



TEAM MANAGER – DUTIES & RESPONSIBILITIES

The team manager is the liaison between coaching staff and parents. It is his or her primary responsibility to support the coaching staff by reducing the administrative burden of team activities so they can focus on coaching the players on and off the ice. In doing so, include as many volunteers as possible to make it all happen (parent rep, fundraising committee, website coordinator and treasurer). When necessary GCMHA convenor and administrator act as another source of support.

General Communication

KEY RESPONSIBILITY: Assist in communication from coach, registrar, treasurer, bookkeeper and parent reps and all team parents

- Financial obligations
- Dispute management
- Fundraising activities
- Day to day management and operation of the team
- Respond verbally or in writing to any and all questions and concerns in a timely fashion
- Follow-up with parents to ensure compliance
- Ask for help when needed

Try-Outs (if manager is in place)

KEY RESPONSIBILITY: Ensure only players who have registered are on the ice for try-outs.

- Attend all try-outs and assist coach, as required.
- Collect all jerseys at the end of each try-out.
- Ensure parents are aware and understand tryout process.
- Answer any questions parents may have pertaining to try-out procedures, EXCEPT ABOUT PICKING OF THE TEAM (this is the coach's responsibility).

TEAM ROSTERING:

KEY RESPONSIBILITY: Ensure all players and coaching staff get rostered

- Coaching staff (including manager) must have proof of completion of appropriate certification as well as respect in sports activity and submit a vulnerable sector police check
- One parent from each player must complete respect in sports course (does not expire) by June 30th for U14 – U16 and Sept 30 for U9 – U13 & U18.
- Player registration payments must be made as per payment schedule if not then within 15 days of date or if parent has not contacted bookkeeper then the player will be suspended.
- Player offer of commitment letters must be signed and submitted at 1st team meeting.
- Manager must ensure the most up to date copies of roster readily available for each game and tournament
- Create team contact list to share with team members

AP Player List (Appendix)

KEY RESPONSIBILITY: Holding the team roster with Affiliate Players.

- Work with coach in preparing and filling AP player forms. Example - AA teams AP from A team of same age group and from AA team of age group below, but must communicate with coach.
- Ensure AP lists and rosters are kept up-to-date throughout year.
- Look after AP lists and ensure all original AP Forms are forwarded to the GCMHA registrar for OMHA submission.
- Final AP form must be submitted by January 10.
- No AP can be used unless on your approved roster.

Travel Permits

KEY RESPONSIBILITY: Notifying OMHA of any games outside of regular season/ playoff play

- Accessed on GCMHA website under Forms
- Required for any Exhibition games (home or away) or all tournaments
- Must submit 2 weeks previous to exhibition game or tournament.
- Minimum of 72 hours turn over.
- Travel Permits will not be approved until Ice Convenor has tournament / exhibition game on your team calendar on the website, association calendar through GCMHA Ice Convenor.
- Travel Permit will be emailed to team contact once OMHA has approved it. Carry a copy with you and submit it to tournament.

Dryland and Team Events

KEY RESPONSIBILITY: Insurance

- Contact GCMHA Office for OMHA Insurance for any extra dryland training (example Andrew Yapp, ARX, etc)
- Contact GCMHA Office to apply for OMHA Insurance for any fundraisers where the the players are involved

Exhibition Games

KEY RESPONSIBILITY: Manage all details for exhibition games, including appropriate travel permits. OMHA will NOT approve exhibition games before September 1st.

- Arrange exhibition games with other teams. Limited amount allowed.
- Arrange for ice-time if hosting the exhibition game.
- Notify parents and players of date/time for exhibition games.
- Notify Ice Convenor and Division Convenor of any exhibition games arranged by team.
- Arrange for and carry appropriate travel permits to exhibition games.

Tournaments

KEY RESPONSIBILITY: Manage all details for tournaments, including appropriate travel permits.

- Discuss with coach the tournaments that he feels would be beneficial to the team and submit said dates to ice convenor
- Send application to hosting tournament coordinator
- Submit travel permit (1 week turnaround time)
- Once confirmation has been received send appropriate payment, copy of roster and travel permit and ensure ice convenor has dates blocked accordingly. Tournament dates must be submitted to Ice Convenor by July 1st for AA teams, August 15th for A & AE teams. Date to be confirmed by ice convenor.
- Notify parents, players and coaching staff of all tournaments, with dates, time and locations of all games.
- Provide coaches and parents with addresses to all tournament venues.
- Confirm with parents and coaching staff any accommodation requirements for the tournaments.
- Book rooms and act as contact person for parents and coaching staff.

