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**Guide for Team Managers**

Last Update – February 2024

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# Team Manager Job Description

The team manager is responsible for all off ice activities for the team, most notably:

* Adhere to all rules, policies and regulations of the Chebucto Minor Hockey Association (CMHA), Hockey Nova Scotia, and Hockey Canada;
* Plan and organize all season start up activities, including team parents meeting, jersey distribution, team list and GrayJay updates;
* Plan, organize and schedule all team events and related activities, in coordination and support of the Head Coach;
* Coordinate and assist with risk management functions for the team;
* Prepare official game sheets and reports;
* Manage the team’s schedule including all practices, games and exhibitions games, including coordination with ice scheduler;
* Perform all administrative duties for the team in the GrayJay team management site;
* Maintain a complete set of parental consent forms and medical history forms and have them available at every game and practice;
* Plan and coordinate all tournaments for the team, including registration and travel requirements;
* Act as parent liaison for the team;
* Maintain a first aid kit for the team and have it available at every game and practice;
* Manage the team’s finances including the preparation and oversight of a budget, all financial transactions, and end of season close out of all finances;
* Coordinate all fundraising and sponsorship activity;
* Dressing room management in association with the Head Coach

# Team Parent Meeting(s)

* Call a parent meeting at the start of the season and organize the location, agenda, documents, and budget in preparation for the meeting
* A good suggestion is to have the parent meeting at the rink during one of the first practices of the season (dressing room is an easy location), as parents are already taking their player to the rink for that time
* The team manager and/or head coach should host the meeting, and suggested agenda items include:
  + Introduction of all coaching staff and parents
  + Word from the head coach about their plans and goals for the season
  + Coaches rules and expectations of players and parents both on and off the ice
  + Fundraising activities and idea generation for the season
  + Review team contact list and ask parents to update if required
  + Tournaments – discuss how many and how far you will travel
  + Review the team’s budget for the season
* The team manager can perform all duties for the team on their own, or they can recruit the help of other parents to take on some of the responsibility. The parent meeting is a good time to discuss this. Some suggested areas where the team manager can seek assistance are:
  + Treasurer
  + Fundraising coordinator
  + Team stats
  + Timekeeper
  + Live streaming of games (if applicable and permitted)
  + Team banner (bring to all games and display prominently)
  + Social event coordinator
* It is helpful to parents and coaching staff alike to have parent meetings throughout the season as required. The manager can use this time to review goals and tournament plans, perform a mid-season budget review, and receive valuable parent feedback.

# Team Communications

The team manager is the first point of contact and primary communicator for the team. There are many activities surrounding a team manager’s communications at the start of, and throughout, the season.

For email communications, the team manager can use their own personal email address or create a free email account using the name of their team (for example: ChebuctoU13BGreen@gmail.com)

Many managers prefer to use a mobile app for team communications, either paid or free. Free apps such as [TeamLinkt](https://teamlinkt.com/) are great on the budget, though usually include advertisements and some have less functionality than paid versions. Paid apps such as [TeamSnap](https://www.teamsnap.com/solutions) should be evaluated for low cost and their use approved by Head Coach and team parents before budget is committed to the license fee.

NEW! For the 2023-2024 season is the newly-launched GrayJay Teams app. There are [free and paid versions of the app](https://grayjaypay.ca/team/plans/) providing managers and team parents quick and easy access to team information directly pulled from GrayJay team site.

## Team Contact List

* At the start of the season, the Team Manager should prepare and distribute to parents and coaches a team contact/info sheet which should include the following:
  + Players first and last name
  + Jersey Number
  + Parent/Guardian names
  + Phone number and email address for parent/guardian
  + Personal information (i.e., phone numbers and/or email addresses) should not be included on the contact sheet without prior consent from the parent/guardians.
* Much of the contact info for team will be present in GrayJay, but always do an update of any new or changed contact info at the start of the season and throughout

## Team Documents

* The Team Manager should have all necessary documents with them at all times.
* It is suggested that a folder or binder be created and available at all team events, which contains:
  + The team roster and contact list
  + Player medical forms
  + Blank injury report forms
  + Arena information (a listing of all arenas including addresses and special information that parents and players should know, if applicable)
  + Current financial information (team bank card, cheques if applicable, information for etransfers, etc.)
  + Paper game sheets (in case of technical issue preventing use of GrayJay)
  + Tournament rules & guideline

# Team Administration in GrayJay

* GrayJay is the sports management platform used by Hockey Nova Scotia and Chebucto Minor Hockey Association.
* All team administration, game scheduling, and game sheets are now done through the GrayJay site (CMHA no longer uses paper game sheets or team lists on Avery labels)
* All team managers will be added as team administrators for the team(s) they manage. Once your user account is added as a team admin, you will see an invite from the GrayJay system indicating you now have access to the team’s portion of the GrayJay website
* The team calendar is managed through GrayJay, with league games automatically populated by the league administrator.

