

# TEAM MANAGER HANDBOOK



**Innisfil Minor Hockey Association**

[www.innisfilminorhockey.ca](http://www.innisfilminorhockey.ca)

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### **Letter to the Team Manager...**

Dear Team Manager,

On behalf of the Innisfil Minor Hockey Association (IMHA), 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 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 communication link between the coaching staff, parents, and the IMHA Executive Board. 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 IMHA hopes that you find this Team Manager's Handbook to be a concise and helpful resource.

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

Sincerely,

**Karrie Copelli**

on behalf of the IMHA Executive Board  
for the 2023/2024 Season

## **Goals and Objectives:**

This handbook is a resource outlining the principal duties of a Team Manager. The Team Manager is the off-ice communication link between parents, players, coaches, trainers, division directors, and the Executive Board of the Innisfil Minor Hockey Association. A Team Manager cannot be a spouse or have a relation to the Head Coach.

The main objective 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.

## **Team Meeting**

### ***Forms:***

Medical Form- Can be found on the website

[http://assets.ngin.com/attachments/document/0044/9795/HTCP\\_Medical\\_Info\\_Form.pdf](http://assets.ngin.com/attachments/document/0044/9795/HTCP_Medical_Info_Form.pdf)

Once the team has been chosen, the Team Manager will have a meeting with the parents. It is a good idea 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. Team start up fees, collection dates, fundraising initiatives, family contribution expectations, sponsorship, attendance, rules and regulations, and any disciplinary policies and processes).

Distribute and collect player/parent conduct forms; these forms can be found on the website under Forms. Distribute and collect medical forms from each player for the team trainer to keep on hand in their trainer kit should an emergency ever arise. Also, collect all contact info from parents such as phone numbers and email addresses.

All parents, players and bench staff are required to sign a code of conduct that is found online under the Risk Management tab. These codes of conduct must be signed prior to your first on ice game.

[https://innisfilminorhockey.ca/Forms/4131/Coaches\\_Code\\_of\\_Conduct/](https://innisfilminorhockey.ca/Forms/4131/Coaches_Code_of_Conduct/)

[https://innisfilminorhockey.ca/Forms/4168/Parents\\_Code\\_of\\_Conduct/](https://innisfilminorhockey.ca/Forms/4168/Parents_Code_of_Conduct/)

[https://innisfilminorhockey.ca/Forms/4206/Players\\_Code\\_of\\_Conduct/](https://innisfilminorhockey.ca/Forms/4206/Players_Code_of_Conduct/)

## **Scheduling**

The Team Manager or Coach is responsible for scheduling of games -Scheduling meeting date is determined by Simcoe Region Local League and will be communicated to the Head Coach, this usually happens before teams are fully formed so this may be completed before you begin your Manager role.

## **Tournaments**

### ***Forms:***

Tournament Travel Permit Forms - Can be found on the IMHA website under FORMS.  
[https://innisfilminorhockey.ca/Forms/3996/Tournament\\_Travel\\_Permit\\_2023\\_2024/](https://innisfilminorhockey.ca/Forms/3996/Tournament_Travel_Permit_2023_2024/)

This is an online document that you will complete in full for all tournaments you wish to attend as per OMHA and IMHA rules. Complete the form and the IMHA Administrator will see to the approvals. Approvals will be emailed back to you.

Tournaments are available using the links below

[Omha-Tournaments](https://www.omha.net/page/show/1509684-tournament-listings) <https://www.omha.net/page/show/1509684-tournament-listings>  
[Alliance-Tournaments](https://alliancehockey.com/Tournament-Listings/) <https://alliancehockey.com/Tournament-Listings/>

**It is MANDATORY for all teams to attend at least ONE of the IMHA home tournaments where a division is available.**

**A maximum of 4 tournaments is allowed which includes one of our home tournaments.**

**For U9 and below tournament attendance will strictly follow the path in terms of number allowed and timing of events.**

All tournaments must be approved by the OMHA Delegate which is done by submitting a tournament request form **30 days in advance** of the tournament date. This signed form becomes your permission to attend a tournament and must be presented to the tournament office or submitted online, before your first game. Where 30 days is not possible, please complete the form and email the administrator to advise why the 30 day notice was not given. This will help to expedite the process.