Game Sheets / IPads

KEY RESPONSIBILITY: Ensure game sheets for home games are completed accurately and distributed, as required.

- IPads must be fully charged before game
- Upload game night before on iPad.
- Always have up to date copy of roster including A/Ps on hand
- Complete game sheets for all home games and complete applicable portion for away games on ipads
- Clarify if suspensions occur make sure all is accurate prior to leaving arena as it is much more difficult to change after the fact. Keep ledger of any and all suspensions to ensure further suspension is not incurred
- Once head coach has signed game sheet / ipad he is ultimately held accountable for information recorded and can be penalized for any errors
- To complete game sheets / ipads accurately, the manager needs to know the following:
 - amount of ice time allocated for the game to determine length of periods, category, type of game and league (tri county, Niagara district), location and name of facility and game number
 - whether there is a flood or not

Reports

KEY RESPONSIBILITY: Ensure all required paperwork is completed and submitted to your convenor

- Incident report (player or parent) keep copy and submit copy to your convenor
- Injury report – ensure trainer and parents complete their appropriate sections and submit to GCMHA administrator within 60 days of injury.

Team Budget & Fundraising Activities

KEY RESPONSIBILITY: Work with team treasurer and parent reps to manage team budget.

Team bank account will be provided through GCMHA through the President

- Two signatures are required on any withdrawals from team account
- Key financial decisions need to be made as a team such as:
 - Tournaments and associated costs
 - Team apparel – is it being self or team funded
 - Ice overage
 - Extra on and off ice development

- Non parent coach rebates (hotel rooms)
- Year-end team party
- Sponsor thank you
- Prepare team budget with estimate costs and share with parent group accordingly and have parent group sign and submit to GCMHA bookkeeper and treasurer.
- U14 – U16 budget – manager / coach to email it to parent group and treasurer and bookkeeper
- U9 – U13 & U18 – budgets to be signed and submitted and sent to bookkeeper by Oct 31
- Maintain up to date record of all expenses and revenue that can be readily shared with parent group at any time
- At year end submit final budget to GCMHA bookkeeper and sign off bank accounts.

NOTE: Parent Reps and team treasurer are responsible to coordinate all fund-raising activities and handle all funds generated, provide regular statement of income and expenses to all parents, manager & coaching staff cost

Team Equipment / Apparel

KEY RESPONSIBILITY: Ensure required equipment and jerseys are available for games.

- Ensure name and sponsor bars are made up through Buckners and appointments made accordingly to have attached – contact GCMHA Equipment Manager for anything to do with team equipment.
- Together with head coach communicate team attire for games and practices

Team Website

KEY RESPONSIBILITY: Manage postings of player information, game scores and news items to team website.

- Coach will receive a password from GCMHA Webmaster
- Promote team sponsors
- Post game reviews
- Use as a motivational tool for players and parents
- All games, practices, exhibition games and tournaments will be posted on team calendars by Ice Allocator

THE IMPORTANCE OF A TEAM MANAGER

By Ontario Minor Hockey Association, 01/25/19, 11:45AM EST

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MANY RESPONSIBILITIES VITAL TO TEAM COMMUNICATION THROUGHOUT THE SEASON



Photo Credit: Kevin Sousa Photography

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Convenors, League Managers, other teams, referees and officials. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

Every team will organize themselves slightly differently to best function in their surroundings, however there are still many tasks that all Team Managers will need to complete regardless of what team they work with.

Often a parent of a player on the team, the manager serves as a communication line between the parent group and coaches as well as communicating between the parents themselves. They can help organize off-ice initiatives like food drives and team-building activities and team meetings or parties.



Photo Credit: Kevin Sousa Photography

When budgeting is decided upon at the start of the year it can be up to the manager to establish and keep track of the funds that are brought in through fundraising or sponsorship. They are in charge of ordering team apparel and jerseys, ensuring proper sizing and cost. When on the road for a tournament, it is the manager who makes the travel arrangements, meal reservations and hotel bookings.