# Off Ice Assistance - Before, During, After Games

The Team Manager is responsible for assisting the Head Coach before, during and after each game. Responsibilities include:

* Confirm player attendance in advance of the game, and update the roster in GrayJay accordingly
* Advise the coach of any absent or late players as soon as you are aware
* Contact any affiliate players if requested by the Head Coach to fill in if you are short benched (Make sure first your head coach has reached out to the affiliate player’s coach to ensure they are aware of the call up and that it doesn’t pose a conflict with their team).
* Assist coaches as required with team equipment (water bottles, first aid kit, etc.)
* Get a dressing room key and unlock/lock the door as needed. (See Section on Co-ed Dressing Room Policy)
* Ensure that the 2 Deep Policy is observed at all times in the dressing room(s)
* Obtain and keep a copy of all game sheets in GrayJay. In the event of an injury, incident, or insurance claim they may be requested. If for any reason a paper game sheet is used, keep a copy of it in your document binder/folder.
* Not all rinks have dressing room keys. It is a good idea to have a lock and key on hand for those rinks that do not provide keys.
* Ensure all suspensions are adhered to. You will receive notification from VP Risk Management and/or the President or Exec VP of CMHA.

## Game Clocks

In order to maintain ice schedules, most arenas have game clocks. The game clock is set after the Zamboni doors are closed. In all cases, ten minutes are allowed for ice resurfacing between games. The game will end when the game clock ends regardless of if there is still time remaining in the third period.

* For a 1-hour game, the game clock is set for 50 minutes; 2 minute warm-up followed by 3x 10 minute periods.
* For 1 ½ hour games, the game clock is set for 80 minutes; 3 minute warm-up followed by 3 x 15 minute periods with a flood between the second and third periods.
* For a 2 hour game, the game clock is set for 110 minutes; 5 minute warm-up followed by three periods

## Reporting Game Scores

All games are now administered through the GrayJay system.

After each game the Team Manager and/or Head Coach should review the game details for accuracy. If the final score posted is incorrect the Team Manager should reach out to League Administrator as listed above to request the score be updated.

# Team Schedule & Ice Coordination

## Team Schedule

* GrayJay is the system of record for your team’s schedule- encourage team parents to subscribe to the team calendar on GrayJay
* All regular season games are automatically posted to your team calendar on GrayJay and can also be found at <https://centralminorhockey.ca/> for competitive teams and <https://metrominorhockey.ca/> for recreation (C) teams
* U13 AAA, U15 AA and competitive U18 teams all play 1.5-hour games and all remaining teams (competitive and recreation) play 1-hour games
* Team Managers can use their login for GrayJay to post practices, tournaments, and other team events; League games are scheduled directly in GrayJay by the League Administrator.
* In the event that your team is unavailable to play a scheduled game, it is the Team Manager’s responsibility to advise the Ice Coordinator so that the game can be marked in GrayJay as to be rescheduled or “TBR” (also known as “TBR-ing” a game, or a TBR’d game)

## Ice Coordination & Rescheduling

**CMHA Ice Coordinator:**

Katie Murphy

ice@chebuctominorhockey.com

* The CMHA Ice Coordinator will assign your team their weekly ice time
  + All competitive teams receive 1 (one) full ice practice per week (20 weeks)
  + All recreational teams receive 1 (one) shared ice practice per week
  + It is up to the coaches/managers to secure and pay for any further ice times (see ice tracking template on site)
* Contact CMHA Ice Coordinator if you need to sell, trade, or cancel your assigned practice ice time
* If you have traded or otherwise coordinated a change of ice time with another team manager, it is your responsibility to advise the Ice Coordinator
* Games may be marked in GrayJay as “TBR” for various reasons including game conflicts, tournaments, bad weather, or ice unavailability. The home team association Ice Coordinator is responsible for finding alternate ice for a TBR’d game (this is NOT the team manager or coach’s responsibility)
* Once a game is TBR’d, the home team Ice Coordinator will look for an alternative time for the game to be rescheduled and update in GrayJay once confirmed
* The Ice Coordinator will make every effort to coordinate a time that works for both teams, but there may be some circumstances where the game will be rescheduled without consultation
* Contact CMHA Ice Coordinator as soon as you are aware of your team's confirmed tournaments so that any scheduled games can be marked as TBR, and the opposing team can be informed. You will be notified when a new time is proposed.
* Contact CMHA Ice Coordinator directly by phone and email if the team decides it is not safe to travel to a game due to bad weather. This cancelation request MUST be made at least 2.5 - 3 hours prior to the start of the game so that game officials and the opposing team can be notified.
* Games can be cancelled for Halloween (after 4 pm) and for Christmas Concerts (if you are short benched) at the U11 and U13 Levels.
* League games take precedence over exhibition games. You may, however, refuse a proposed rescheduled game if you have already scheduled and confirmed an exhibition game.

