

Hockey West Island – Team Manager’s Guidelines

The team manager is a central figure in managing the flow of communication – not only within the team (players, parents and coaches), but between the team and HWI, and other hockey associations.

Ultimately, the manager is responsible for ensuring all off-ice tasks are completed. 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. Also, it should be noted that some coaches will take on some of the activities that the manager would normally oversee.

I. **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 team manager should be in place before the initial team meeting.

Topics to be discussed at the initial team meeting are:

- Parent and emergency contact information

- Coach’s topics: coaching philosophy, code of conduct, team rules etc.

- Preliminary budget

- Proposed tournaments

- Off-ice training and additional purchased ice time (if applicable)

- Opportunity for parents to ask questions

Meeting rooms are available in all three local arenas; Pointe Claire, Dorval and Westwood. These rooms can be booked by contacting the arenas at the following numbers: Pointe Claire (514) 630-1211, Dorval (514) 633-4010 and Westwood (514) 633-4002.

II. **Team Budget and Finances**

The manager is responsible for preparing the team budget and managing the team’s finances.

Budget

- a) A preliminary budget should be presented to parents at the initial team meeting. This budget should include all expenses the team expects to incur during the year. Expenses normally included in the team budget are tournament registration fees, extra ice time, team photos, team activities, off-ice training, etc. The expenses will be determined based on the coach’s plan for the

season. The expected costs are divided by the number of players on the team to come up with a per player contribution. The budget should specify what costs are covered, payment options and who the fees are to be paid to. Usually the bank account should be created before cheques collected.

- b) At the initial team meeting, parents should discuss how these funds will be raised. Fundraising ideas may be discussed, or the parents may decide to pay the amount directly to the team.
- c) The final budget should be presented to the parents for approval. Once approved, the budget should be forwarded to your appropriate convenor at HWI. An electronic version of the standard budget template is available from HWI.
- d) At the end of the season reconciliation should be provided to the parents outlining all revenues and expenses the team incurred.

Bank Account

- a) A team bank account should be opened in the team's name. All parent contributions are to be deposited in this account, and team expenses paid for from this account. HWI can provide a letter confirming that the manager has the authority to open an account on behalf of their team. This form is available by contacting your appropriate convenor at HWI.
- b) Any team bank account must require at least two authorized signatures.
- c) The team manager must keep accurate records of all financial transactions of the team.
- d) At the end of the season the bank account must be reduced to zero and closed. Any excess funds must be dispersed to the parents.

Equipment/Apparel

- a) At the beginning of the season HWI distributes jerseys and socks to each team. The manager, with the coach, is responsible for the \$200 deposit to HWI, and to distribute the jerseys to the team's players. The manager/coach may decide to have the name bars sewn on the jerseys or can ask the parents to do this. At the end of the season, all jerseys (with namebars removed) must be returned to HWI. Players can keep the socks.
- b) Any time the team is on the ice, the manager is responsible to ensure the dressing room is locked after all players have left the room. They must open the room when the players come off the ice. Unlocked dressing rooms are an invitation to have personal items stolen. A team representative should also ensure, after the entire team has left, that the room is in the same clean condition it was when your team first entered the room. Any graffiti or problems encountered upon entering the room should be reported to arena staff immediately.

III. Record Keeping/Distribution

The team manager is the keeper of the Team's personal information. It is recommended that the team manager create a binder of forms etc that can be taken to meetings, games, etc.

