

ST. MATTHEW HOCKEY AND SPORTS CLUB



TEAM MANAGER GUIDE

TEAM MANAGER

The Team Manager's role is crucial to the successful operation of the team's season. The role of the Manager is to assist with or assume complete responsibility of the off-ice organization. The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the St. Matthew Hockey Club, KC, Hockey Edmonton, other teams, referees and officials. By taking on the operational aspects of the team, the Manager enables the Head Coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. Team Managers for U9, U11 and U13 have the additional responsibility of working with team funds.

*It is not ideal for the Team Manager to be the spouse of the Head Coach. Many parents feel they can't go to the Manager with concerns or problems as there is a perceived conflict of interest. *

The team manager must be voted in and/or confirmed by the team.

AT THE START OF THE SEASON

Initial Team Meeting

Teams are required to have an initial team meeting once teams have been formed. The Head Coach usually takes this opportunity to discuss coaching philosophy as well as voting in the following volunteer positions:

The Manager

Role listed above

The Treasurer

Management of team finances is the job of the Team Treasurer. This person will oversee the team bank account, set a team budget, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season. St. Matthew sets a team budget limit of \$7500.00 per team per season.

The Jersey Parents (requires 2 people)

The Jersey Parents are in charge of bringing the jerseys to every game and washing them after. One family is given the Home jerseys and the other is given the Away ones. Jersey Parents should always bring their jerseys to all games, just in case the other team brings the wrong colour jersey or forgets their jerseys.

Time Keepers

It is often better if 2 or 3 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment.

Fundraising Coordinator (Optional)

If the team is planning on doing team fundraising, it is helpful to have one parent take the lead on organizing fundraising events.

Equipment

The equipment is provided by St. Matthew.

Pucks for Games and Practices

St. Matthew will supply sufficient pucks for use during the season. Should your team require additional pucks, they should be purchased with team funds.

Goalie Equipment

- U11 and U13 - If goalies do not have their own equipment, they can make arrangements to rent from KC for the season. There is no cost for this, but a credit card is required to secure the equipment.
- U9 - The St. Matthew Equipment Manager coordinates equipment for the U9 teams.

Jerseys and Socks

- U9, U11 and U13 - this is provided by KC. The Equipment Manager will be in contact with the Managers and Head Coaches to arrange a time for pick up at the start of the season. Team Jerseys should be well cared for. It is important for Jersey Parents to wash them inside out and hang them to dry. A damaged or missing jersey will cost the team \$150 to replace.

Jerseys come in numbered sets and teams are not allowed to switch numbers/sizes with another team. When assigning jerseys to players, please make note of the sizes to ensure a good fit. A good practice is to ask all players for their top three number choices and then assign based on size and number choice.

Name bars are allowed with the concession that a professional tailor sews them on and takes them off. At the end of the season, the Manager/Head Coach is responsible for returning clean jerseys to the Equipment Manager.

Players keep their KC socks.

- U7 - the jerseys and socks are provided by Hockey Edmonton. Jerseys are given to clubs every two years and the Manager will be informed at the start of the season if the players will be allowed to keep the jersey or need to return it. Socks are always for the players to keep.

Game sheets

- U9, U11 and U13 - 15 game sheets are given as they are only to be used for home games. If more are necessary due to damage, please contact the St. Matthew Equipment Manager at equipmanager@stmatthewhockey.com
- U7 - There are no game sheets at this level of play.

ORGANIZATION AND TEAM STRUCTURE

Hardcard (Official Team Roster)

The Manager and Head Coach will receive the Hardcard by e-mail from the St. Matthew Registrar. It is imperative that the Manager and Head Coach confirm all information on the roster is correct and notify the Registrar if there are any changes or corrections. Only the coaches and players listed on the Hardcard are insured and permitted to be on the ice or bench at practices or games. The coaching staff must have the Hardcard available at all games to present if asked.

Bench Personnel

The Head Coach (with the assistance of his/her coaching staff) runs all practices and manages the bench during games. In practices and games (including regular league, playoffs, tournaments) teams are required to have all bench personnel meet the Hockey Alberta Minimum Standards.

