

# You are the Team Manager ~ Now What ?

***Thank you for agreeing to be the Team Manager for your child's team!  
The countless number of hours that you will be putting in this season will be;  
challenging, memorable and rewarding!***

The Team Manager is the conduit within the team, between teams and Southwest Hockey; as well as with Coach Leads, and Hockey Calgary League Chairs.

The purpose of this role is to ensure the smooth operation of the team behind the scenes which allows the coaching staff to concentrate on the 'on ice' activities. Southwest Hockey Association (SW or SWH) expects the Team Manager **to work in tandem with the coaching staff** to facilitate the 'off-ice' responsibilities and activities.

Team Manager Meetings will be hosted in September & early October. ***Age Groups complete evaluations at different times; therefore your team may be formed in advance of the Manager Meeting.*** So with that said, here is some preliminary information for you to review.

**NOTE:** Notations in '**bold blue font**'; can be found on the SWH website under the 'Managers' tab, '**Resource**' section:

1. Head Coach and Manager should discuss roles and expectations. **The manager role is to be responsive to the needs of the coaching staff by implementing decisions relating to the team. Good communication; is key!**
2. The Head Coach should provide you with the email list. If you are designated to contact parents, you **MUST** use **bcc**: until you have permission from the families to share their information. Introduce yourself through email or at the 1<sup>st</sup> practice letting the families know when the Parent Meeting will be. This meeting would be **mandatory for at least one parent to attend. Attendance should be recorded in the team meeting minutes.**
3. There is an **Agenda - Parent Meeting** that can be used as a guide, for the Parent Meeting.
4. At the Parent Meeting, seek out volunteers & **delegate!** Please do not take on all the roles. This will be overwhelming and time consuming. **The success of the team depends on its volunteers!** **Note:** those who need to fulfill their Volunteer Bond could be given priority whenever possible.
5. **One of your BIGGEST resources will be the SWH website. Review ALL of the info on the 'Managers' tab, including the Team Manager Guide.**
6. **Organize your binder (with dividers). Suggested sections are: **Official Team Roster, Contact Lists, Game Sheets & Labels, Injury Reports, Tracking Sheet, Emergency Response Plan, Off-Ice Official Manual, Manager Guide (optional to print, but recommended), Ice Scheduling Guide (optional to print, but recommended).****
7. **Enjoy yourself!** If you have questions or are unsure of what to do, **PLEASE** don't hesitate to contact: **admin@southwesthockey.ca**

# Start-up ~ Manager Checklist

- ✓ **Along with the Head Coach – set date and time for the Parent Meeting. Notify the families.**
  1. Print the **Agenda – Parent Meeting** for guidance, on subjects to cover in the meeting.
  2. Will need to approve a team budget. **Approval of 75% is required.**
    - a. During the 1<sup>st</sup> meeting, expenses and fundraising are to be discussed.
    - b. The Treasurer will “take away” the info, create the budget/cash call etc., which will need parent approval. **Budget Sheet Sample** is available. However, if the Treasurer can come to the first meeting with a draft budget to start with, that would be ideal!
  3. Review the Dispute Resolution Process.
  4. Organize a team social event early in the season, so families can get to know each other.
- ✓ **Welcome Package:**
  1. Request from the Administrator, or the Head Coach may have received:
    - a. OneClickIce Login
    - b. TeamSnap Login (for team use)
    - c. Bank Account Authorization Letter
    - d. HCal User Account Login
- ✓ **Set up your Team Binder**
- ✓ **Picture Day – Sunday October 20, 2019**
  1. **DO NOT pre-book any team event this day.**
  2. Wait until you have the scheduled time for your team.
- ✓ **Manager Meetings**
  1. Check the website for dates and ensure you are in attendance.
  2. Game sheets as well as other general information will be presented and discussed.
- ✓ **Tournaments**
  1. Listings of tournaments can be found on the Hockey Calgary and Hockey Alberta website
  2. \*NEW\* for 2019-20. SWH will have limited December Tournament Packages available. Details will be posted, once finalized.
- ✓ **Medical Forms**
  1. \*NEW\* for 2019-20, Medical Forms were filled out during registration.
  2. When you have access to your team’s TeamSnap page, review each player’s file and ensure there is a COMPLETED Medical Form on file – as this is a Hockey Canada insurance requirement.
  3. Allergies should be noted and a copy kept on hand by the manager and coaches.
- ✓ **Contacts**
  1. Be sure to create a SWH and Hockey Calgary contact list.
  2. HCal League Chair for your Age Division can be found on the HCal website, under ‘About’, then ‘Contact’, then ‘Community Council’.
- ✓ **Communications**
  1. Main forms of communication will be through email and the website.
  2. Additional supporting methods may be the various Social Media mediums, as well as messages via TeamSnap.