

# **MANAGER'S HANDBOOK-revised Nov 2008**

## **1. Introduction**

The Team Manager plays a very important role in ensuring players, coaches and parents from All-Star and House League teams enjoy a successful and memorable hockey season. Through a selection process, the Head Coach and Assistant coaches have been appointed by the Avalon Minor Hockey Association (AMHA) Executive to be ultimately responsible for the team during the season; however, the Manager will assist the coaching staff on a pre-determined number of tasks. Often the Manager is the “glue” that holds everything together with solid planning, communication and effective leadership. By working together with the coaches, parents, and AMHA Executive, the Manager can be a tremendous resource who ultimately ensures the players have a positive minor hockey experience.

## **2. Getting Started**

It is recommended that you familiarize yourself with this Handbook, found on the AMHA website at [www.avalonceltics.com](http://www.avalonceltics.com) under *Forms and Guidelines*. This is an excellent resource that should help answer many questions you may have related to the Association.

Once you have reviewed the Handbook, set-up a meeting with the coaching staff to establish areas of our responsibilities for the season. Most coaches will be happy to allow the Manager to assume most of the “non-coaching responsibilities” but it is important not to make any assumptions.

## **3. Parents' Meeting**

As soon as possible, arrange a parents' meeting to get your team off on the right foot. Suggested items to cover during this meeting would include:

- Introductions of coaches and parents
- Budget
- Fundraising activities
- Communication process (webpage, phone list, e-mail)
- Possible tournaments
- Coach's expectations for players
- Team goals for the season
- Team jackets and other related team wear
- Volunteer duties (i.e., stats or washing jerseys)
- Questions or concerns

You should collect contact information from all parents, including phone numbers and e-mail addresses. A master list should be provided for all parents and coaches on the team and ask first if they don't mind circulating their contact information.

Consideration should be given to a parent social early in the season to allow everyone to get to know one another. This can be discussed at the parents' meeting. A player social is also a good idea and can be as simple as a bowling party.

#### **4. Communication**

The key to any successful team is a good communication process to provide information for players, coaches and parents. Each team will need to establish what medium works best with the following options as possibilities:

- Phone list
- E-mail
- Team website
- Handouts
- Meetings

Any combination will work effectively as long as there is a commitment to provide everyone with the necessary information for items such as schedule changes, fundraising events, travel information, etc.

Throughout the year, there will be e-mails and memos from the Executive, Technical Director and coaches. You should ensure that all pertinent information is passed on to the parents in a timely fashion.

#### **5. Budgets/Financial Management**

It is recommended that each team submit a budget for the season, so as to give parents an idea as to the financial commitment required. It is also recommended that you establish a bank account for your team with two signing officers. Most banks can offer a community account with small administrative fees.

Once the budget is compiled, as a team, you may decide that fundraising activities will be undertaken to assist in covering some of the costs of participating in league and exhibition games. A budget is an excellent tool and it is recommended that you work with your coaches to ensure you are working within your budget and have the available resources to ensure your bills are paid in a timely fashion. A good Manager will ensure you have the necessary funds throughout the year to cover costs. It is also recommended that at various times during the season, a financial report is provided to the parents on where the team stands regarding income and expenditures.

## **6. First Aid Kit**

It is mandatory as indicated by Hockey Newfoundland and Labrador that a first aid kit is accessible at all times for players on the ice for all games and practices.

## **7. Official Roster**

Each team should have a copy of their official roster as provided by the Technical Director or Registrar, available for submission as requested.

## **8. Team Equipment**

Items that you may be responsible for organizing (as directed by the head coach) may include:

- Pucks & puck bag
- Coaches white boards
- Pylons
- First Aid Kit
- Practice jerseys

## **9. Team Jerseys/Socks**

All AMHA competitive teams are provided two sets of jerseys - dark for home games and white for away games. Players are responsible to have matching socks (St. Louis Blues colors). Teams are only permitted to wear these official jerseys provided for the season by the Technical Director and are only to be worn for games and official fundraising activities. Most teams (under Bantam) have found it best to assign a parent to be responsible for each set of jerseys – that way you can ensure the right jerseys arrive at each game. For other players, they are expected to keep jerseys on hangers in bags and not put in their hockey bags. You should arrange to have name bars for all players sewn properly on the back above the stop sign by the Association's official supplier. Please confirm the supplier with the Technical Director.

## **10. Schedule**

Regular season and playoff schedules are co-ordinated by the Tri-Com Minor Hockey Association and can be found on either the AMHA or the Tri-Com website. Simply look for your division under each category and follow the links provided. This does not include the All-Newfoundland schedules. The Technical Director and Executive will provide information related to the All-Newfoundland.

