

SMHA Manager Responsibilities Atom – Midget Rep

September

- talk to Coach regarding plans for season, tournaments, discipline policy, etc
- attend Coach/Manager meeting
- obtain code for SMHA office from Senior Director
- email Registrar with team officials (head coach/asst. Coaches/manager/safety – you are allotted 5 names in total)
- have a team meeting with Coach and Parents to establish expectations for the year
- obtain an Official Player Roster from Registrar (need when applying to tournaments)
- find tournaments at www.bchockey.net
- decide on team fees and open an account using team name and year (see sample letter for opening account)
- complete locker/jersey checklist. Any items missing contact Equipment Manager or Risk Manager
- obtain game schedule from Ice Manager and provide parents with a copy
- obtain a password from OMAHA for online game editing
- assign volunteers for following positions
 - co-ordinate time/score keepers
 - 50/50 co-ordinator
 - media liaison
 - wash jerseys
 - team photographer (for year end banquet slide show)
- maintain a system for tracking volunteer credit, collection of team fees, etc

During the season

- inform Ice Manager and Referee In Chief of any schedule changes
- keep all receipts and expenses you may incur
- update OMAHA website with home scores and submit scoresheets to OMAHA
- act as a liaison between coach, players, parents
- ensure media write-ups are being done and team sponsor is included
- ensure jerseys are being cleaned
- collect bottle return receipts and hand in to Senior Director

End of season

- ensure all jerseys are accounted for and returned clean to team locker
- inform Equipment Manager of any missing or damaged jerseys
- send a thank-you note/card to team sponsor
- ensure any outstanding money has been paid to Treasurer
- complete year end Financial Report and send to Treasurer

December 1 – all rep team officials need to be certified

January 1 – Financial report due (September-December)

January 15 – Bottle receipts are due

March 31 – Financial report due (January-March)

Things to Remember:

- 1) If you are not using your ice time please let the ice manager know. Do not give away ice time without permission.**
- 2) If scheduled games have been cancelled please let the RIC know so that refs can be called and cancelled.**
- 3) Any games that are outside regular scheduling or games that have been cancelled please call the Concession Manager (on executive list at bottom).**

Thank you for your help!!!

Team Manager Checklist

STARTING OUT

First Parent Meeting

- Communication of team and coach philosophy
- With team, create team rules and policies
- Identify and delegate roles
- Review safety and risk management issues
- Provide players and parents with information and handouts
- Follow-up: Collect signed forms, pass out newly created rules/handouts

Notes:

Financial

- Collect fees
- Prepare initial budget
- Set up team account

Notes:

THROUGHOUT SEASON / EVENTS

Record Keeping

- Team registrations and rosters
- Contact lists
- Schedules
- Player medical forms

- Accident and insurance reports
- Game reports
- Evaluation sheets
- Monthly financial reports

Notes: _____

Tournaments

- Away tournaments
- Applications and payments
- Fit with seasonal schedule
- Costs
- Organize and host a tournament

- Application to Association
- Facility bookings
- Format

Notes _____

Travel Organization

Travel permits
Permission slips
Equipment
Accommodation
Meals
Costs
Arena Maps

Notes: _____

Team Activities

Fundraising
Team photos
Notes:

END OF SEASON

Year end celebration
Year end financial report
Notes:

Team Meetings

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. Ideally, the manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. There is much information to discuss at the beginning of the season, so it is up to the Team Manager to lead this meeting ensuring that the group stays on topic and does not exceed any time restrictions.

Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. As well, have extra copies of any handouts or forms that need to be circulated to parents and players (such as Fair Play Codes –

Having information in handout form for parents to take away will assist with the retaining of dates and details. Once the First Parent Meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well. ***Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone.*** However, the Team Manager should be aware of or involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team policy. ***Many of the duties covered in this manual will actually be carried out by the parent volunteers and not directly by the Team Manager.*** A basic outline for the 'First Parent Meeting' is included.

Conducting the First Parent Meeting

Adapted from 'Avenue Road Ducks Novice Selects'
(host meeting shortly after team is formed)
Scheduled Date: _____

A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.

B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.

C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.
- Discuss expectations of the player (and parents)
 - = Time commitment
 - = Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
 - = Expected conduct – games, practices, locker room, events
 - = Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.

D. Budget (15 minutes)

- Outline of expected costs
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? *Suggestions:* bingos, casinos, dinners, auctions / raffles, sponsors, etc.
 - Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?

E. Team Apparel (5 minutes)

- Discuss dress code
 - Water bottle policy

F. Expectations of the Parents / Volunteers (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role. **Parents' Contact & Responsibility List**

G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date: _____

Who should I contact ...if I am having some troubles

Below is a diagram explaining the proper communication

lines to be used for this season...

PARENT / PLAYER



COACH/MANAGER



LOCAL ASSOCIATION REPRESENTATIVES

President, Registrar, MHA Liaison



OKANAGAN MAINLINE AMATEUR HOCKEY

Divisional Director, Branch Coordinator, District Coordinator



BC HOCKEY EXECUTIVE COMMITTEE

District Director, Divisional Director, Branch Coordinator, District Coordinator



BC HOCKEY MINOR COMMITTEE CHAIRPERSON



BC HOCKEY OFFICE

Executive Director, Staff Resource

Team / Year

Email:

Email:

Email:

Email:

[illegible]