

***KMHA Team Managers Manual***

***The Role of the Team Manager***

* Support coaching staff
* Be the liaison between parents and coaching staff
* Make sure the team is aware of schedule on a weekly basis

***Getting your season started***

***Pre-meeting with coaching staff***

* Discuss team philosophy and code of conduct
* Plan on which tournaments to attend
* Figure out cost per player for tournament fees plus a extra for team funds if required

***Parents meeting***

* Coach and/or manager will discuss code of conduct and expectations
* Organize volunteer positions (NOTE: there is no longer mandatory volunteer hours that must be completed. Instead, the families must work together as a team to complete all required tasks)
* Have parents sign up for positions
	+ Home games require: gate collector, time keeper, game sheet person, ref payer and newspaper article writer
	+ Away games require: newspaper article writer
	+ Wash jerseys as required (recommend 4-5 times per season)

***Communication***

* It is recommended to email your team once a week on Sunday night so they are not barraged with too many emails and they can find previous emails quickly.
* Make sure you have a complete list of ALL work and home email addresses from parents/guardians/ grandparents (whoever needs to be in the know)
* In the email it is recommended to list:
	+ “In hockey this week”: list games and practices with location and addresses, if necessary. This is a good opportunity to make sure families know of any last minute schedule changes.
	+ Reminders for booking hotels, organizing team building/social events, getting fundraising orders in, etc
	+ Leave the coaching tips to the coaches.

***Other duties***

* IMPORTANT: post score on the website and upload sports articles
* Create a contact card with each player’s name and jersey number, their parents/guardian home and cell numbers. Make a few extra for grandparents so they know who to cheer for!

***Tournaments***

* KMHA teams may book up to 5 tournaments per year. Tournaments over and above must be pre-approved by the respective VP
* Booking tournaments
	+ Boys use OMHA website, Girls use OWHA website
	+ To register for a tournament, contact the tournament convenor to confirm space, and register online if available.
		- Payment Option #1: A parent or coach pays for tournament upfront and is reimbursed once team is established.
		- Payment Option #2: If payment assistance is needed between June and October before teams are fully established email treasurer@kincardineminorhockey.ca with tournament name, payee name, amount, team division and any documentation needed with cheque. Reimbursements payable to KMHA are due by November 30th as one cheque preferably
* ***Travel permits are required for all tournaments and can be obtained via the KMHA website under the coaches /Team staff tab with the travel permit application link***
* NOTE - be cognizant that not all participating families have the financial resources associated with multiple tournaments (hotels, travel, meals, etc). It is awkward for the family to decline and have their child centred out.

***Booking hotel accommodations***

* Look for a good hotel located fairly close to the arena and decent price. Look for extras like free breakfast and a pool.
* Consider booking at a hotel that can offer a hospitality suite for parents to socialize in. They usually offer these at a fee and most of the time you are allowed food and alcohol. You can either collect a fee from parents or use team funds to reserve.
* Usually hotel personnel will create a contract for you to sign, indicating the number of rooms required and the price of each room. It is easiest to have each family call in their own reservation under your group name.

***Booking restaurants, especially while away a tournaments***

* Find a local restaurant who can accommodate a large number of people
* Email your team to find the number of interested families to create your reservation
* Call and reserve well in advance
* Best to order under your player’s jersey number
* Some restaurants have allowed us to view their menu online, then email individual orders in early so there is not such a long wait time in restaurant (usually I send the restaurant manager’s email address to the team and each family emails their own order in).

***Exhibition Games***

* Teams must notify the Director of Ice scheduling of their exhibition game as soon as possible to allow it to be added to their respective schedule. Ice slots must be available and assigned prior o booking.
* ***Travel permits are required for all exhibition games and can be obtained via the KMHA website under the coaches /Team staff tab with the travel permit application link***

***Scheduling Meetings***

* Teams will be required to attend regular season and playoff scheduling meetings.
* Tips include:
	+ Be aware of school holidays and Halloween (if you have a young team).
	+ Work fast and schedule as many away games as possible prior to January (weather travel concerns). Once you know who is in your loop (find out at the meeting) go to the furthest away centres first to schedule your away games.