# Jerseys and Name Bars

* The equipment manager of CMHA will reach out to all team managers at the start of the season to coordinate the distribution of Team Sets of Jerseys and coordinate the purchase of socks for any player who needs them
* If any player needs name bars made, the Team Manager should coordinate that ASAP at the start of the season – Nova Trophy, Headline Sports and Ramsay’s Embroidery are a few of the local supplier of name bars
* You will need to fill in the Jersey Assignment Form that comes with the jersey set, and submit to the equipment manager as soon as your jerseys are distributed
* Any extra jerseys should be kept by the team manager as a “back-up” set and returned with the entire team set at the end of the season at your first opportunity. All jerseys are to be returned washed, name bars removed and on wire hangers. It’s a nice touch to ask players to pick out the threads from name bar removal before returning their jersey to you.
* Please note that jersey sets have a certain number of sizes and are indicated on the jersey assignment sheet. As a manager/coach, it is best to size your players and distribute the jerseys accordingly. If you have any questions/concerns, please reach out to the equipment manager.
* Name Bars are to be sewn onto the jerseys at the beginning of the season – Green name bar on green jersey and white name bar on white jersey
* The name bar can not cover the stop sign on the back of the jersey
* Corporate Name Bars (from sponsorship) are to be sewn on the bottom of the jerseys
* Families can sew them on their own or the Team Manager can arrange for sewing at an extra cost (average price is $5 per name bar per jersey, so $10 per player)
* Players can use name bars from previous years as long as they are the appropriate color.
* AT NO TIME SHOULD ANY NAME BAR, SPONSORSHIP PATCH, OR LETTER (C/A) BE IRONED ONTO THE JERSEY!!! Nor should one-use double-sided tape, staples, or anything other than needle and thread to attach.
* Ensure that your players/parents are aware of the following:
  + Jerseys are to be washed and HUNG to dry on a regular basis
  + Do not let stains set in (blood, Gatorade, etc.)
  + Do not bleach the jerseys
  + Jerseys should be stored in garment bags separately from other hockey equipment

# Team Budget & Fundraising

The Team Manager (or designated Treasurer) is responsible for creating, managing, and reporting the budget, as well as management of the team’s bank account and administration of any financial transactions required.

## Team Budget

* The team budget presented to the parents and CMHA Executive should indicate specifically how the team manager and coaches plan to spend the extra money needed from each family for the season
* Funds for the team’s budget come from two sources: player (parent) contributions and fundraising/sponsorships.
* At the start of season parent meeting (or within the first two weeks of the season) the Team Manager should collect an initial payment from parents, not to exceed $200, for the team start up. This money should be reflected in the budget that is presented in that meeting.
* Receipts are to be provided to parents for all funds collected – receipt books can be purchased at Dollar Stores locally, or the Team Manager can type up receipts on a computer
* Any funds remaining in a player’s account that were contributed by their parents can be returned at the end of the season
* Any funds raised through sponsorship or fundraisers cannot be returned to the player at the end of season, but rather will be submitted to CMHA Executive by the Team Manager, via etransfers to treasurer@chebuctominorhockey.com or by cheque payable to Chebucto Minor Hockey Association.
* You will notice on the sample budget (template on site) that certain expenses can be supported via fundraising and/or sponsorship while other expenses can **ONLY BE PAID FOR BY PARENTAL CONTRIBUTIONS**.
* The following can be paid for with fundraising and/or sponsorship:
  + Tournament Registration Fees
  + Extra On and Off Ice Training- practices, exhibition games, dry land training
  + Non-Parent Coaches reimbursement for tournaments (hotel, food and gas)
  + Miscellaneous supplies for the team, administrative purposes and/or coaching equipment
  + Fundraising supplies (raffle tickets, hockey pool payout, etc.)
  + Competitive Fees and 90 Minute Home Game Fees (if applicable)
* The team’s budget must be submitted to the CMHA Executive Board for approval no later than October 30
* Collect and maintain all receipts for all team purchases
* Maintain financial reports that include a bank reconciliation and a team revenue/expense tracking sheet
* Prepare and distribute a year end financial summary to coaches, parents and CMHA Executive at the end of the season

