TABLE OF CONTENTS

❖ Letter to Manager ..............................................................................3
❖ Goals and Objectives ........................................................................4
❖ Duties of Team Manager ....................................................................4
❖ Team meeting ....................................................................................4
❖ Scheduling .........................................................................................4
❖ Finances .............................................................................................5
❖ Sponsors/fundraisers .........................................................................5
❖ Communications ................................................................................6
❖ Conflict resolution ............................................................................7
❖ Ice rental fees ...................................................................................8
❖ Officials fees ....................................................................................8
❖ Coaches distribution of points ..........................................................8
❖ Reminder ...........................................................................................9
❖ Useful links .......................................................................................9
Letter to the Team Manager...

Dear Team Manager,

On behalf of Gander Minor Hockey Association (GMHA), we would like to thank you for volunteering for this very important role and committing your time to make this hockey season a great success for your chosen team.

The effectiveness of the team manager often makes the difference between a good and a great hockey season for our players and parents. The team manager plays an integral role in the office ice communication link between the coaching staff, the parents and the GMHA Executive. Your willingness to manage the team operations, assist with fundraising and organize tournaments allows the coaches to dedicate their time to developing hockey skills for the players.

The Executive of GMHA hopes that you find this team manager’s handbook to be a very helpful resource. Please feel free to send any feedback, comments and suggestions to your division Director.

Thank you for contributing to the success of this hockey season and for creating a great experience for the players in the Gander Minor Hockey Association.

Sincerely,

GMHA Executive
Goals and objectives

This handbook is a resource outlining the principal duties of the role of team manager.

The Team manager is the off-ice communication link between parents, players, coaches, trainers, division directors and the Executive of the Gander Minor Hockey Association.

The main objective of the work of the Team Manager is to manage the administrative aspects of running the team. This provides the coaching staff with more time to focus on coaching and developing hockey skills for the children on the ice

Duties of Team Manager

• **Team Meeting**

  Once the team has been chosen, the team manager will have a meeting with the parents. A good idea is to have an agenda on hand explaining objectives for the team throughout the season. Have policies in place and be clear in communicating these to each parent (i.e. Fees, sponsorship, practice fees, attendance, rules and regulations, and any disciplinary policies). Distribute and collect player/parent Conduct forms. Distribute and collect Medical forms from each player for the team trainer. Also, collect all contact info from parents such as phone numbers and email addresses.

• **Scheduling**

  The team manager is responsible for scheduling of games and practices and any tournaments throughout the season and shall be done in liaison with the ice convener with the exception of provincials which is organized based on HNL’s
guidelines as per the team manager’s handbook. Score sheets can be found in the Minor Hockey room and shall be filled out accurately for each game and submitted in a timely manner. When travelling out of town, travel forms shall be completed prior to travelling for insurance purposes. These forms shall be submitted to Robert Bouzane (michael.bouzane@nf.sympatico.ca). You can find this form on our website www.sport.ca/gmha in the documents section.

Scheduling referees/linesmen and time keepers need to be done as well and can be coordinated with the referee in chief.

• **Finances**

  The manager shall develop an operating budget and is responsible for the handling of team funds and maintains an accurate record of all transactions throughout the season. The manager will work with the treasurer of GMHA to ensure the accuracy of all funds. At the end of the year a financial statement shall be forwarded to all parents.

• **Sponsorships/fundraising**

  Each year travel teams obtain sponsors throughout the community to help offset the cost of the hockey operations. Each player is responsible for securing a sponsor donation. In an effort to avoid two players approaching the same sponsor, players or parents shall notify the manager of the name of their sponsor. Sponsor donations can range to any amount but is typically $100 per player. Parent/player contribution may also exist but can vary depending on
each team’s circumstances. Sponsor bars and name bars will be made for each player as well. Sponsor bars may or may not be paid from the sponsor fees. This is at the discretion of the team management. Name bars, if required, are paid for by parents. GMHA charges each player $50 fee and HNL charges a $50 team registration fee.

At the end of the hockey season, any funds remaining in the team’s account once all team expenses are paid, will be used to refund parental contributions. However, no player/parent shall receive more money than they contributed. Once parents are refunded their entitlement of monies, any remaining funds must be returned to the GMHA Treasurer. Please remember, team managers shall only fundraise for essential team expenses.

Levels of participation may vary from team to team and it is important that the team manager work closely with the Head Coach to identify tasks and responsibilities clearly and communicate them effectively. Furthermore, as the team manager, coaches and trainers are volunteers, you are strongly encouraged to request the assistance of the team’s parents in areas such as fundraising activities and organizing tournament activities. You may even want to recruit a Co-Manager to share the workload.

• **Communications**

  **GMHA website** – GMHA has been increasing its use of the website managed by the Association’s webmaster. The goal is to encourage team managers to make the best use of this resource for sharing information with
players, parents, other associations and appropriate stakeholders. A link can be set up as well for your own team website.

**Team communications** – Team communications should be timely and accurate. For the most part, email and the use of websites has replaced the need to provide hard copies these are still a viable communication tool for such things as game schedules for tournaments. It is *extremely* important to ensure that every family has access to the internet and checks emails if this is the chosen method of communication. If there are parents who do not have this access then the team manager must have an alternate method of communication identified for these families.

**Team publicity** – We encourage you to submit information about your team’s statistics, a memorable event or a personal best, to the local newspaper. This local paper is one of the strongest mediums for player recognition. Players enjoy seeing their name in print. Send this information to:

info@ganderbeacon.ca

**Conflict resolution**

The goal of this policy is to prevent harassment and abuse within GMHA. When a problem arises the team manager is contacted. Remember to try and take 24 hours to *cool off* if required. The manager will set up a meeting with coaches and those involved trying and solving the issue within the team. If a problem remains then the Division director is advised and policies of GMHA constitution should be adhered to.
Ice rental rates

Sunday to Friday

6:30 a.m. to 8:00 a.m. $65
8:00 a.m. to 7:00 p.m. $90
7:00 p.m. to 11:30 p.m. $150
11:30 p.m. to 1:00 a.m. $110

Saturday

6:30 a.m. to 8:00 a.m. $65
8:00 a.m. to 1:00 a.m. $90

These are current fees for the 2010-11 hockey season and will be updated as needed.

Officials fees

Each year Hockey NL posts the current officials fees on their website. Please use this link to access this information:

http://www.hockeynl.ca/minor/content.php?category=75

Coaches distribution of points

According to the GMHA constitution coaches are eligible to receive points as compensation for their volunteer work. This is paid for as a team expense and can be at the discretion of the team management.

Verification of documentation

It is the team manager’s responsibility to ensure that all bench staff have successfully completed all HNL requirements for team management.
**Reminder**

Team managers are reminded that the constitution is the governing document for the Gander Minor Hockey Association. They should have a copy readily accessible for reference at all times.

**Useful links**

Hockey Newfoundland & Labrador - [www.hockeynl.ca](http://www.hockeynl.ca)

Hockey Canada - [www.hockeycanada.ca](http://www.hockeycanada.ca)