

2023-2024



MANAGERS INFORMATION
BOOKLET

Mooretown Minor Hockey Association

Board Introductions

Geoff Dale – President of Board
Hugh McCowan – Past President
Marty Passmore – VP of Hockey Operations
Jay Passingham – VP of Risk Management
Mark Perrin – Interim Ice Scheduler
Bailey Trembley – Secretary
Chantal Dale – Treasurer / Director of Finance
Kaylen Burgess – Director of Communications
Angela Gibbs – Director of Resources
Asa Stokes – Director of Development
Melissa Ateyo – Director of Sponsorship
Hugh McCowan – Director of Travel Teams
Stacey Skeats – Director of Fundraising
Dustin McEvoy – Registrar
Brian Daamen – Director of Quad-County League
Derek Gibbs – OMHA Representative
Jay Vandenburg – Director of Tournaments
Jay Passingham – Director of Fundamental Hockey
Bob Gladwish – Open Board Member
Brad Ysebaert – Open Board Member
Greg Armstrong – Referee-in-Chief
Macy Gauvin – AAA Representative
Brad Ouelette – Shamrock League Representative
Jason Bourdage – Head Trainer

Email addresses for all Executive and Staff can be found on the Mooretown Minor Hockey Association website at <https://mooretownminorhockey.com/Staff/1003/>

What is a team manager?

“The Team Manager is a central figure in creating the flow of communication – not only within the team [players, parents and coaches], but between the team and all support systems such as the minor hockey association, division manager, league managers, other teams, referees and officials...Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed.” OMHA

Resources

- Additional resources can be found via OMHA link on the MTMHA website
<https://www.omha.net/page/show/2851679-team-manager>

Team Meeting

- Team meetings are to be scheduled with coaching staff and parents at the beginning of the season; ideally before or after the first practice while families are already at the rink
- A board member must be scheduled to be present at the initial parent meeting
- Coaching staff introductions with parents/guardians
- Introduction of members of the board who parents should know (ie. Director of Travel Teams or Director of Four Counties)
- Chain of command
- Should include seasonal plan and preliminary team budget
- Sample Initial Team Meeting Agenda in appendix

Team Budget

- Preliminary team budget is to be sent to Treasurer and Director of Travel Teams/Director of Four Counties prior to team meeting and updates are to be sent as changes are made
- Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable
- Please plan for approximately \$40 for first aid kit, \$35 for socks per player (\$70 for travel players), \$45 GameSheet, any additional team ice
- Prime ice is currently \$145.14 and non-prime \$140.71
- When writing a cheque, the description line should always be filled out; and, if one is available, write the invoice number on the cheque
- An invoice will be sent to each team
- It is the responsibility of the Manager to inform members of these fees, as well as collect them
- Team fees and team loan repayments can be paid to MTMHA via cheque or e-transfer to MTMHA76@gmail.com

Team Bank Account

- Mooretown is associated with RBC and Southwest Credit Union in Corunna
- To set-up a team account you will require a letter from the organization, please reach out to the Treasurer, Chantal Dale, at treasurer@mooretownminorhockey.com at the beginning of the season (preferably first week) to begin the process

Volunteers/Delegation

- Many hands make light work and help to build a stronger team base
- Managers may be required to “train” volunteers (preferably during a practice) in certain roles such a time clock and GameSheet
- The manager may want to create a volunteer schedule and discuss process for replacement or switching of volunteers
- Each team shall select a “Fund Parent” who helps the association raise money by promoting fundraisers within MTMHA amongst the team (Fund Parent names and contact information are to be passed on to the Director of Fundraising, Stacey Skeates, at fundraising@mooretownminorhockey.com

Team Safety/Rules

- Team manager and coaching staff should discuss team rules and safety procedures at the beginning of the season with players and with parents at the initial parent meeting
- Code of conduct for team staff, parents and players must be signed and collected my the manager
- When enforcing rules everyone on the team must be treated equally or team unity will break down
- There may be a time when the team manager will have to act as a liaison between team parents and coaches to resolve disputes
- If a dispute can not be resolved at the team level resort to the chain of command within the association for next step (ie. Director of Travels Teams for Travel or Director of Four Counties for Four County)