For any tournaments outside of the OMHA a travel permit (located on our website) is also required and there is a fee levied by OMHA for this.

## **Exhibition Games**

Coaches may book exhibition games with other teams. These are at the cost to the team for both ice and referees. A travel permit is required for all exhibition games even if you are the hosting team. Referee fees remain the same, timekeeper rules apply. Gamesheet app will be used in the same manner, if the team is outside of the SRLL loop that we play in, please contact the administrator to have the team added to the gamesheet app.

## **Game Day Duties**

### **Forms:**

[https://innisfilminorhockey.ca/Public/Documents/2023/2023-2024\\_Referee\\_Form.pdf](https://innisfilminorhockey.ca/Public/Documents/2023/2023-2024_Referee_Form.pdf)

This form can be found on the IMHA Website. Ensure you know your team's game length for periods and number of officials.

The ipads are located at the IRC in the main hallway at the far end near the doors to the Zamboni. At the Stroud arena it is located beside the Snack Bar. The code to get into a box is # "1 9 9 5 2 0 2 2" and then turn the handle. Please ensure whenever you use the box the door is locked before you walk away. If you are having trouble locking the door try moving the door out a little the pin at the top needs to align with the hole.

When you return the ipad you must place the screen against the front.

Ipads are only to be used for the duration of your game and only for the gamesheet app. Ipads must be returned at the end of your game.

**Home game-** The Team Manager is responsible for preparing the iPad with the game sheet and that it is filled out correctly. The iPads are accessed in the arena and will need to be filled out before each game. Managers will then provide this to the opposing Team's Manager no later than 30 mins prior to game time. The Team Manager is responsible for paying the referees prior to the game in exact cash and having them review the game sheet and sign the referee payee form prior to the start of the game. Managers are responsible for reporting back to the Referee in Chief if the referees have not shown up 20 mins prior to the game. You are also required to provide 2 game pucks which must be in good condition. Players are required to have both home and away jerseys at all games.

**Timekeepers -** Timekeepers are the responsibility of the Managers to arrange. Two timekeepers are ideal for all home games but at the minimum an experienced timekeeper is recommended. These timekeepers can be paid with team funds or ideally will be volunteers (high school students can use this time as volunteer hours towards school credit). Should you not be able to source a reliable and experienced timekeeper for your games, please contact the IMHA Administrator for help. There are to be NO parents in the time box at any time. Should a parent volunteer their time as a timekeeper, they are not to communicate with any player in the penalty box or engage with any other parent or otherwise outside of the box. Parents who are timekeepers are to remember they are acting as off-ice officials for the game and are expected to respect the rules as such. They may communicate with the referees as necessary to ensure accurate recording of all penalties, suspensions and goals.

Your completed, locked game sheet must be uploaded via the iPad no later than **48 hours** after your game ends. If there is any issue contact your convenor for direction on where to email a copy.

If you are unsure of a penalty code please contact IMHA Director, Representative Hockey for clarification.

Please note that the Head Coach is responsible for Players and Bench staff suspensions. Please check game sheets carefully and if there is confusion ask for clarification from your Director of Rep immediately, do not wait for a notice to come through as they may take up to 48 hours from OMHA to appear but they apply right away.

## **Finances & Fundraising**

### ***Forms:***

<https://innisfilminorhockey.ca/Pages/5953/Forms/>

[https://innisfilminorhockey.ca/Public/Documents/2023/IMHA\\_Fundraising\\_Form\\_.pdf](https://innisfilminorhockey.ca/Public/Documents/2023/IMHA_Fundraising_Form_.pdf)

The Manager shall develop an operating budget and is responsible for the handling of team funds and maintaining an accurate record of all transactions throughout the season. The Manager will work with the IMHA Director of Fundraising and Secretary to ensure the accuracy of all funds. The Team Manager must prepare a budget using the sample as a guide, this budget needs to be approved by the IMHA Director of Sponsorship/Fundraising and Secretary before it is presented to the team. Once approved by the IMHA Director of Sponsorship/Fundraising and Secretary it needs to be signed off by the parents of every member of your team by November 1, again by December 31, and a final time once season is done.