- a) Parent & Emergency Contact Information – information should be gathered with contact information (phone numbers and e-mail) for all parents, as well as emergency contact information in the event that the parents cannot be reached. The main contact information should be distributed to all parents.
- b) Team Roster – once the jerseys are distributed, the team manager must complete the Player Roster Template listing all players and their jersey numbers. Once the coaching staff has been determined, the manager must complete the Coach Roster Template. Both templates must be forwarded to the HWI registrar at HWI-registrar@hockeywestisland.org , with a copy to your appropriate convenor, as soon as possible.
- c) Medical Information – The manager must keep confidential medical information for each player in the event of a serious injury. Coaches need to be informed about possible medical situations they may encounter during the year. This should include the Medicare card number, serious allergies or other special medical conditions. This information should be brought to every event (team binder) throughout the year in case of injury.
- d) Game schedules and practices – the manager must distribute the league schedule to the parents, as well as advising parents of tournament and HWI practice schedules. Some managers e-mail all information, while others choose to set up a team website (ex. eteamz.com). This is an excellent opportunity to make all parents aware of our HWI website (www.hockeywestisland.org) for all schedule related info.
- e) Scoresheets – It is the responsibility of the home team manager to prepare the scoresheet for each league game. Blank scoresheets are available at the office of the 3 WI arenas (they will give them out one at a time - do not ask for more than that). The manager completes the information at the top of the scoresheet (ie. location of game, date, level, etc. HWI teams play in the CHL – Central Hockey League). The game number can be found on the game schedule. The coach from each team must sign the scoresheet before each game. The names of absent players must be crossed out, and any affiliate players (call-ups) added, denoted with a "J.A" (jouer affilié) beside their names. The manager must obtain a copy of the scoresheet at the end of each game.
- f) Scoresheet stickers – it is a requirement of HWI that each team prepare scoresheet labels for each game. An excel template for this purpose is available on the Lac St. Louis website (www.hockeylacst-louis.qc.ca). These labels can be printed on any 2"X4" sticker (ex. Avery

5163 or 8163). The stickers should have the players full names, presented in numerical order, with enough space for call-ups to be hand-written in, and the coaching staff names below. These stickers must be attached to each of the five separate sheets in the scoresheet. It is recommended that the manager provide a few blank scoresheets and team labels to another parent in the event that they are delayed before a game. Failure to have team stickers will result in a 2-minute bench penalty to start the game.

- g) After each game, the team manager is responsible to go to the CHL website (http://www.bk-scheduling.com/CHL/CHLGameScore_B.htm) and input the game number, level, location, score, penalty minutes, and click on SEND.
- h) The manager should also check team results published on the CHL website (www.bk-scheduling.com) to ensure the team's results have been recorded correctly.
- i) If there are conflicts between league and tournament games, the manager must advise the HWI scheduler (hwi-scheduler@hockeywestisland.org) ASAP, which is to say at 14 days before the league game. The scheduler will reschedule the league games.
- j) The manager must have blank copies of the Hockey Canada Accident Report Forms, to be completed in the event of an injury. Please forward all copies to the appropriate convenor.

IV. Tournaments

- a. It is the manager's responsibility to register the team for tournaments. Single-Letter HWI teams are eligible for three tournaments in Quebec. All single letter HWI teams must participate in the HWI tournament, leaving two additional ones for them to select. Available tournaments can be found on the Hockey Quebec website at www.hockey.qc.ca
- b. The manager should prepare a tournament binder. This binder will be given to the tournament organizers at the start of the tournament, and will be returned at the end. The tournament binder must include all information required by Hockey Quebec. This includes a copy of the team's regular season schedule, the scoresheets of the team's last 5 games, T112 (team roster as provided by HWI), and the team's tournament permit (Hockey Quebec provides each team with three tournament permits. One will be pre-stamped for the HWI tournament).
- c. If a team would like to participate in a tournament outside Quebec, a travel permit must be obtained from Hockey Quebec. DO NOT CONTACT HQ DIRECT. Please contact our VP SL at hwi-vpsl@hockeywestisland.org. A tournament permit must be exchanged for the travel permit.
- d. For away tournaments, the manager will book a block of hotel rooms at a hotel close to the tournament site.

- e. The manager should advise parents of the team's game schedule for each tournament, as well as provide directions to the arenas. Players must arrive a minimum of 60 minutes before each tournament game.

V. Team Activities

The off-ice activities of the team can have a great impact on how a season unfolds. The manager organizes these activities, booking the venue, organizing the menu and covering the costs for the players through the team budget. The following are some suggestions of activities to build team spirit.

- a) Mid year party – The end of December is a good time to get the team together for a lunch or dinner and celebrate the team's progress. The manager organizes the location and any food required.
- b) Year end party – as with the mid-year party, the team gets together to celebrate a great season of hockey. This is a good time to thank the coaches for their dedication and hard work throughout the season.
- c) Other activities – outings, flag football, etc

Have a great hockey season!!!