



MANAGER'S MANUAL

2015-16

HOUSE LEAGUE TEAM MANAGER

In this position, you are part of your Team's Coaching Staff, and will be included on the Official O.W.H.A. Team Roster. This is a Volunteer position. You will likely be the person who is in the most contact with your Parents and Players. Try to maintain fair relationships with all concerned. You are required to have your Speak Out certification and an up to date Police Check. Your contact with the SFHA Executive is through your division (i.e. Atom)House League Director. Those positions are outlined in the "contact us" section on the SFHA website www.saultfemalehockey.ca .

A successful season begins with planning and preparation. This preparation starts as soon as your team is assigned. You should meet with your coaching staff and discuss a budget, coaching philosophy, bank account and signing authorities, and potential fundraisers. You need to also

Collect all the Coaching Staff Certifications including:

- Coaching, Training and SpeakOut #'s
- Birth Dates
- Email addresses
- Phone numbers
- Full addresses

and send that listing to your House League Director as soon as possible. Police record checks are required by all coaching staff and they will be collected in a sealed envelope for confidentiality as well by the House League Director or the Director, Player & Coach Development. The forms will be provided to you by your House League Director to take to the Police Station.

Your **BUDGET** should include:

- Projected tournament costs
- Extra ice practices
- Team socks (if not supplied by SFHA)
- Coaching supplies (i.e. for practices)
- Manager supplies (i.e. paper and printing costs)
- Trainer supplies (i.e. first aid kit)
- Team fees (to offset the costs above)

Your **BANK ACCOUNT** can be opened with a letter from the SFHA President which will be provided to you by your House League Director. There need to be 2 signees on the account, usually including you, the Manager, and a parent on the team with no relation to the coaching staff.

PARENT MEETING

The first parent meeting should be scheduled after your coaching staff are organized and so that your HL Director can attend. Parents should have input into the number of tournaments and fundraising ideas that are presented. Your budget should be handed out to all parents and a discussion about Team Fees and the due dates.

TEAM FEES

All team fees must be paid to the Team Manager. Make it clear that everyone is responsible for their team fees to be due on time. If team fees are still not paid by a certain date, then you can discuss with your coaching staff and HL Director potential consequences for that family.

Team fees can be used for extra practices, tournament fees, team, trainer, manager supplies, travel costs (i.e. bus for tournaments), clothing and embroidery, player names on jerseys, team socks (if not provided). If you have a question about what is allowed, please consult with your HL Director PRIOR to spending any team fees.

FUNDRAISING

Team fundraising can really help to offset team costs. Please contact the HL Director with your team's ideas for fundraising for approval before starting your fundraising. Chuck-a-Puck and Bell Celebrity Skate are both already approved for any team. Please be aware of any city licensing requirements for all lotteries, raffles, 50/50 draws, etc.

PLAYER INFORMATION

Keep the following information with you at practices and games:

Medical Information Sheets (have your parents fill these out at your first parent meeting)

List of Players, Parents, contact numbers

Copy of Approved OWHA Roster (to be provided by HL Director)

OFFICIAL GAME REPORTS (GAME SHEETS)

Your HL Director will provide each Team Manager will several Game Sheets. Managers and Coaches are responsible for the information provided. When you are the "HOME" team on the schedule, it is your responsibility to make sure a volunteer on your team runs the Time Clock. Instructions are attached. Coaches and Managers need to sign the sheet, and the Referees sign it after the game.

Provide the appropriate copies to each Manager after the game, and make sure to hand in the white sheets to your HL DIRECTOR.

ITSPORTSNET

Managers will be given access to ITSPORTSnet (link located on the OWHA website). It is there that you can print game sheet labels once your Official Roster is emailed to you. To first log in, type in your email address, then click on "forgot password". You will be emailed by the SFHA Registrar when you can gain access.

You will also be able to apply to OWHA through this link for Sanctioned and non-sanctioned games (i.e. exhibition games versus boys, exhibition games versus teams from the U.S. etc.).

Contact your HL Director if you have any questions about playing games that are not regular house league games. Permission must be granted first by OWHA before those games can be played.

TOURNAMENTS

It is your responsibility to register your team in the tournaments that are decided upon by your parents to attend. Also, you should find suitable hotel accommodations (usually a block rate) and travel options. Make sure to contact the SFHA Ice Scheduler well in advance if you will be away during regularly scheduled games or practices so they can cancel the ice.

If your team requires players to replace players that are injured or not able to attend, they you must fill out a Player Pick Up Consent Form (attached).

