



## **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. (if using Association tryout jerseys)
- 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 30<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup>.**

- Arrange exhibition games with other teams.
- 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) GCMHA Website – Forms – Travel Permit
- 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 1<sup>st</sup> for AA teams, August 15<sup>th</sup> 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.

## How to add away tournaments games to team webpage

An away tournament must first be inserted into the system by ice scheduler. Once the dates are inserted, team webmasters are then able to insert individual games as needed by going to:

Manage Site Content -> Manage Page Content -> Schedule & Results. From here, the tournament will show in green. To add games, simply double-click the Tournament name, then click the "Add Game to Selected Tournament" button in the top right corner.

If there is a mistake made regarding the venue, date or time, simply double-click to edit as needed.

If a score has already been reported and you wish to update these items, you'll first need to remove the score entirely, edit, then re-report the score.

If you wish to delete a tournament game, hover over to reveal a recycle bin on the right hand side. Click to delete.

## 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 treasurer 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  
Share

## MANY RESPONSIBILITIES VITAL TO TEAM COMMUNICATION THROUGHOUT THE SEASON

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.

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<sup>st</sup> Team Meeting**

**Player Registration (U10 to U16)  
(U8, U9, U18)**

**Team Meeting, Sept 15, Oct 15**

**Team Meeting, Oct 31, Nov 30**

*(registration payments not received on time results in a \$ 25 per week late payment fee unless arrangements have been made through GCMHA bookkeeper)*

**Team Budgets U10 to U16 (signed by parents)**

**email to parent group & treasurer  
& bookkeeper**

**U8, U9, U18**

**October 31**

**Tournament Dates to Ice Convenor**

**U10 to U16 AA Teams**

**July 1<sup>st</sup>**

**U10 to U16 A Teams**

**August 15<sup>th</sup>**

**U11 to U16 BB Teams**

**August 15<sup>th</sup>**

**(U8, U9, U18)**

**To be determined**

**Jersey Sponsor Money (U10 to U16)  
(U8, U9, U18)**

**Sept 15**

**Dec 15**

**Team Player Shortfall (U10 to U16)  
(U8, U9, U18)**

**Nov 30**

**Nov 30**

**Tournament Reimbursement (U10 to U16)  
(U8, U9, 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**

<b>Head Coach Jacket Reimbursement</b> <b>(U10 to U16)</b> <b>(U8, U9, U18)</b>	<b>October 1</b> <b>December 15th</b>
<b>Affiliated Players Forms to GCMHA Office</b>	<b>January 10 Final Date</b>
<b>Practice Ice Reimbursement</b>	<b>March 31</b>
<b>Travel Permit Requests</b>	<b>Minimum of 1weeks before tournament 72 hours before Exhibition games</b>
<b>Team Income &amp; Expense Statements</b>	<b>End of season</b>
<b>Equipment Returns</b>	<b>Dates to be determined each year</b>
<b>IPad Return &amp; bank account cheques</b>	<b>2 weeks after last game</b>
<b>Injury Report</b>	<b>Within 60 days of Injury</b>



## Garden City Minor Hockey Association

### 2023/2024 Contact List

Name	Contact Number	Email	
<b>Executive</b>			
Bruce Lawrence President	905-658-8275	<a href="mailto:president@gcmha.ca">president@gcmha.ca</a>	Overseas the association, team bank accounts
Matt Davies 1st Vice - Tri County Teams Convener	905-401-3590	<a href="mailto:vp1@gcmha.ca">vp1@gcmha.ca</a>	AA & U12BB, U14BB, U16BB teams
RD Lacroix 2nd Vice - NDHL Teams Convener	905-324-7601	<a href="mailto:vp2@gcmha.ca">vp2@gcmha.ca</a>	A & MD & U11BB, U13BB & U15C teams
Tracey Osborne Treasurer	905-641-5899	<a href="mailto:treasurer@gcmha.ca">treasurer@gcmha.ca</a>	Money - team accounts & registration payments
<b>Directors At Large</b>			
Melissa Radu Special Events	905-932-0954	<a href="mailto:specialevents@gcmha.ca">specialevents@gcmha.ca</a>	Pictures & Christmas Skate Awards Night
Jordan McNair Director At Large - Ways & Means	905-708-2454	<a href="mailto:directoratlarge1@gcmha.ca">directoratlarge1@gcmha.ca</a>	Policies
Rusty Engelen Director At Large	905-327-4383	<a href="mailto:directoratlarge@gcmha.ca">directoratlarge@gcmha.ca</a>	assist excecutive
Jason Paul Director At Large -	905-964-3550	<a href="mailto:directoratlarge2@gcmha.ca">directoratlarge2@gcmha.ca</a>	Association Sponsorship
Matt Greenway Head Trainer		<a href="mailto:headtrainer@gcmha.ca">headtrainer@gcmha.ca</a>	Trainers - concussions, injuries, trainers kits
<b>Appointments</b>			
<b>Other (Non Voting)</b>			
Wayne Briggs-Jude GCMHA Ice/Refs	905-933-6173	<a href="mailto:ice@gcmha.ca">ice@gcmha.ca</a>	Ice & Exhibition Refs
Cheryl Olsen Administrator	289-228-3334	<a href="mailto:admin@gcmha.ca">admin@gcmha.ca</a>	Rosters & GCMHA Room
Mike Macdonald Development	905-329-0057	<a href="mailto:development@gcmha.ca">development@gcmha.ca</a>	Development - True Stride, Goaltender - allotted money
Tracey Osborne Equipment	905-641-5899	<a href="mailto:equipment@gcmha.ca">equipment@gcmha.ca</a>	Jersey, socks, pucks, etc
Les Holleran Timekeepers	905-341-6801	<a href="mailto:timekeeper@gcmha.ca">timekeeper@gcmha.ca</a>	timekeepers
Pat Darte GCMHA Tournaments	905-651-8028	<a href="mailto:nsne77@gmail.com">nsne77@gmail.com</a>	tournaments
Kim Bouvier Bookkeeper	905-380-0486	<a href="mailto:bookkeeper@gcmha.ca">bookkeeper@gcmha.ca</a>	Money - team accounts & registration payments
Gordie Scott Webmaster	416-888-5767	<a href="mailto:webmaster@gcmha.ca">webmaster@gcmha.ca</a>	website
Adriana McNair Social Media - Instagram & Facebook		<a href="mailto:adrianamcnair77@gmail.com">adrianamcnair77@gmail.com</a>	Instagram & Facebook