## Bank Account

* The Team Manager is responsible for setting up a bank account for the team at a bank of their choice (please note this should be a community or business type of account, ideally one with low bank fees)
* To open the bank account the Team Manager will require Bank Authorization notice, this may be obtained by the CMHA President, Executive Vice President, or Vice President Administration
* Team funds must be managed through a bank account separate from the Team Manager or Treasurer’s personal bank accounts
* The bank account must require two (2) signing authorities who are not part of the same family/household
* Cheques are still a form of tender used by associations to pay for team expenses, however they are declining in use each year – please ensure that the team bank account has e-transfer capabilities as many expenses can be paid this way
* Ensure the bank account is closed out by April 30, or immediately after the last team event, which ever comes first

## Competitive Fee Structure

* Included in every player’s registration fee is ½ hour of practice time per week (based on 20weeks)
* The additional competitive fee for each competitive team that is due December 1st will be based on the following:
  + The additional ½ hour of practice time (or 1 hour when applicable for teams with 1 ½ hour practices)
  + The cost of early season tournaments if CMHA covered the registration fees
  + Any other fees/purchases that CMHA covers for the team
* It is imperative that team managers keep a record of ALL of their ice time booked through CMHA (regular, pre-season and any extra ice), including ice that is cancelled or re-scheduled.
* Once a team has used their 20 sessions of ice that is covered by registration and competitive fees, they will be billed monthly by the CMHA Treasurer

## 90 Minute Game Assessments

For managers at the U13 AAA, U15 AA and competitive U18 levels, PLEASE NOTE that these teams are all assessed **an additional $3000**, due January 1st, to cover the cost of their 90-minute games.

## Fundraising

* All money raised either through fundraising and/or sponsorship must go towards the individual players portion of the team budget
* If the team does a team fundraising event, the amount raised should be distributed equally across individual player accounts (either across all team members, or only those team members who participated)
* It is recommended that a fundraising committee be established to plan and coordinate the team fundraising activities and events. The team manager should be a part of this committee to ensure that proper documentation of money collected is allocated properly (to either team or individual accounts).
* CMHA hosts an association wide 50/50 and all information, as well as tickets, will be provided by the Chebucto Board at the beginning of the season.
* All other ideas for fundraising should be proposed and agreed upon by the team
* All fundraising activities must be submitted to CMHA Executive for approval via email to admin@chebuctominorhockey.com.
* Please ensure that you have a lottery license if you are holding any raffles and make sure to include the license number on your tickets. Visit the Nova Scotia Gaming Site for information: <https://beta.novascotia.ca/ticket-lottery-permit-single-draw-ticket-raffle-prizes-4000-and-under>

## Sponsorship

Families may choose to seek sponsorship to help offset the costs for the season as well (See

attached Sponsorship Package). Please ensure that receipts and thank you notes are given for

each sponsor.

# Team Bonding & Social Activities

Team events off the ice are a great way to improve team cohesiveness and team spirit. The Team Manager is responsible for planning these events, with assistance from coaches and parents.

* All team members should be included in all team events
* A team building activity at the beginning of the season is a great way for the team and coaching staff (and parents!) to get to know each other
* Away tournaments are a great opportunity to have team events and team bonding, here are some suggestions for making your time away fun:
  + Plan a team dinner at a restaurant or in the hotel
  + Take in a local sight or activity as a team
  + Ask the hotel if there is space available to book or rent for a team event, and plan some games or other team building activities
  + Have a pool party
  + Plan a pre- or post- game team rally for the first game of the tournament, or all games in the tournament!
* A team event around the holidays can be planned as well, as long as the timing is respectful of family holiday and travel plans
* Most teams have a season-end wrap up event, which can be in line with the last game or tournament of the season or held in the weeks after
* Team bonding and social events are not to exceed $500
* It is highly recommended that managers recruit parent volunteers to assist with the planning and organization of some of the above responsibilities.

# Tournaments

## Registration

* The manager is responsible for registering the team for tournaments. Register early to avoid disappointment and request confirmation that registration was received.
* Complete tournament registration forms and submit with all required documentation and payment
* Obtain official Hockey Canada Team Roster from CMHA Registrar (see below note)
* Obtain a travel permit for each tournament (see below note)
* Reserve a block of hotel rooms as soon as possible - provide the information including the reservation deadline to the parents and coaches
* Provide coaches and parents with the tournament schedule and rules

## Hockey Nova Scotia Team Roster

At the beginning of the season, please contact the CMHA Registrar and advise them of the team you are managing. He/she will then send you, via email, your team’s official Hockey Canada Team Roster once all players, coaches and managers have been approved. Please advise the CMHA Registrar immediately of any errors in the official Hockey Canada Team Roster and request an updated official Hockey Canada Team Roster.

