

GANDER MINOR HOCKEY ASSOCIATION

TEAM MANAGER HANDBOOK

Updated 2024/25 season



2023/24 CONTACT LIST

Gander Minor Hockey Association:

****Please remember that some of our volunteers have jobs that don't allow them to check their messages during the day. Please be patient for replies****

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Team managers

On behalf of Gander Minor Hockey Association (GMHA), we would like to thank you for volunteering for this very important role and committing your time to make this hockey season a great success for your chosen team.

The effectiveness of the team manager often makes the difference between a good and great hockey season for our players and parents. The team manager plays an integral role in the off-ice communication between the players, parents, coaching staff, divisional directors and GMHA executive. Your willingness to manage the team operations, assist with fundraising and organize tournaments, allows the coaches to dedicate their time to developing hockey skills for the players.

The executive of GMHA hopes that you find this team managers handbook to be a helpful resource. Please feel free to send any feedback, comments and suggestions to your Divisional Director.

Thank you for contributing to the success of this hockey season and for creating a great experience for the players in the Gander Minor Hockey Association.

Sincerely,

GMHA Executive

Duties of Team Manager

Team Meeting

Once the team has been chosen, the team manager will have a meeting with the parents to introduce the parents to the bench staff and go over plans for the season. You can book meetings rooms by emailing bfreeborn@gandercanada.com.

- A good idea is to have an agenda on hand explaining objectives for the team throughout the season. Have policies in place and be clear in communicating them to each parent (i.e sponsorship fees, attendance, rules and regulations, disciplinary policies, dress code).
- Collect contact information of the parents.
- Distribute sponsorship forms and medical forms. Sponsorship forms are to be returned to the team manager and medical forms are to be returned to the team trainer.

Communication

Our organization is using Team Snap website and app. All travel teams will be added to the app. Managers can use this app to schedule practices, games and communicate with parents through chat or email. There is chat and message function.

Financial budget

The manager shall develop an operating budget and is responsible for the handling of team funds and maintaining an accurate record of all transactions throughout the season. The manager will work with the treasurer of GMHA to ensure the accuracy of all funds.

Things to keep in mind when completing the budget:

- Ice time for practices and games
- Referee/timekeeper fees for games
- How many tournaments you plan to attend
- GMHA charges each travel team \$65 per skater and \$55 per bench staff
- Hockey NL charges each team \$1100 for Provincials registration

****All team money (sponsor and fundraising) needs to be deposited into the GMHA bank account at TD Bank. The deposit slip must have the team name in the top corner and a description on the bottom of what the money is for. You need to send a copy of the deposit slip to the treasurer for accounts to be reconciled.**

Our treasurer can provide cheques or send EMT's to pay for ice time/tournament fees.

****Team travel can be denied if there are no funds in the account from your team or no fundraising plan in place.**

Fundraising

It's important to remember that teams shall only fundraise for essential team expenses (ice time for practices and games, referee fees, invitational and provincial tournament registration). Team clothing, hockey socks and name bars are not to be purchased from fundraised money. Please don't over fundraise – there are numerous groups within our area that also need assistance.

- Fundraising initiatives require approval from the Director of Fundraising and Communication to ensure that fundraisers are not being duplicated by teams.
- A bottle drive street list will be provided for each travel team. This route can be completed numerous times throughout the season.
- A lotto licence is required if selling tickets. Applications are completed and submitted by the Director of Fundraising and Communication.
- Tips for tickets: A mock ticket must be included with a lotto licence application. Once your fundraiser is approved, have a ticket designed by a printing company (i.e Economy Printing in Gander) and sent to the Director of Fundraising to include with the application. Once approved, a lotto licence number will be provided to you to pass along to the printing company to include on the ticket. After the ticket sale is completed, a sale report has to be submitted by the Director of Fundraising. Please ensure you keep track of the number of tickets sold and the amount of money raised.

Sponsorship

Each year, travel teams obtain sponsors throughout the community to help offset the cost of hockey operations. Each player is responsible for securing a sponsorship of \$300. This can be a full sponsorship from one or two businesses, partial business sponsorship with parents paying the rest or parents paying the full amount.

Sponsor bars and name bars need to be made for each player if they don't already have them. Sponsor bars may or may not be paid for from the sponsor fees – this is at the discretion of the team management. Sponsor money is **NOT** to be used for team clothing. Socks and name bars, if required, are paid for by parents.

At the end of the season, any funds remaining in the teams account once all expenses are paid, will be used to refund parental contributions, for those who partially or fully paid towards their players sponsorship. No player/parent shall receive more money than they contributed. Once parents are refunded, any remaining funds must be returned to the GMHA treasurer.