The coaching minimum standards can be found on the Hockey Alberta website under Coaching/Education. <https://www.hockeyalberta.ca/coaches/clinic-information/>

The Manager often works with the St. Matthew Registrar to ensure that the bench staff have all the qualifications in place. St Matthew will cover the insurance for 5 Bench Personnel per Hardcard.

Respect in Sport

All families are required to complete the Respect in Sport course and recertify every 4 years. If a family in question has not completed it, please ensure that the player is not on the ice until it has been done. This is a requirement by Hockey Alberta that we are mandated to follow.

<https://hockeyalbertaparent.respectgroupinc.com/>

Team Name

Each team will be given a name & team number that will then appear on official schedules (ex. KC000). The Club also internally has names attached to each number.

COMMUNICATION

Communication is essential to the smooth operation of your team. It is useful to use a combination of email, Team Snap and in person discussions. A parent meeting should be planned early on to discuss fundraising, name bars, practice jerseys/helmet stickers, additional ice purchases, additional training (on and off ice), tournaments, volunteer positions and anything else that is important to the team. An easy way to do this is through a survey format (like Google Forms) to get information quickly and from all members.

Team Snap

The Club Registrar will set up the team on Team Snap and grant manager access. Managers are responsible for updating Team Snap when the ice schedule is released as quickly as possible. For games, it is important to note on Team Snap whether your team is Home or Away. Team Snap is provided to each team courtesy of St. Matthew.

FORMS

Forms are available on our website under Resources and on the Hockey Edmonton Forms page.

<https://www.stmatthewhockey.com/resources-forms/>

<http://www.hockeyedmonton.ca/content/forms>

Fair Play Pledge

The Fair Play Pledge is a Code of Conduct for players, coaches and parents. It is designed to promote fair play and respect for all participants within Hockey Edmonton. All players, coaches and parents must sign this pledge before being allowed to participate in Hockey and must continue to observe the principals of Fair Play throughout the season.

Medical Forms

It is important for the Manager and Coaching Staff to be aware of any health condition that a player has (like asthma) as well as any allergies. Please make sure all the team members know of any allergies and take this into account when planning team parties.

Affiliate forms

The purpose of having affiliated players is to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team. Head Coaches will have conversations about the players that they wish to affiliate. The Manager will need to distribute the forms to the families involved. Once collected, the forms are to be sent to the St. Matthew Registrar at registrar@stmatthewhockey.com

- A player may affiliate with only one team. Please ensure that there is not a conflict.
- You must have players absent, injured or suspended before affiliates can be used.
- Check the rules of each specific tournament that you enter before taking affiliated players with you.
- There is a limit of how many games an affiliated player may play. The guidelines for affiliation can be found here:
<http://cloud.rampinteractive.com/hockeyedmonton/files/Hockey%20Edmonton%20Directives%20June%2013%202018.pdf>
- For more information on the affiliate policy, please review the St. Matthew policy document.
https://www.stmatthewhockey.com/wp-content/uploads/sites/2179/2020/03/SMHSC_Policy-Documents_General_February-2020_Final.pdf

Hockey Canada Injury Report Form

It is important for the Manager to complete this form in the event of a serious injury.

TEAM BANKING AND BUDGET

The Manager and Treasurer information needs to be sent to the Category Director and a Bank Account Authorization letter will be prepared by the St. Matthew President and Treasurer. The Team Manager and Team Treasurer need to open a team account. To do this, they will require the Bank Account Authorization Letter and the minutes from the initial meeting. The Team Manager and Treasurer typically act as the 2

signatories. Team accounts can be opened at any financial institution and are “community” accounts.

In conjunction with the Team Manager and Head Coach, the Treasurer creates a draft budget for the season. This is a good template to use when budgeting:

<https://storage.googleapis.com/wzukusers/user-34596088/documents/5d87e7edb1644sxviygz/St.%20Matthews%20team%20budget.xlsx>

This draft budget will need to be presented to the families. Once there is an agreement, make any required adjustments to the budget and present to the families for approval. Team budgets require 75% approval. In the Budget Template there is a sheet that parents are to sign/agree to. The Manager and Treasurer can then begin taking cash calls from the team.