## **11. Tournaments**

One of the more enjoyable aspects of playing minor hockey is to participate in tournaments each season. On average, teams usually chose to register for three to five tournaments but this should be discussed by your coaches and parents at the parents'

meeting. There are a variety of choices available by searching individual hockey websites.

Registration spaces for teams at tournaments (especially the more popular ones) usually fill-up quickly. To ensure your team isn't disappointed, complete the registration process and submit your fees as soon as possible. Once you have confirmation, you will need to double check to see if your team is scheduled to play a league game during the date(s) of the tournament. If there is a conflict, ensure you contact your Technical Director immediately so that arrangements can be made to reschedule your game and allow the Technical Director to use the ice time if your home ice time becomes available. It is especially important to note that Managers or Coaches cannot cancel games. This can only be done through the Technical Director, President or Vice-President Competitive.

If the tournament requires that the team to find suitable accommodations, you may want to ask the tournament organizing committee if they have secured space at a local hotel or if they can recommend a suitable place to stay. There may also be a preferred hotel for Hockey Newfoundland and Labrador. If the tournament is near a larger centre, you can also check the travel tourism sites to research possibilities for your team. When deciding on a hotel, you may want to consider options that include pool, common room or meal options. Once you have decided, you will need to call the booking manager at the hotel and ask them to block a number of rooms. In some instances, if you identify yourself being as associated with a minor hockey team, they may offer you a special rate. They may require you sign a contact outlining the terms and conditions to secure your rooms. Once you have the booking information, you can have each of the parents individually book their room. Please don't delay in booking your rooms. In the past some teams have had to travel from other communities because all the available hotels were completely booked.

## **12. Travel Permits**

Teams are required to have a travel permit for any exhibition or tournament game that occur outside of the province. Please contact the Technical Director and you should also advise of any tournament in which your team may be participating.

## **13. Booking Officials for Exhibition games**

Once you have organized exhibition games, you will need to book game officials and these costs are absorbed by the home team. All Officials can be arranged by contacting the Referee in Chief as indicated on the AMHA website.

## **14. Game Sheets**

Some coaches may ask you to prepare game sheets. This should be discussed in advance with the coach. It is important these sheets are completed correctly. All players dressed and coaches on the bench must be clearly indicated on the sheet. If your team is the home

team, you must ensure the game sheet is passed on to the visiting team so that they can fill out their information.

Upon completion of the game, the time keeper/official will provide you with your copy. You will need to assign responsibility for someone from your team to submit the results to the Tri-Com website immediately following the game. The home team can also forward the results and goal scorers to local media.

### **15. Team Photo**

Arrangements to have your team photo should be planned for as early in the season as possible. Often parents would like to have copies available for friends and family before Christmas. Please check with the Technical Director for the AMHA official photographer.

### **16. Finding Extra Ice Time**

The only thing more valuable than finding gold is finding extra ice time. At different points in the season, your coach may ask you to secure extra ice for additional practices and or an exhibition game. You should also establish good rapport with the other coaches and managers and look at possible opportunities to trade slots throughout the season. Please remember to first check with our home arena as to their ice-time availability.

### **17. Fundraising**

Effective fundraising is vital to the success of a team's season. Although there are a variety of great ideas for fundraising, it is important that each activity be approved by the Executive prior to conducting the fundraising activity.

### **18. Evaluation Forums**

Players and parents may be required to complete Coach Evaluation Forms. These evaluations are a valuable tool for the Executive in determining the effectiveness of current coaches and assist coaching selection committees to determine next season's coaches. Managers should ensure these are completed as directed and submitted to the Executive as directed.

### **19. Wrapping up the Season**

After the season is over, you should meet with your head coach to ensure all year-end duties are completed. They would include:

- Ensure all outstanding invoices are paid
- Complete and submit the final budget report to the Executive
- All jerseys are returned cleaned and all name bars and any other patches removed

- Ensure all coaching Evaluation Forms are completed and submitted as directed by your Coordinator/Executive
- Return any equipment on loan from AMHA.

**Minor Hockey helps in the development of not only keeping our kids active and healthy, it provides a wonderful opportunity to help them learn important life skills such as discipline, determination, hard work and setting goals. Success is not measured by the number of medals and championship banners but in the positive experience and life long friends that is created for each young player and their families. As a Team Manager you have a wonderful opportunity to help the coaching staff, parents and friends ensure these remain foremost in all of your duties.**

**Good luck and enjoy your season.**