

# LL TEAM MANAGER HANDBOOK 2019/20



## LOCAL LEAGUE

Innisfil Minor Hockey Association  
[www.innisfilminorhockey.ca](http://www.innisfilminorhockey.ca)

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## **Letter to the Team Manager...**

Dear Team Manager,

On behalf of Innisfil Minor Hockey Association (IMHA), we would like to thank you for volunteering for this very important role and committing your time to make this hockey season a great success for your team.

The effectiveness of the Team Manager often makes the difference between a good and a great hockey season for our players and parents. The Team Manager plays an integral role in the off ice communication link between the coaching staff, the parents and the IMHA Executive. Your willingness to manage the team operations, assist with fundraising and organize tournaments allows the coaches to dedicate their time to developing hockey skills for the players.

The Executive of IMHA hopes that you find this Team Manager's handbook to be a very helpful resource. Please feel free to send any feedback, comments and suggestions to your Director of Local League, Rick Earhart.

Thank you for contributing to the success of this hockey season and for creating a great experience for the players in the Innisfil Minor Hockey Association.

Sincerely,

IMHA Executive

## **GOALS AND OBJECTIVES**

This handbook is a resource outlining the principal duties of a Team Manager.

The Team Manager is the off-ice communication link between parents, players, coaches, trainers, division directors and the Executive of the Innisfil Minor Hockey Association.

The main objective of the Team Manager is to manage the administrative aspects of running the team. Most often Coaches and Managers work together in accomplishing tasks but the importance of the Manager's role cannot be underestimated as they provide the rest of the coaching staff with more time to focus on coaching and developing hockey skills for the children on the ice.

## **DUTIES OF THE TEAM MANAGER**

### **Team Meeting**

#### **Forms:**

Medical Form – Innisfil Minor Hockey Website/Local League/Managers and Coaches/medinsform.pdf

Once the team has been chosen, the Team Manager and Coach will hold a meeting with the parents. It is a good idea to have an agenda on hand explaining objectives for the team throughout the season. Have policies in place and be clear in communicating these to the parents (i.e. rules & regulations, sponsorship, practice fees, attendance, and any disciplinary policies).

At this meeting you should distribute Player & Parent Conduct forms, and Medical Forms to be collected from each player at a later date. The Medical Forms are for the team trainer. You will also need to collect all contact information from parents including names, phone numbers, and email addresses.

### **Scheduling**

The Team Manager along with the Head Coach is responsible for the scheduling of games. The date of the scheduling meeting is usually announced at the end of August.

## Tournaments

### **Forms:**

Tournament Request Form – Innisfil Minor Hockey/Local League/Managers and Coaches/Tournament Request Form

Tournament options are available using the link below:

<http://www.omha.net/page/show/885452-tournament-listings>

Teams are required to attend all IMHA sanctioned tournaments for your age division. Visit our website for dates.

All tournaments must be approved by the OMHA representative for IMHA, by submitting a tournament request form 30 days in advance of the tournament date. This signed form becomes your written permission to attend a tournament and must be presented to the tournament office before your first game. For any tournaments outside of the OMHA a travel permit is also required (\$20 fee).

## Practices

It is the Team Managers responsibility to communicate scheduled practices to the coaches and team members. Please subscribe to your team's calendar in order to receive updates for cancellations, additions, and changes.

## Game Day Duties

### **Forms:**

Referee Payment form – Innisfil Minor Hockey website/Local League/Manager and Coaches/Referee Payment Form

**Home Games** - The Team Manager is responsible for providing a game sheet filled out correctly to the opposing team's manager no later than 30 minutes prior to game time. The Team Manager is responsible for paying the referees prior to the game and reporting back to the Referee in Chief 20 minutes prior to the game if the referees have not yet arrived. You are also required to provide two game pucks, these must be in good condition.

Both home and away jerseys must be available for home games. Home and away jerseys should be assigned to two different families for care (this ensures at least one set is available in case of emergency). Two timekeepers are required for all home games, it is recommended that at least one of the timekeepers is experienced. These timekeepers can be paid with team funds or ideally they will be volunteers. (High school students can use this time as volunteer hours towards school credit)

**Away Games** – The Team Manager is required to accurately fill out the visitor's side of the game sheet and initial the appropriate box.

\* For both home and away games a copy of the completed game sheet must be emailed to your SRTL Convener ASAP upon completion of the game at [gamesheets@srll.ca](mailto:gamesheets@srll.ca)

If you are unsure of a penalty code please contact the IMHA Director of Local League.

## **Finances & Fundraising**

### **Forms:**

Budget Form – Innisfil Minor Hockey/Local League/Manager and Coaches/Fundraising-Budget forms

The Manager shall develop an operating budget and is responsible for the handling of team funds and for maintaining an accurate record of all transactions throughout the season.

The Manager will work with the IMHA Fundraising Director and Treasurer to ensure the accuracy of all funds. The Team Manager must prepare a budget (see references attached), which needs to be approved by the Fundraising Director before it is presented to the team. Once approved by the Fundraising Director it needs to be signed off by the parents of every member of your team at three times during the season:

- 1) Before the season starts
- 2) December 31<sup>st</sup>
- 3) Once the season is complete.