***Gates***

* Follow the same system as previous years with a universal gate box located in old locker room. Access instructions will be sent out to team staff prior to start of season.
* Admission/Gate fees must be charged for all games (exhibition, regular season and playoffs) where permitted unless otherwise approved by KMHA Executive.
* It is the home team’s responsibility to staff the gates as well as time clock and score keeper

***Referee Payment Rates***

* Rates are provided in gate box. If you think a referee is charging too much (travel entitlements for example), make the payment and notify the Referee Scheduler.
* Concern has been raised by our external auditors that a large sum of money goes to paying refs but there is no documented ledger of the dispersion of funds. As such, teams MUST ensure the payments are recorded and get the referees to SIGN for funds (tracking sheet attached). Refs are to be paid prior to the game.

***Fundraising***

* All KMHA teams and groups must have the approval from the Executive before proceeding with a fundraising event. Fundraising requests must be submitted in writing to the Director of Fundraising, stating details of the event, with an outline of expected income and expenses who will present the letter to the executive for consideration and approval.A financial statement of all fundraising events must be made to the Treasurer not later than 15 days after completion of the fund raising activity.Under no circumstance will a fundraising event be approved if it conflicts with KMHA run events. KMHA carries out many fundraising events and teams are cautioned not to make commitments until their request has been duly authorized. This includes but not limited to 50/50 draws.

***Team building events***

* To create positive relationships between the players on and off the ice and to increase team spirit
* Examples include:
	+ Dryland training at a gym
	+ Pizza/movie party/barbeque at someone’s house
	+ Bowling party
	+ Road hockey or ice hockey at concrete pad at The Harbour (call the church to book the pad in advance)
	+ Gymnastics club in Port Elgin called Swing, Spring and Flip (especially fun for a girls team)
	+ Going to watch a Bulldogs or Owen Sound Attack game with families of the team
	+ There are a number of programs which enable a team to have a scrimmage on ice before or after a game (ie I have organized end of year celebration through the Toronto Marlies and Guelph Storm where the kids have gotten free tickets for the game then have been able to play a scrimmage on the big ice pad)
	+ End of year parties
* Talk to your coach to determine the best route

***Team funds/Budgets***

* Make a record of everything financial and keep receipts
* Team funds can be used for:
	+ Renting the ice for extra practices
	+ Team building activities, particularly end of year parties
	+ Clothing or other fun stuff for end of year (ie. cowbells with KMHA logo and jersey number engraved on it, hats with jersey number embroidered, trophy, etc)
	+ Renting a hospitality suite at hotel when attending away tournaments
* KMHA requires all teams that collect money from parents to provide a team budget of how that money is spent to the parents prior to the end of the hockey season.

***Team Sponsorship***

* Sponsorship is one of our biggest options to help keep cost manageable and involve community involvement form local business. Many local business provide funding and equipment to KMHA on a regular basis. Recognition is one way we can say thanks for your support
* Hang sponsor boards behind bench at home games at the Davidson Centre. Boards are stored in the equipment room
* Use your sponsors name when posting on any media platform. Eg-Canadian Tire Atom Rep. team
* Please do something during the season for your sponsor. Invite them to a game, send a thank you, stop in to their business etc.
* Use roll up banners if your team has been supplied with one and display next you the admission table to promote your sponsor.

***Clothing***

* Clothing purchases using the KMHA logo should go through Home Hardware as the first point of purchase. They have many options for both boys and girls and can get many specific items that teams require. If there is something you are looking for that is not available from HH then items must be approved by executive committee first to ensure that they do not conflict with KMHA fundraisers and are in good taste
* KMHA logo must remain as is. Colours and/or logo cannot be altered or manipulated
* Be cognizant that not all participating families have the financial resources to purchase branded clothing. It is awkward for the family to decline and have their child centred out. Always position the purchasing of team clothing as clearly optional.

***There are many resources available to managers***

***at*** [***https://www.omha.net/page/show/2851679-team-manager***](https://www.omha.net/page/show/2851679-team-manager)

***including manuals, checklists, etc.***

**Good luck in the upcoming season.**

**For KMHA executive contacts please visit the Executive webpage**