have (2) security volunteers for each home game.

## Travel Permits

Should your team choose to play a game outside of Peace River, you will require a travel permit from PRMHA. Contact the Director of Directors for the required information.

## ATTENDING TOURNAMENTS

If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss the tiering levels with the tournament organizers to ensure your team is entering a tournament at the appropriate level.

When your team is invited to a tournament, scheduling and communications between the host team and the parents on your team is critical to ensure you have enough support from your team. The tournament fee must be paid promptly and a team roster is given to the host team. You should confirm that the host team is supplying all the referees and score and time keepers.

If you require the PRMHA Logo for the tournament brochure, trophies or letterhead contact the PRMHA Operations manager.

## Communication to and from PRMHA

PRMHA will periodically provide information to the teams primarily through the team manager. Check the Peace River Minor Hockey website [www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com) often and encourage your team parents and players to do so as well.

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

## Association Fundraising

Currently fundraising for the Association is a raffle and Casino.

## Team Photos

Team photos will be held in October. Further information will be forthcoming to the teams closer to these dates.

## Hockey Schedule

Depending on which division, practice times begin at the end of September, beginning of October. Exhibition ice times are available after October 1, 2020. All Peace league will start early November, tiring to start October.

## Valuable Tips

- A checklist should be maintained by the manager to ensure all parents have been informed about all issues. This will eliminate any chance of potential problems within the team where parents get upset because they were not told about a scheduling change or some other issue.
- It is more effective to phone parents about scheduling changes than to hand out or email notices.
- It is more effective to tell parents what is happening versus asking them. Asking for a survey will take a lot more time. (ie. „Should we have an exhibition game on Sat at 2 pm? vs We have an exhibition game ..... at Westwood - Can you make it?.)
- It is recommended that the manager maintain an organized binder to keep all the paperwork and any other information handy. Extra copies of handouts should be kept in this binder for those parents that request another copy. The binder should be with the manager at all ice times.

Suggested divisions in the binder are:

- Roster
- Parent contact list and duties
- Parent confirmation/check list
- Player Medical Information
- Schedules
- Notices
- Arena map with Arena contact phone numbers.
- Fund raising, tournament information

. **Most important tip - DELEGATE, DELEGATE, DELEGATE!**

# Manager Guidelines

[www.peaceriverminorhockey.com](http://www.peaceriverminorhockey.com)

## **Appendix A –AWAY TOURNAMENTS AND EXHIBITION GAMES**

The manager or team tournament finder, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

1. Contact the person in charge of the tournament/exhibition games to determine:
  - . Dates and times,
  - . Entry Fee -amount of the fee and payable to whom,
  - . Number of guaranteed games,
  - . Other teams that are entered to access caliber,
  - . Tournament/Exhibition game rules - period times, overtime,
  - . Tournament sanction number - required for travel permit.
  - . If any mementos - eg. lapel pins are exchanged.
2. Submit the „Request for Travel Permit. to the PRMHA.
3. Contact team treasurer to have a cheque issued and mailed. Other items that may be necessary to send upon request: team roster, team photo, Association logo, copy of the travel permit. If you are bringing affiliated players, a copy of their team roster will need to be in your possession.
4. Create a travel schedule for parents/players including:
  - . Dates and times of games,
  - . Travel arrangements - bus, carpool, etc.
  - . Accommodations - if applicable,
  - . Tentatively book a block of rooms,
  - . Confirm with each parents as to their needs,
  - . Finalize accommodations.
  - . Organize team meals and/or outings if needed.
  - . Provide driving directions/maps to the accommodation and arena(s).
5. Upon arriving at tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.
6. Ensure players remain on their best behavior as representatives of Peace River Minor Hockey.
7. When you return home, submit copies of all game sheets to your League commissioner asap.

If you have questions or comments about the Manager Guidelines or any duties related to the Team Manager position, please forward them

[peaceriverminorhockey@gmail.com](mailto:peaceriverminorhockey@gmail.com)

We welcome your feedback and suggestions.