Failure to provide budget documents on deadline will result in the Head Coach being temporarily removed from the bench until the documents are received.

**The maximum amount a team can fundraise which includes funds received through sponsorship is \$10,000 MAX. The maximum allowed on any budget for apparel will be \$4500**

Each team will be assigned a bank account at the Scotiabank, Alcona branch. Cheques will be issued and need to be signed by both the Team Manager and President or Secretary (contacts below). The bank representative will advise you of your bank fees upon signing.

All fundraising requires a form to be completed and approved by the Secretary.

A team must have all members registered and paid in full before fundraising for the season can begin. A Fundraising Request Form must be submitted to the Secretary at least 7 working days prior to the event for each fundraising initiative. You must receive approval before fundraising begins. There will be consequences for lack of adherence to this rule. All fundraising must be completed by December 31 of the same year.

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. No parent can receive back more than they personally contributed to the team. Sponsorship money is not considered a personal contribution. Once parents are refunded their entitlement of monies, any remaining funds are returned to the IMHA when the accounts are closed April 30th. Please remember, Team Managers shall only fundraise for essential team expenses. Fundraised funds cannot be used to purchase apparel for the bench staff of your teams or team parties.

## **Communications**

**IMHA website** – IMHA has been increasing its use of the website managed by the IMHA Director of Communications. The goal is to encourage Team Managers to make the best use of this resource for sharing information with players, parents, and other associations. This should be done using the IMHA website. Each team will be given their own page within IMHA's site. The Team Manager is responsible for keeping their team page up to date. If you need help working with your team page please contact IMHA's Director of Communications who will be happy to help you.

**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, however 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 the Team Manager must have an alternate method of communication identified for these families.

Levels of participation may vary from team to team and it is important that the Team Manager works 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, though you will remain solely responsible for all finances and the bank account.

**Team publicity** – We encourage you to submit information about your team's statistics, a memorable event, or a personal best, to the local newspaper. Local papers are one of



the strongest mediums for player recognition. Players enjoy seeing their name in print. Send this information to IMHA's Director of Communications as well for a shout out on the website.

## **Conflict Resolution**

The Team Manager is responsible to have all players' guardians sign the parent code of conduct form. Please submit these to IMHA's Director of Risk Management prior to the start of any team events, including fundraising initiatives. These forms will be emailed out from the Director of Risk.

In an instance where the team cannot work out a resolution, the matter should be brought to the IMHA Board.

## **Team Officials and On-Ice Help**

It is the Team Manager's responsibility to ensure that all on-ice staff have been approved by IMHA's Director of Risk Management before stepping on the ice with the team. Team Managers and all on-ice help need to have a current police check approved by IMHA's Director of Risk Management. The Manager or Head Coach is to submit a list of on ice volunteers as soon as possible to ensure they have all the correct documents in place (ie. RIS, GI, registered).

## **Trainers**

**\*\*Please refer to the Trainers Manual\*\***

All team trainers must adhere to the rules of Hockey Canada, OMHA, SRLF and IMHA as they pertain to duties, reporting of and management of injuries. If at any time you are unsure of how to proceed or what the protocol is, please refer to the Trainers Manual and reach out to the Head Trainer for direction.

## **Team Apparel**

IMHA has partnered with a local vendor for all IMHA branded Apparel. You can find details on the website.

Any team wishing to purchase apparel or other swag outside of the approved apparel program must get prior approval from the Director of Apparel. Any team not receiving prior approval will face consequences up to and including suspension of coaches and/or fines.

## **Closing**

This handbook was created as a guideline to help Managers with a successful hockey season. Any questions or concerns throughout the season can be directed to the IMHA Board members through the website.

If there is anything the board can do to assist you please contact us.

Wishing you a fun, exciting, positive hockey season.

## **Innisfil Minor Hockey Association** **Board of Directors 2023/2024**

President	Karrie Copelli	imha.copelli@gmail.com
Vice President	Vince Charlebois	imharep@outlook.com
Secretary	Courtney Ward	imha.courtneyward@gmail.com
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For the most current list please visit our website [www.innisfilminorhockey.ca](http://www.innisfilminorhockey.ca)