By now you can see that the hours a team manager dedicates to a team are starting to add up. The manager is responsible for collecting and holding onto team information and communicate of any changes to the rest of the team. This can include scheduling, arena locations, emergency contact and medical information as well as having copies of needed reports and forms.

For teams with lots of active volunteer parents, they can take on a 'manager by committee' approach (while designating an individual to hold the official title). This can help take some of the stress off the plate of the manager while getting more people involved. As mentioned above, there can be different groups to handle off-ice activities while another group can be in charge of organizing travel arrangements.

The team manager can wear many hats while dealing with a lot of different roles in the hockey world. Managers must be able to communicate with coaches, trainers, parents, players and administrators while executing their duties. The majority of their work goes on behind the scenes but they are dedicating just as much time as the other volunteer staff. It's been a long season – don't forget to thank your team manager for all the work they've put in this year!

HOCKEY CANADA MINOR HOCKEY MANAGER'S MANUAL

DATES TO REMEMBER

Offer of Commitment	1 st Team Meeting
Player Registration (U14 to U16) (U9 to U13, U18) <i>(registration payments not received on time results in a \$ 25 per week late payment fee unless arrangements have been made through GCMHA bookkeeper)</i>	Team Meeting, Sept 15, Oct 15 Team Meeting, Oct 31, Nov 30
Team Budgets U14 to U16 (signed by parents) U9 to U13 , U18	email to parent group & treasurer & bookkeeper October 31
Tournament Dates to Ice Convenor U14 to U16 AA Teams U14 to U16 A Teams U14 to U16 BB Teams (U9 to U13, U18)	July 1 st August 15 th August 15 th To be determined
Jersey Sponsor Money (U14 to U16) (U9 to U13, U18)	Sept 15 Dec 15
Team Player Shortfall (U14 to U16) (U9 to U13, U18)	Nov 30 Nov 30
Tournament Reimbursement (U14 to U16) (U9 – U13 & U18)	Oct 31 Dec 15
At Large/On Ice Helper Money	December 15
Concussion Reimbursement	December 15
Development Cheque Requests	December 15
Staff Reimbursement Requests	November 15
Affiliated Players Forms to GCMHA Office	January 10 Final Date
Practice Ice Reimbursement	March 31

Travel Permit Requests	1 weeks before tournament 72 hours before Exhibition games
Team Income & Expense Statements	End of season
Equipment Returns	Dates to be determined each year
IPad Return	2 weeks after last game
Injury Report	Within 60 days of Injury



Garden City Minor Hockey Association

2022/2023 Contact List

Name	Contact Number	Email
Executive		
Bruce Lawrence President	905-658-8275	president@gcmha.ca
Jymm Miller 1st Vice - AA Convener	905-980-9159	vp1@gcmha.ca
Rusty Engelen 2nd Vice - A & AE Convener	905-327-4383	vp2@gcmha.ca
Tracey Osborne Treasurer	905-641-5899	treasurer@gcmha.ca
Directors At Large		
Melissa Radu Special Events	905-932-0954	specialevents@gcmha.ca
Randee Loucks Ways and Means	905-351-0259	waysandmeans@gcmha.ca
Jordan McNair Director At Large	905-708-2454	directoratlarge1@gcmha.ca
Matt Davies Director At Large	905-401-3590	directoratlarge2@gcmha.ca
RD Lacroix Director At Large -	905-324-7601	directoratlarge3@gcmha.ca
Appointments		
Other (Non Voting)		
Wayne Briggs-Jude GCMHA Ice/Refs	905-933-6173	ice@gcmha.ca
Cheryl Olsen Administrator	289-228-3334	admin@gcmha.ca
Mike Macdonald Development	905-329-0057	development@gcmha.ca
Tracey Osborne Equipment	905-641-5899	equipment@gcmha.ca
Les Holleran Timekeepers	905-341-6801	timekeeper@gcmha.ca
Pat Darte GCMHA Tournaments	905-651-8028	nsne77@gmail.com
Kim Bouvier Bookkeeper	905-380-0486	bookkeeper@gcmha.ca
Gordie Scott Webmaster	416-888-5767	webmaster@gcmha.ca
Adriana McNair Social Media - Instagram & Facebook		adrianamcnair77@gmail.com