

# Team Manager Handbook

Lancaster Minor Hockey Association

Updated Aug 2022



## **Team Manager Role and Responsibilities:**

The team manager shall be recommended by the coach and appointed by the LMHA Board.

1. Under the direction of the coach, they shall be responsible for all team activities off the ice, the administration, meetings, finances, tournament bookings, communication of ice times and for control/tracking of the team jerseys.
2. Schedule a Parents/Guardians meeting at the beginning of the Season.
3. They shall maintain records and accounts and prepare reports and publications for the benefit of the parents and for the coach to present at coaches meetings and/or to the LMHA Executive board.
4. For tournaments and off Ice activities, they shall be responsible for obtaining all travel permits, Special Event approvals and documents as required, from and to the necessary agencies.
5. They shall obtain a key to the dressing room and shall monitor the condition of room and report any damage to the arena staff.
6. They shall ensure the game sheet is filled out completely and correctly for each game.
7. They shall ensure the proper officials and referees are on hand for each game and ensure payment for their services for any exhibition games (as applicable).  
Regular scheduled games are covered by the association and the above is not required.
8. Maintaining and confirming official Team Rosters.
9. Following the Affiliation Process.
10. They shall maintain in their records:
  - a. Signed LMHA medical forms for all players
  - b. Insurance claim forms (as needed)
  - c. Copies of all game sheets
  - d. Full information sheets on players and families in case of emergencies
  - e. An official LMHA, HNB approved team roster
  - f. Copies of all travel permits (as needed)

## 1) Administration:

- Plan for team fundraising (if applicable). Once approved by the team parents send to division coordinator for LMHA Executive approval before any fundraising starts. It is imperative that fundraising is approved by they Executive before it commences.
- Develop, with the Coach, a Team Budget and have it approved by team parents and LMHA Executive.
- Parent/Guardian Meeting - This should be done within the first few ice times or as soon as possible. (See section # 2 for ideas on Agenda Items).
- With the coach, plan on the number of tournaments you will be attending and which ones. (See section # 4 for information on tournament)s.
- Ensure any NEW members have one Parent/Guardian complete the "Respect in Sport" Parent/Guardian course. There is a small fee for this course and it is not covered by the association. This needs to be completed by Dec 15, 2022 or the player will not be permitted on the ice. This Course is found under the Hockey New Brunswick website. <https://hnbparent.respectgroupinc.com> The Registrar will advise the division coordinators of those who needs to complete the course.
- When passing out jerseys, please make sure the form is signed by at least one parent/guardian and includes a phone number for that person who is signing out the jersey. Once complete send a copy to your division coordinator and to the equipment manager (email is on bottom of Jersey Tracking Sign out form).
- Have parents/guardians fill out a medical release form for their player in case of emergency. These forms should be kept with the Coach, HSP or Manager for **ALL** ice times.
- Communicate practice, game and tournament schedules to the team. Team Snap is the tool provided to teams by the association and is a great way to communicate effectively with your players and/or families.
- Schedule timekeepers using the approved list on the LMHA website.
- Distribute and submit game sheets (see section #6 for more information)

## 2) Parents/Guardians Meeting:

This meeting should be scheduled as close to the start of the season as possible, preferably within the first couple of practice times. The following is a list of things that should be covered during this meeting.

- Introduce Coaching staff
- Coaches expectation from the players and families
- Obtaining the parents buy in on the number of tournaments, dates and locations
- Review draft of the intended budget
- Seek volunteers to help with fundraising etc.
- Have parents/guardians fill out any necessary forms and hand them in.

### 3) Budget/Balance Sheets:

Budget and Balance sheets are used to keep track of **ALL** team finances. These records should be accessible to the Parents/Guardians of the players on your team when requested and approved by the parents at your meeting or by email.

They need to be sent to the Division Coordinator twice a year to be approved by the LMHA Executive. They are to be sent at the beginning of the year as well as the end of the season.

There are copies of a budget sheet and balance sheet with this package.

Here are some items (but not limited to) that need to be included on your budget.