Equipment/Apparel

- Players/parents are responsible for airing out and washing jerseys between games
- Managers should remind players about proper jersey care, ie. protective jersey bag, proper hanging and drying/washing between games
- If coaching staff select team captains and assistant captains jersey's can be collected by the manager and delivered to:
 - the Director of Resources, Ange Gibbs, Equipment@mooretownminorhockey.com for lettering or

- Directly to Kevin and Heather Fitzpatrick by emailing funhockey@gmail.com
- Discuss if team policy for each player to bring their own water bottle to practices and games or if there will be individualized team waters bottles that will be cleaned and filled by a delegate

Dress Code

- If applicable, the Team Manager should discuss the dress code with players and parents at the beginning of the year
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Risk Management

- Includes identifying, assessing and eliminating or minimizing risks
- Accidents do happen and Emergency Action Plans are to be in place for each team in the event of a medical emergency
- Each team shall have a:
 - Charge person- should be the most qualified person available with training in emergency control, first aid or the Hockey Canada Safety program
 - Call Person- Makes the call for emergency assistance when directed by the trainer or charge person
 - Knows the location of emergency telephones in every facility
 - Best directions to arena
 - Knows best route into and out of building
 - Control Person- controls crowd and other players and keeps them away from charge person and injured player
 - Discusses EAP with facility staff, officials, opponents
 - Ensures ambulance route is clear
 - Seeks highly trained medical personnel if directed by Charge Person

Hockey Canada Insurance Program

- When are you covered?:
 - Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
 - Transportation directly to and from the arena or venue
 - Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity
 - ****Note:** it is very important to know when the team is dealing with a non-sanctioned event

- For further information on the Hockey Canada Insurance Program download the 'Safety Requires Teamwork Booklet' from Insurance Program section of the Hockey Canada website (located under minor hockey) at www.hockeycanada.ca

Record Keeping/Distribution

- The Team Manager is the keeper of the Team's personal information
- Good practice to create a binder of forms and handouts that can be taken to meetings, games, etc
- Documentation will have to be completed following all games as well (this is typically done on ipads now)
- Documents to include in a binder or readily available in some form:
 - Roster
 - Contact lists
 - Player medical forms (coaches should also complete a medical form) (store in a confidential folder within the binder) (trainer should complete injury log for any injuries)
 - Forms (ie. injury reports)
 - Schedules (typically online) (practices, games and parent volunteers)
 - Arena information (EAP, Address, Emergency phone, etc.)
 - Current financial information

Team Registration/Roster

- It is imperative that families and coaching staff complete required documents to accelerate the process of rostering a team
- All items must be completed by October 15, 2023
- Such information required includes:
 - Parents:
 - Respect in Sport Parent (not Activity Leader)
 - Gender Identity and Expression
 - Make sure player is linked to parent profile
 - Rowan's Law (review with player)

https://mooretownminorhockey.com/Forms/5473/Rowan_s_Law_Acknowledgement/
 - Coaches and staff:
 - Coaching certifications- New coaches or coaches entering a new age group can fill out the questions on this site to determine what courses they need to complete: <https://www.omha.net/coach>

- Respect in Sport Activity Leader Course (and Parent)
 - Gender Identity & Expression Course
 - Current Vulnerable Sector Screening Check (VSS/VSC) (valid 3yrs, declaration required annually)
https://mooretownminorhockey.com/Pages/8983/Criminal_Reference_Checks/
 - Rowan's Law
https://mooretownminorhockey.com/Forms/5473/Rowan_s_Law_Acknowledgement/
 - HTCP Trainer Course (for Trainers)(Valid 3 years)
 - Login to HCR to <https://register.hockeycanada.ca/home> to see if there are any items requiring updates
- While the coach should have a copy of the team roster available at each game it is a good idea for the team manager to have a record as well
 - Any questions regarding team rosters should be directed to our OMHA representative, Derek Gibbs, at omharep@mooretownminorhockey.com
 - Full names of all members of the coaching staff must be provided to the OMHA Rep
 - Affiliated Players (AP): Coaches are responsible to provide AP lists to Director of Travel Teams or Director of Four Counties no later than Oct. 15, 2023 (travel teams have first choice followed by four county selection- Forms available on website)