**CMHA Registrar:**

Alicia Payne

Registrar@chebuctominorhockey.com

## Travel Permits

You will need an e-hockey account to obtain your travel permits. You can sign up for an e-hockey account at http://ehockey.hockeycanada.ca if you do not have one. You do not need to create a new account every year, the CMHA Registrar will link you to your team on your e-hockey account from year to year. Once you are linked to your team you can obtain a travel permit. All travel permits are automatically pre-approved and are able to be used immediately. You will get a notification once your Regional Director at HNS has “officially” approved the permit, but once again, you are able to use the permit number immediately.

Non-Parent Coaches

* To attract, develop and retain coaches, CMHA requires that teams with coaches who do not have children on the team will be reimbursed for travel costs for out of area tournaments from the team budget.
* Food and non-alcoholic beverages ($60/day/coach), gas and hotel accommodations (2 non-parent coaches/room)
* Coaches need to submit receipts to team manager before getting reimbursed

# Risk Management- Certifications, Team Events & Suspensions

## Hockey Nova Scotia/Hockey Canada Regulations

All Hockey Nova Scotia and Hockey Canada Regulations can be found on their respective websites.

## Certifications

All coaching and volunteer certification requirements can be found on the CMHA website under the Volunteer Certification Information section:

<https://chebuctominorhockey.com/l/40/CMHA/pages/2388/Volunteer-Certification-Information/>

HNS will review and approve or deny players/coaches/manager/trainers on the official Hockey Canada team rosters. CMHA VP Risk Management will then advise team managers and coaches if they need to update any of their certifications. It is recommended that all “repeat” team managers and coaches keep their certifications up to date and renew any specific courses that will be expiring before the start of the season, by logging onto your e-hockey account to gain this information. There is a deadline to have the courses/requirements completed, please refer to HNS website for this date.

## Team Events

All team events outside of the regular scheduled practices and games must meet the standards of HNS

When a Manager/Coach is planning a team event other than a regular scheduled practice and game, please use the following link to get your event approved:

https://sportscert.bflcanada.ca/?BRANCH=HNS

## Suspensions

Suspensions are sent from HNS. Managers, Head Coach, and respective VP, will receive notification from VP Risk Management and/or the President or Exec VP of CMHA. If a player is suspended from games, the suspension applies to all Minor hockey roles. They may not volunteer, Ref, or Keep Time until the Suspension is satisfied. Depending on the suspension there may be further review and suspension from our discipline committee.

## Hockey Nova Scotia - Risk Management Policies

Please review HNS risk/safety policies:

<http://www.hockeynovascotia.ca/safe-sport/safety-policies>

Updates from HNS will be sent in the form of Memos throughout the season.

If you have any questions/concerns on this issue, please contact CMHA VP Risk Management.

**VP Risk Management:**

Breanna Kelly

risk.management@chebuctominorhockey.com

## Hockey Canada Co-Ed Dressing Room Policy Hockey

Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of all of our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

To view the Hockey Canada/ Hockey Nova Scotia Co-Ed Dressing Room Policy, click: <https://5647e90c-cdn.agilitycms.cloud/Attachments/co-ed_dressing_room_policy.pdf>

## Discipline Policy - Complaints/Investigations

In order to ensure that all teams are following the CMHA Discipline Policy, team managers need to be aware of the policy and the code of conduct. Please familiarize yourself with the policies on the CMHA Website. You will notice that the team manager is the first point of contact for any concerns that may arise.

## Medical & Injury Forms, Concussions & First Aid

At the beginning of the season, team managers should distribute and collect completed medical forms for all players on the team. This information is to be shared with the coaches and kept on file throughout the season as a reference especially if there are any players with medical concerns (see Medical Form).

If a player was injured during any sanctioned hockey event the team manager needs to fill out and submit the Hockey Canada Injury Report (see Player Injury Log) here and review the information at this location: <https://chebuctominorhockey.com/l/40/CMHA/pages/2954/Player-Injury-Return-to-Play-Insurance/>

## Concussion & Safety Policies

* CMHA follows Hockey Canada’s Concussion Policy, which can be found (along with many other Safety Policies) on [Hockey Nova Scotia Safety Policy web page](https://hockeynovascotia.ca/admin-member/your-safety/safety-policies).

## First Aid Kit

The coach and/or team manager should have access to a first aid kit during any team function.