



Hockey West Island Team Manager's Guidelines (updated October 2021)

Table of contents

<u>HWI Mission Statement</u>	3
<u>HWI Code of Ethics</u>	3
<u>Team Manager's Guidelines</u>	3
<u>Team Meetings</u>	3
<u>Team Budget and Finances</u>	4
<u>Record keeping /distribution</u>	5
<u>Tournaments</u>	6
<u>Team Activities</u>	7

HWI Mission Statement

To instill a love of the game in all of our players and to assist each of them in realizing their potential in the sport.

HWI Code of Ethics

A valued HWI member will:

1. Respect the property, players, coaches, parents and volunteers of all zones including our own.
2. Support all players, teams, parents and volunteers in a positive manner and to the best of their abilities.
3. Realize that success is meaningless unless achieved in an honourable fashion.
4. Contribute to the program by volunteering some of their time.

A valued HWI member will never:

1. Forget that hockey is a game.
2. Forget that the players are only children.
3. Forget that all teams have a best player and a worst player and all deserve to be treated with dignity.
4. Forget that HWI is made up of volunteers willing to share their duties with others.

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 the HWI, and other 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 experience. Also, it should be noted that some coaches will take on some of the activities that the manager would normally oversee.

1. **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 (in-person or on Zoom) 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 meeting are:

- Parent and emergency contact information. **Collection of player medical information sheet.**
- Coach's topics: coaching philosophy, code of conduct, team rules, etc.
- **Collection of signed paper copies of parent and player code of conduct/COVID forms.**
- Preliminary budget.
- Proposed tournaments.
- Additional expenses such as team practice jerseys, etc.
- Team sponsorships and fundraising.
- 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 and can be booked by contacting the arenas at the following numbers:

- Pointe-Claire 514.630.1211
- Dorval 514.633.4010
- Westwood 514.633.4002

2. **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, covering goalie clinic fees, 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 and who the fees are to be paid to. Usually, the back account should be created before cheques collected.
- b) At the initial team meeting, parents should discuss how these funds will be raised. Fundraising ideas (such as raffles) may be discussed, or the parents can 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 the HWI website on the Coach and Manager page.
- 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 parents 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 our registrar.
- b) Any team bank account must require at least two authorized signatures, ideally from individuals who are not related.
- 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 the 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 the arena staff immediately.

3. 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 that can be taken to the meetings, games, etc.

- a) Parent and Emergency Contact Information – information should be gathered with contact information (phone numbers and e-mails) for all parents, as well as emergency contact information in the event that the parents cannot be reached. The main contact 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-register@hockeywestisland.com with a copy to your appropriate convenor, as soon as possible.
- c) Medical information – the manager must keep confidential 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. The player Medical Information sheet available on the HWI website must also be completed and kept by the manager. <https://www.hockeywestisland.org/coaches-corner/>
- 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 and schedules. Some managers e-mail all information, while others choose to set up a team website (ex: teamsnap.com). This is an excellent opportunity to make all parents aware of our HWI

website (www.hockeywestisland.com) for all schedule-related info (See the Schedule tab in the main menu).

- 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. The manager completes the information at the top of the scoresheet (e.g.: 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 online. 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” (joueur affilié) beside their names. The manager must obtain a copy of the scoresheet at the end of each game from the game’s scorekeeper.
- f) Scoresheet stickers – it is a requirement of HWI that each team prepare scoresheet labels for each game. A template for this purpose is available on the [Coach and Manager’s page](#). These labels can be printed on any 2” x 4” stickers (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 the **five separate sheets** in the scoresheet. It is recommended that the manager provide a few blank scoresheets and team labels to another parent (or coach) 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 www.poweringsports.net/stats/association/ahm-west-island/index.html and input the game number, level, location, score, penalty minutes and click on SEND.
- h) The manager should also check team results 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) as soon as possible, which is to say at least 14 days before the league game. The scheduler will reschedule the league games. If your team is participating in a tournament, you must also advise the HWI scheduler ASAP.
- 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.

4. TOURNAMENTS

- a) It is the manager’s responsibility to register the team for tournaments. Single-Letter HWI teams are eligible for three tournaments in Québec. All Single-Letter HWI teams should participate in the HWI tournament, leaving two additional ones for them to select. Available tournaments can be found on the Hockey Québec Website (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 Québec. The includes:
 - A copy of the team’s regular season schedule;
 - The scoresheet of the team’s last 5 games;
 - T112 (team roster as provided by HWI); and
 - The team’s tournament permit (Hockey Québec provides each team with three tournament permits. One will be prestamped for the HWI Tournament).

- c) If a team would like to participate in a tournament outside Québec, a travel permit must be obtained from Hockey Québec. **DO NOT CONTACT HQ DIRECTLY.** Please contact our registrar. A tournament permit must be exchanged for a 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

5. TEAM ACTIVITIES

The off-ice activities of the team can have a great impact on how the season unfolds. The manager organizes these activities. The following are some suggestions of activities to build team spirit:

- 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.
- 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.
- Other activities – outings, volunteer work, raffle sales, Terra Cotta outings to clean up, flag football, etc.

Have a great hockey season!!