Contact Lists

- Team managers may want to share the contact list amongst parents at the beginning of the season but please ensure this is agreed upon by everyone

Injury Report

- In the case of an accident a report must be submitted immediately following the incident or injury to the association (must be received within 90 days of the date of the accident)
- Blank copies of the form should be kept in the manager's binder

Media

- Please review the MTMHA Social Media Policy
https://mooretownminorhockey.com/Pages/1002/Constitution_and_Code_of_Conduct/
- First and foremost, the Manager needs to respect the privacy of all team members, and will need to obtain permission before publishing photos or information regarding any team member

- A consent form can be distributed at the first parent's meeting and any concerns discussed

Organizing Games, Practices and Off-Ice presence

- Team Manager must not only monitor what is happening during the game
- Pregame- check dressing room, confirm/organize volunteers if necessary
- During the Game- During the game, the Team Manager's main role is supervision:
 - Fill in for a volunteer parent if required
 - Monitor off-ice conduct of players and parents;
 - Frequently check that the dressing rooms have remained secure
- Post Game- Ensure the rink has been left in good condition (dressing rooms)

Applying for Tournaments

- At the beginning of the season the team may decide to take part in tournaments or exhibition games (all tournaments and exhibition games require a travel permit [https://mooretownminorhockey.com/Forms/1665/Travel Permit Request Form/](https://mooretownminorhockey.com/Forms/1665/Travel%20Permit%20Request%20Form/))
- Any teams who book tournaments or exhibition games outside of OMHA will be charged \$10 for the travel permit fee
- Tournaments typically book up quickly so it is best to book your team prior to the season starting or at the beginning of the season
- Some MTMHA teams have been pre-registered in tournaments for the 2023-2024 season (and many teams at the same tournament)
- The association encourages multiple teams to enter tournaments together and cheer each other on
- MTMHA board can suggest tournaments that our association has performed well in in the past
- Eligible MTMHA teams are expected to enter Mooretown hosted tournaments (at a discounted rate)

Organized Travel

- Whether for games, tournaments, or events, the Team Manager will have to be aware of issues surrounding team travel
- Prior to team travel the Team Manager should determine if any of the following issues are applicable to their team.
 - Travel permits
 - Permission slips if traveling as a team without parents
 - Space for equipment in vehicle and at accommodations

- If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to book space in advance so that hotels and restaurants will be prepared to accommodate a large group.
- If the destination is not familiar to the team, it is a good idea to print off an arena map

Off-Ice Activities

- The off-ice activities of the team can have a great impact on how a season unfolds
- Each activity is a great way to build team spirit although when organizing team activities note that some on-ice and off-ice activities need to receive approval from the Association as a sanctioned event to ensure insurance coverage
- Many teams will choose to raise funds throughout the season and as a team, it is important to discuss what set costs and what extra costs the team will face throughout the year. The Team Manager needs to ensure the team's goals are reasonable and that the team has the ability and dedication to perform the chosen fundraising initiative
- MTMHA has several fundraisers throughout the season to keep costs low for our members
- Team fundraising requires board approval to ensure the protection of our association sponsors and our internal fundraisers

Team Photos

- Often photographers and photo sessions are organized by the Association. The Team Manager will need to liaise with the coordinator and pass the information on to the team

Celebrations

- Team celebrations are a great way to increase team spirit
- The Team Manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public

Year End

- A final financial report should be presented at the year end, along with any rebates to players, and the bank account should be closed
- Final financial report and proof of closed account must be submitted to the treasurer, Chantal Dale
- This brings final closure to the season

Summary

- The Team Manager's role is crucial to the successful operation of the team's season
- The Manager acts as a central source of communication by implementing a strong communication philosophy between themselves, the coach, parents, players and all participants