- Cost of Tournaments (and number)
- Cost of timekeepers
- Cost of socks/practice jerseys/team swag etc if purchasing for the team
- Cost of team events
- Cost of any exhibition games/extra ice for development etc - ice time and referees
- Projected fundraising money
- Value of team fees paid
- Any other money that has been donated by sponsorship from outside businesses etc

### 4) Tournaments, Travel Permits and Off Ice Activities:

- ❖ **Tournaments:** All tournaments need to be registered for early in the season to guarantee your spot. Once you have decided on which Tournaments you are going to attend they need to be sent to the Division VP on your Budget sheet.
- LMHA Tournaments for your division are mandatory but there is a \$100.00 discount on the published registration cost [Tournaments – Lancaster Minor Hockey Association \(teamsnapsites.com\)](http://teamsnapsites.com)
- Tournament lists are by division and can be found on the HNB website. <https://www.hnb.ca/en/>
- ❖ **Travel Permits:** If you are attending an away tournament, an exhibition game or you will need to do a travel permit. Instructions can be found on the HNB website under the "minor hockey" tab and "forms". You click on the "e.travel permit procedures".
- A number of Tournament Hosts require a copy of your Roster. This is available after Dec 15<sup>th</sup> and can be provided by the Registrar. To request it please email: [registrar.lmha@gmail.com](mailto:registrar.lmha@gmail.com) if a tournament requests it before Dec 15<sup>th</sup> you may send them an unofficial roster created by you, and you will follow with the approved roster once available.
- ❖ **Off Ice Activities:** This will include any outing you do as a team that has not been scheduled by LMHA. You **MUST** have approval before the activity to have insurance. Some activities will not be approved due to the possibility of injury. This includes a fundraising event, going to a Seadogs game, essentially anything that happens on or off ice that is NOT scheduled by the league.

- please ensure you are filling out this form well in advance it takes time to be approved
- Form can be found on the HNB website under "minor hockey" the "forms" tab and use <https://www.hnb.ca/en/minor-hockey/forms> "HNB Event Sanctioning"

## 5) Dressing Room Accountability:

They shall obtain a key to the dressing room (if applicable) and shall monitor the condition of room and report any damage to the arena staff

- Have the coaches check the room at the end of the ice time to ensure that everything is removed from the room.
- Please be aware of the HNB Dressing Room Policy.  
[https://www.hnb.ca/images/hnb/pdf/HNB\\_dressing\\_room\\_policy.pdf](https://www.hnb.ca/images/hnb/pdf/HNB_dressing_room_policy.pdf)

## 6) Game Sheets:

- Game Sheet books will be handed out at the beginning of the season by the Division VP.
- Game sheets must be filled out completely before submitted.
- You are welcome to use team stickers, however, if you do there needs to be a sticker on each of the three copies.
- Game sheets must be signed by the coaches of both teams, Timekeeper, Linesmen as well as Referees.
- Game number must be on the game sheet. This can be found on the official schedule that will be sent out twice a year, once at the beginning of the season as well as after the Christmas break.
- Game sheets must be emailed to SNB website by both the home and away team as early as possible after the game. Email to: [snbmhlscores@gmail.com](mailto:snbmhlscores@gmail.com)

## 7) Coordinate Officials for Exhibition Games (if applicable):

They shall ensure the proper officials and referees are on hand for each game and ensure payment for their services for any exhibition games.

Regular scheduled games are covered by the association.

- Team Manager is to contact their Coordinator or VP to arrange for Referees for any exhibition games.
- Payment is not covered by the league for their services.

## 8) Team Rosters:

- Roster forms are attached to this package.
- Team Manager and Coach Name, email and phone number must be included on the roster form
- Home and away jersey color indicated on the form.
- Player name, position and number need to be included.
- All affiliates must be named and rostered.
- Please email to Registrar: [Registrar.lmha@gmail.com](mailto:Registrar.lmha@gmail.com) as soon as information is obtained.
- Once input in the HCR they will send back a copy to the team manager for final approval before it is sent to HNB for official rostering.
- Rosters must be completed and sent to HNB by the association by Dec 15.
- Approved Rosters will be sent back to the Team Manager after Dec 15 to be kept in their records.

## 9) Affiliation Process:

### Steps

- Coach/Manager contacts lower-level Division Coordinator with COMPLETE details of request (player requested, reason, game #, date, time and location)
- Coordinator contacts Player/Family
- Lower-Level division Coordinator advises upper-level Coach/Manager and records details as well as advises lower-level Coach

### Notes

- Timing can be an issue. Process to start ASAP. If coach/manager cannot get hold of lower-level coordinator, VP of lower-level team should be contacted, who will subsequently follow the process and advise coordinator of results.
- Under NO Circumstances does Upper-Level Coach/Manager initiate first contact with player or family (*this includes' just checking' if they are available before initiating process – this is against LMHA affiliation policy*).

## 10) Maintain Records:

- a. Signed LMHA medical forms for all players
- b. Insurance claim forms
- c. Copies of game sheets
- d. Full information sheets on players and families in case of emergencies
- e. An official LMHA, HNB approved team roster
- f. Copies of all travel permits