These all need to be submitted to the Fundraising Director.

Each team will be assigned a bank account at Scotia bank Alcona branch. Cheques will be issued and need to be signed by both the Team Manager and Treasurer, Secretary, or President. There is a one time bank charge of \$20. Your team is entitled to 10 transactions per month. A \$2.50 charge will apply for each additional transaction. A breakdown of all transactions made by your team must be provided monthly to the IMHA Director of Fundraising and the IMHA Treasurer.

All fundraising must adhere to section 10: Fundraising of the Innisfil Minor Hockey Association Rules of Operation, available on the IMHA website/downloads/IMHA Rules of Operation. A request for fundraising form must be submitted to the Director of Fundraising at least 7 working days prior to the event.

At the end of the hockey season, any funds remaining in the team's account once all team expenses are paid will be used to refund parental contributions. However, no

player/parent shall receive more money than they contributed. Once parents are refunded their entitlement of monies, any remaining funds are to be returned to the IMHA Treasurer when the accounts are closed June 1st. Please remember, Team Managers shall only fundraise for essential team expenses. Fundraised funds cannot be used to purchase apparel for the Bench Staff of your team.

Each year teams may obtain sponsors throughout the community to help offset the cost of the hockey operations. Jersey name bars, if required, are paid for by parents (this can be included in the team budget).

Levels of participation may vary from team to team and it is important that the Team Manager work closely with the Head Coach to identify tasks and responsibilities clearly and communicate them effectively. Furthermore because the Team Manager, Coaches and Trainers are all volunteers you are strongly encouraged to request the assistance of the team's parents in areas such as fundraising activities and organizing tournament activities.

## **Communications**

**IMHA Website** – IMHA has been increasing its use of the website managed by the Director of Media & Communications. The goal is to encourage Team Managers to make the best use of this resource for sharing information with players, parents and other associations. Each team will be given their own page within IMHA's site. The Team Manager is responsible for keeping their team page up to date. If you need help working with your team page please contact Director of Media & Communications who will be happy to help you. The website can be found at: [www.innisfilminorhockey.ca](http://www.innisfilminorhockey.ca)

**Team Communications** – Team communications should be timely and accurate. For the most part email and the use of the website has replaced the need to provide hard copies, though these are still a valuable communication tool for such things as tournament game schedules. It is extremely important to ensure that every family has access to the internet and checks emails if this is the chosen method of communication. If there are parents who do not have this access then the Team Manager must have an alternate method of communication identified for these families.

**Team Publicity** – We encourage you to submit information about your team's statistics, a memorable event, or a personal best, to the local newspaper. Local newspapers are one of the strongest mediums for team recognition. Players enjoy seeing their name in print. Send this information to IMHA's Director of Communications.



## **Conflict resolution**

It is recommended that a policy to address conflicts be created and communicated to the team parents (for example the 24 hour rule). The Manager should work with the coaching staff to create a policy that best works for the team. If for whatever reason the team cannot work out a resolution the matter should be brought to the IMHA Board through the Director of Local League Hockey.

Sometimes during the season situations arise that can cause conflict between parents, coaches and/or managers. It is important to remember that these situations are better dealt with when all parties involved remain calm. Discussions such as this should never take place in front of the children.

## **Team Officials and on Ice Help**

It is the Team Manager's responsibility to ensure that all On Ice Staff have been approved by IMHA's Risk Management Director before stepping on the ice with the team. On Ice Helpers need to have a current police check approved by the Director of Risk Management.

## **Local League Committee**

The team Manager and/or Head Coach is to attend monthly Local League Committee Meetings to give feedback as well as discuss any concerns related to their team. Dates and location tba.

## **Closing**

This handbook was created as a guideline to help Managers. Any questions or concerns throughout the season can be directed to the IMHA Board Members through the website. Please do not hesitate to contact us.

## Nice To Knows

- Jerseys should be washed in cold water and hung to dry, never put a jersey in the dryer
- Try to keep Hawks socks at their best by using them for games only
- Music can be played at games by your timekeeper or helper – allowed during warm-up and stoppage in play, music must however not be played if there is a player down on the ice
- IMHA's Annual General Meeting is held at the end of April every year and is open to all members. Attendance is not mandatory however each member gets a vote and therefore a say in the future of their hockey association. Encourage parents to come out and even consider getting involved on the Board
- Laminated player roster cards are a great way for parents, friends, & family to get to know your team. Templates are available from the Local League Director. Enter your player's names and number, print them out, and the dollar store has plastic covers that make them pocket ready for games
- Great Winterhawks apparel is available online. toques, jackets, warm-up suits and more
- Make fundraising fun by getting the kids involved. It helps them build relationships and feel like they're contributing to a sport they love
- If at all possible try to attend a tournament close to the start of the season – it helps with team bonding and offers an opportunity for the parents to get to know each other as well
- Keep the mood light often parents forget this is a sport, a game, and our kids play because they want to have fun!

**GO HAWKS GO !**