FAST BY FATA AND KBX TRAINING 2015-16 Season:

Please contact your VP House League to arrange for Rico to attend and run one of your practices this season! Also, to arrange for a Team visit to KBX hockey training.

PLEASE CONTACT YOUR HL DIRECTOR WITH ANY QUESTIONS

This is a (draft) summary of activities throughout the season.

GENERAL DUTIES can include, but are not limited to:	Time of Season	
Represent your Coaching Team and provide communication to all your player's parents throughout the season.	ALL	
Reports to the House League Director	ALL	
Maintain current contact information for all your Team.	ALL	
Fulfills all the required paperwork required (see below) to the House League Director	ALL	
Provide details of any dispute or conflict on your team or between teams to House League Director	ALL	
Maintain a current Budget (projected and actual) throughout the season	ALL	
More Detailed Duties can include, but are not limited to:	Time of Season	<input checked="" type="checkbox"/>
Provide all Coaching Staff Certification #'s , Birth Dates, Email and Phone information (including your own) to House League Director. Certification Requirements are: Coach (Atom-Intermediate): Level?? Coaching ??; Speak Out Coach (Novice): ?? Assistant Coach: Speak Out; Trainer: ??Trainer's Certificate; Speak Out Manager: Speak Out The Trainer may NOT be a coach on your Roster. Rosters have 5 spaces for your Coaching Team <u>including</u> the Manager position.	SEPT	
Provide all Coaching Staff Police Record Checks to SFHA Player/Coach Director	SEPT	
Notify SFHA House League Director of your first meeting with Team Parents/Coaching Staff and they must be present.	SEPT	
Provide an initial projected budget (see 1 - Example Team Budget) at that meeting.	SEPT	
Coordinate with your Coaching Staff as to what will be presented at the initial meeting with Parents (i.e. Coaching philosophy, budget, expectations, team fees, fundraising, tournaments, extra practices, schedules, "24 hour rule", etc.)	SEPT	
Open and maintain a Bank Account (all funds) for your team: It must include 2 signees, including yourself, and a parent representative from your team who is NOT related to the coaching staff. Use your team name for the account.	ALL	
Coordinate with the House League Director to ensure Jerseys are provided and available jersey #'s.	SEPT	
You will receive notification from HL Director when you can sign into the ITSPORTSNET website (find it on the OWHA website) in order to apply for any non-sanctioned tournament permits.	SEPT	

Provide final Team Roster (with Jersey #'s) to House League Director (see 2 - EXAMPLE ONLY - OWHA Roster sheet)	SEPT	
Order team socks and provide to players	SEPT	
Enter your team in the SFHA Ice Breaker Cup Tournament	SEPT-OCT	
Provide completed (player and parent signatures) OWHA Official Roster to House League Director (it will be provided to you in late Sept-early Oct.)	SEPT-OCT	
Keep a couple of copies of your finalized Official OWHA Roster and be sure to have available for presentation at any tournaments you attend.	ALL	
Keep up to date with Schedule changes, and communicate directly and often with your team parents. Those changes will be on the SFHA website.	ALL	
Contact the House League Director if you require any schedule changes (out of town for tournament, etc.)	ALL	
Ensure only one adult female (with Speakout, and preferably on your Roster) is in the Dressing Room at all times when players are present.	ALL	
Ensure all rules are followed regarding Dressing Room Policy (i.e. NO picture taking devices or related equipment allowed at any time).		
Ensure an adult female is present on the bench at all games (that adult female should be on your Roster).	ALL	
When your team is the HOME team, ensure there is a volunteer from your team who will run the time clock. (see 3 - Time Clock Instructions) Have them provide appropriate copies of the completed game sheet to the coaches and the House League Director.	ALL	
Ensure only your rostered adults are behind the bench during games and on the ice during practices.	ALL	
Communicate with Team Parents in order to provide initial contact if a conflict arises. If you have a conflict that cannot be solved at the team level, please direct concerns to the House League Director immediately.	ALL	
Enter tournaments that your team has decided upon, and be the Team Representative at those tournaments. Contact the House League Director well before the tournament if you require any pick up players, etc. (see 4 - Pick up Player form)	ALL	
Submit permission on the ITSPORTSNET website for any non-sanctioned tournaments or exhibition games for approval.	ALL	
Submit any Request to Participate in Exhibition Game in a timely manner to the House League Director	ALL	
Coordinate with your Coaching staff for end of season Award nominations and submit to the House League Director	MARCH	