Any questions can be addressed to the St. Matthew Treasurer at treasurer@stmatthewhockey.com

TEAM FUNDRAISING

Many teams fundraise in order to raise team funds. Some common examples are:

- Bottle Drives
- Car Wash
- Goal Jar (every time the team gets a goal, the spectators put money in a jar, usually quarters)
- Team raffles
- 50/50 draws
- Silent Auctions
- Liquor basket

Please note, the AGLC requires licenses for gaming events (such as team raffles, 50/50 draws, silent auctions and liquor baskets). It is each team’s responsibility to ensure all AGLC requirements are met. AGLC requires financial reporting to be filed within 30 days of completion of the event.

For more information, please visit their website at: <https://aglc.ca/gaming/licences>

Other fundraising ideas:

- Little Caesar’s Pizza Kits <https://www.pizzakit.ca/fundraising-products>
- Krispy Kreme Donuts <http://www.krispykreme.ca/fundraising-community/>
- Jack Link’s Jerky <https://www.fundraising.com/canada/beef-jerky>
- World’s Finest Chocolates <https://www.canadafundraising.ca/>
- FundScrip - Gift Cards <https://www.fundscrip.com/>
- In-Dey-Go Fundraising <https://indeygo.com/how-does-fundraiser-work>
- The Mixing Spoon <http://www.themixingspoon.ca/fundraising>
- Scoops Fundraising <http://futurefundraising.com/>
- Cineplex Fundraising <https://www.cineplex.com/CorporateSales/Fundraising>
- Kernels Popcorn <https://www.kernelspopcorn.com/pages/footer/links/fundraising>
- Stawnychy’s Sausage <https://www.stawnychys.com/fundraising>
- Salisbury Greenhouse <https://www.salisburygreenhouse.com/fundraising/>

-
- Purdy's Chocolates <https://www.purdys.com/fundraising>
 - Flipgive <https://www.flipgive.com/>

ICE ALLOCATION

St. Matthew Hockey has an Ice Allocator who is responsible for securing ice and assigning it to all teams in the club. As a general rule, Hockey Edmonton provides each team with 1 practice ice and 1 game ice. St. Matthew then buys additional ice to try and give all teams a third practice slot. In general, U7 Junior and Discovery players are only on the ice once a week and U7 Senior Timbits are on twice. St. Matthew does attempt to give these teams additional ice throughout the season.

Ice is released to all Managers by the Ice Allocator, usually one month at a time. Please hold off communicating to your team until the Ice Allocator has confirmed that the ice is finalized. If your team has a conflict with your schedule, please contact the Ice Allocator as soon as possible at iceallocator@stmatthewhockey.com.

Some teams choose to purchase additional ice and pay for it with their team funds. The procedure to do this is as follows:

- Look through the below links to see if there is any ice you are interested in.
- Contact the St. Matthew Ice Allocator and give him/her the information. Teams are not permitted to secure ice on their own.
- The Ice Allocator will attempt to secure it for your team.
- If successful, St. Matthew will invoice the team for the ice. If not, you will receive an email letting you know it was no longer available.

Ice rates vary depending on where you purchase it from. City ice is generally \$170 and KC is \$288. Private clubs often charge more than Minor Hockey teams are used to paying. Once ice has been ordered there are no refunds or returns. St Matthew is fined for "Black Ice" (unused ice) and when this happens, it affects the club's ability to purchase more ice in the future. The offending team is then subsequently invoiced by St. Matthew to pay this fine.