Jerseys

Jerseys can be picked up from the Ice Convener/Equipment Manager. There is a sign out sheet to be completed. It's the managers responsibility to distribute jerseys and the start of the season and to collect them at the end of the season.

Scheduling

The team manager is responsible for scheduling of practices, games and any tournaments throughout the season (home tournaments are planned in conjunction with other managers in your division, as well as divisional directors). This will be completed in liaison with the ice convenor and chief referee.

- Scheduling of referees/linesmen and timekeepers needs to be completed by noon on Sunday of the week required.
- The referee in chief books officials by using the games scheduled in Team Snap.
- Timekeeper bookings are booked directly through the ice convenor by text or in person.

Booking in Team Snap:

- Choose the correct team
- Choose "Schedule" on bottom
- Choose the + sign
- Add game – use this option for games ONLY.
Add event – use this to add practices, team meetings, anything besides games
- You need to complete the name, date/time, location and duration sections. If the location that you're looking for is not listed, you can add one by choosing the "New Location"
- All games have to be added to Team Snap by noon Sunday of the week of the game. This allows the Chief Referee to schedule officials for your game.

Travel approval is **REQUIRED** for games out of town and out of region due to insurance purposes. Failure to comply with travel approval can result in a \$250 sanction to our Association.

There may be times throughout the year where travel is denied based on ongoing activities within our association

Travel request forms can be found in the Forms section of the GMHA website.

For games out of town:

- An email request is to be sent to GMHA president citing the date of travel and the Town/Association that you are travelling to and the number of games.

For games outside Central region:

- An In-province travel notice form has to be completed, signed by GMHA president and submitted to Hockey NL Central rep for approval. Once approved, a copy of this needs to be sent to the association you are travelling to for their records. This form can be found under "Forms" on the GMHA website.

Keep all game sheets. This year scores will be entered into a Hockey NL portal. These scores are used to complete grading reports.

The web address for the portal is hnlprovincials.ca

Choose Hockey NL 2023-24 Scoring. This will open a google document which will ask date of game, Division and then; Association, Grading Number (Rep 1, 2 etc) and scores for both home and away teams. There is also an area for general comments

2024/25 Ice rental rates (Taxes Included in rates)

Sunday to Friday	6:30am – 8:00am	\$90.15/hr
	8:00am – 7:00pm	\$125.20/hr
	7:00pm -Close	\$208.65/hr
Saturday	6:00am – 8:00am	\$90.15/hr
	8:00am – Close	\$125.20/hr

Timekeeper rates

House league games - \$15/game

Tournaments – Clarify with ice convenor

Player Pick-up Guidelines

If a team is short players for any games or tournaments during the season, player pick-ups can occur. The minimum number of players required to play a game, or tournament is 10 players and 1 goalie. The decision to pick up players will be made by the head coach.

- Pick-ups must occur within the same age division, within our Association.
- Players have to be picked up from a lower Rep team not a higher Rep team.
- In the case where there is no lower Rep team, players can be taken from a higher Rep team but they have to be from the lower skilled players on that team (has to be discussed between coaches).
- If there are no players available within the same age division, the team can go outside Gander Minor Hockey to a neighboring association to pick up a player from a like age division.
- Hockey NL does not promote the pick-up of players from a lower age division. This can be discussed on a case-by-case basis if there are no other options.
- **ALL** player pick ups have to be approved by the GMHA President first, and players picked up from outside the association have to be approved by the regional representative for HockeyNL.

** Player commitments are to their regular Rep teams, and they cannot miss games or tournaments because they have been asked to play for another team.

Verification of Documentation

It's a shared responsibility of team managers, along with divisional directors and the chief director to ensure that all bench staff have successfully completed all Hockey NL requirements for team management (i.e. Police record check, Vulnerable sector check, Respect in sport for Activity Leaders, appropriate coaching certifications).

Dressing Room Policy

Besides HNL Dressing room policy, the Steele Community Centre has a no cell phone use policy for the dressing rooms by players, coaches or parents. Team or celebratory pictures must be taken outside the dressing room due to privacy reasons.

Conflict Resolution

The goal of this policy is to prevent harassment and abuse within GMHA. When a problem arises, the team manager can be contacted (as well as the parent rep or divisional director). Remember to try and take 24 hours to cool off if required. The manager will communicate with the coaches and those involved to try to solve the issue. If a problem remains, then the Divisional Director will be advised and the policies of GMHA constitution should be adhered to.

Reminder

Team managers are reminded that the constitution is the governing document of the Gander Minor Hockey Association. You should have a copy of it readily accessible for reference. This is found under the Forms section on the website.