Ice Links

Hockey Edmonton Ice

hockeyedmonton.ca/rentals

City of Edmonton

https://movelearnplay.edmonton.ca/COE/public/booking/items/1_5221

KC Ice exchange

<https://kchockey.ca/resources/team-managers/ice-exchange/>

CAC

<http://www.cac-hockey.com/rentals>

Whitemud West

<https://www.whitemudwest.com/available-ice/>

St. Albert

<https://activity.stalbert.ca/COSA/public/booking/items/WWEBAVAIL>

For more information on the ice allocation policy, please review the St. Matthew policy document.

https://www.stmatthewhockey.com/wp-content/uploads/sites/2179/2020/03/SMHSC_Policy-Documents-General-February-2020-Final.pdf

HOCKEY EDMONTON REGULAR SEASON GAMES

Volunteers

Managers are responsible for assigning volunteers at each game to work the scoreboard or act as the Time Keeper. Many teams have parents who enjoy this role and consistently are the designated volunteer. If you do not have a consistent person, this role needs to be assigned each game. A good guideline is to assign families who are not already fulfilling roles on the team (ex. not using Coaching families, Jerseys Parents, Treasurer or Manager).

Ramp site

Managers will receive the log-in information for the Hockey Edmonton Ramp site from your Category Director. In the event the log-in doesn't work, try to cut and paste it straight from the email. You will need to update the team roster and staff list on your page. It is important to have email addresses on the site for the Head Coach and Manager at minimum. Hockey Edmonton uses this contact information, so it is important that it is current.

Referee fees

Every U9, U11 and U13 team is responsible for paying their portion of the referee fees for every game. St. Matthew reimburses all teams for the referee fees, so ensure that a receipt is given for each game. These can be turned into the St. Matthew Treasurer for reimbursement. Rates can be found here:

<https://cloud.rampinteractive.com/hockeyedmonton/files/2019-20%20EFHL%20Referee%20Pay%20Rate%20-%20FINAL.pdf>

Game sheets

Game sheets are the team's responsibility for Home games. The Manager may write down the roster on the game sheets or alternatively create team labels. (3 labels are required per game sheet). Game sheets need to be shared with the opposing team prior to the start of the game (at least 15 minutes prior). When your team is the Away team, labels are a quick and efficient way to complete the game sheet.

Once the games begin, it is imperative that the scoresheet has been filled out online and the white game sheets are uploaded within 48 hours of a game. In the event of a delay, Hockey Edmonton will usually try and reach out. However, teams in the past have been issued a 2-week suspension for this offence.

For more information, please refer to this manual from Hockey Edmonton:

<http://www.hockeyedmonton.ca/content/managers-manual>

TOURNAMENTS

Tournaments fill up quickly, so it is suggested that you register your team early in the season.

<http://www.hockeyedmonton.ca/content/tournaments>

All tournaments require permits and if there are any regular season games planned during the tournament, it is the Manager's responsibility to reschedule/swap all games before the permit will get approved.

Managers apply for the permits on the Manager section of the Ramp website:

<http://www.hockeyedmonton.ca/content/permits1>

TEAM PICTURES

St. Matthew provides all players with a team picture and trading cards. The St. Matthew Special Events Coordinator will be in contact with the Managers prior to the picture day and provide all the relevant information.

SOCIAL MEDIA

St. Matthew social media is coordinated at the club level. Teams are encouraged to send interesting news and photos to the Communication Director at communications@stmatthewhockey.com

Before you send anything or post anything on your team, please ensure that every player gives their consent for their likeness to be shared.

ISSUES/CONCERNS

In the event of a team issue/concern that cannot be managed at the team level, the first point of contact would be the Category Director. In the event that further action is required, please contact the Vice President of Hockey Operations at vicepresident@stmatthewhockey.com

QUESTIONS

If after reviewing this guide you have further questions please contact the Vice President of Hockey Operations at vicepresident@stmatthewhockey.com, the Vice President Administration & Secretary at secretary@stmatthewhockey.com or the President at president@stmatthewhockey.com.

In addition, there is a Team Manager's Manual available as a free download off the Hockey Canada website and can be found under the minor hockey / volunteer section at www.hockeycanada.ca.

Have a wonderful season.

St. Matthew Hockey and Sports Club Board of Directors

