

**OTTAWA JR. 67's AAA HOCKEY CLUB
TEAM MANAGER HANDBOOK
2017-2018**



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Introduction

The goal of this manual is to provide information to aid the Team Staff in the smooth operation of their respective team through identifying key aspects of team operations. While the primary audience for this manual is the Team Manager, the overall intention is to provide information and guidance to all Team Staff regarding team operations.

The following websites have key information and supporting guidelines:

Club Website: <http://www.ottawajr67aaa.com>

AAA Hockey League: <http://heominoraaa.pointstreaksites.com/view/heominoraaa>

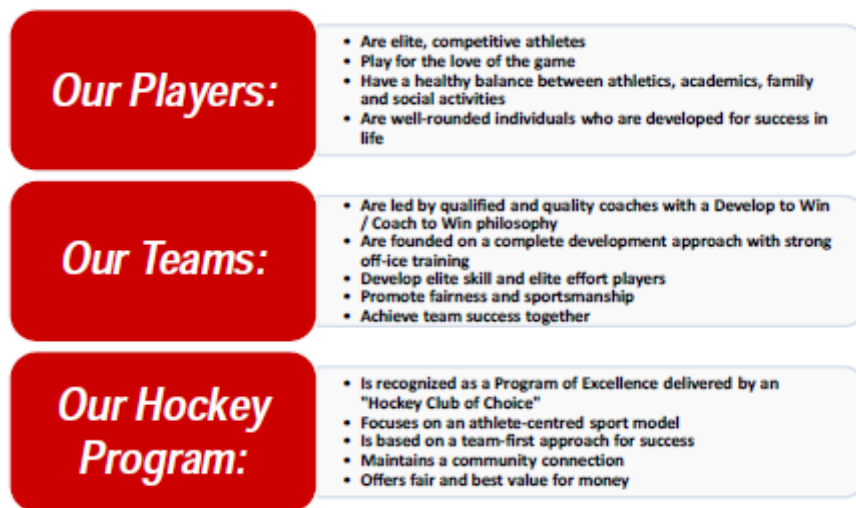
Hockey Eastern Ontario Minor: <http://www.heominor.ca/>

Hockey Eastern Ontario: <http://www.hockeyeasternontario.ca/>

HEO Rules & regulations: <http://www.hockeyeasternontario.ca/pages/admin/rules.htm>

Club Philosophy & Development Program

Club Philosophy



The Club Development Program is founded on the guiding principles of the “Develop for Success/Coach to Win” mission as described below:

The intent of the Development program is to facilitate the likelihood of a smoother and increased probability of successful transition to the ‘next level’. This is achieved through the combination of the “Develop for Success” and the “Coach to Win” missions.

The “Develop for Success” mission is focused on the player’s individual technical skills, individual tactics, position specific mentoring, physical conditioning and personal development through Specialty Resources in the areas of Fitness training, Power Skating, Defence Mentoring, Goaltending Mentoring, Sports Nutrition, Mental Training & Performance Enhancement and Academic workshops.

The “Coach to Win” mission is defined as the player’s game specific development in the areas of team tactics, team systems and game strategies. The Club believes and invests in the development and mentoring of both players and coaches.

Role & Responsibilities of a Team Manager

The Team Manager is a central team official who is primarily responsible for all off-ice activities of the hockey team. Through this coordination and involvement of the team’s parent group, the Manager ensures the smooth operation of the team in conjunction with, and in support of, the coaching staff’s on-ice efforts. The success of this role is dependent on the Manager’s ability to coordinate, communicate and delegate (a list of mandatory and recommended volunteer positions to follow). The Team Manager assists the coaching staff in the communication flow between staff and families while having oversight of the operations of the team. In addition, they help to create a positive hockey environment amongst players’ families. The Team Manager is the link between and amongst teams in the Club and all support systems (i.e. Club Board, League Convenors, District Chairperson, affiliate organizations, etc.) By taking on the operational aspects of the team, the Team Manager enables the coaching staff to focus on player development and on-ice instruction.

General responsibilities:

1. To the Team:

- a. Assist the coaching staff in the organization of tournaments;
- b. Assist the coaching staff in ensuring the families know the game, Club and Team rules;
- c. Provide oversight on the Team finances;
- d. Provide guidance regarding the Risk & Safety program (support the Trainer);
- e. Provide advice regarding Discipline matters and ensure misconduct situations are dealt with appropriately;
- f. Utilize effective communication skills to assist in resolving conflict, send clear messages and interact with others regarding team operations, scheduling, etc.;
- g. Set the example and champion the rules and guidelines of the Club;
- h. Be fair, impartial and honest at all times; and
- i. Assist the Trainer in avoiding risk situations and upholding the safety guidelines at all times.

2. To the players:

- a. Know the athletes and the team routines, rules and preferences;
- b. Be sensitive to players’ difficulties and, when requested, assist in resolution finding; and
- c. Assist the coaching staff in their efforts to instil team discipline, confidence and top performance.

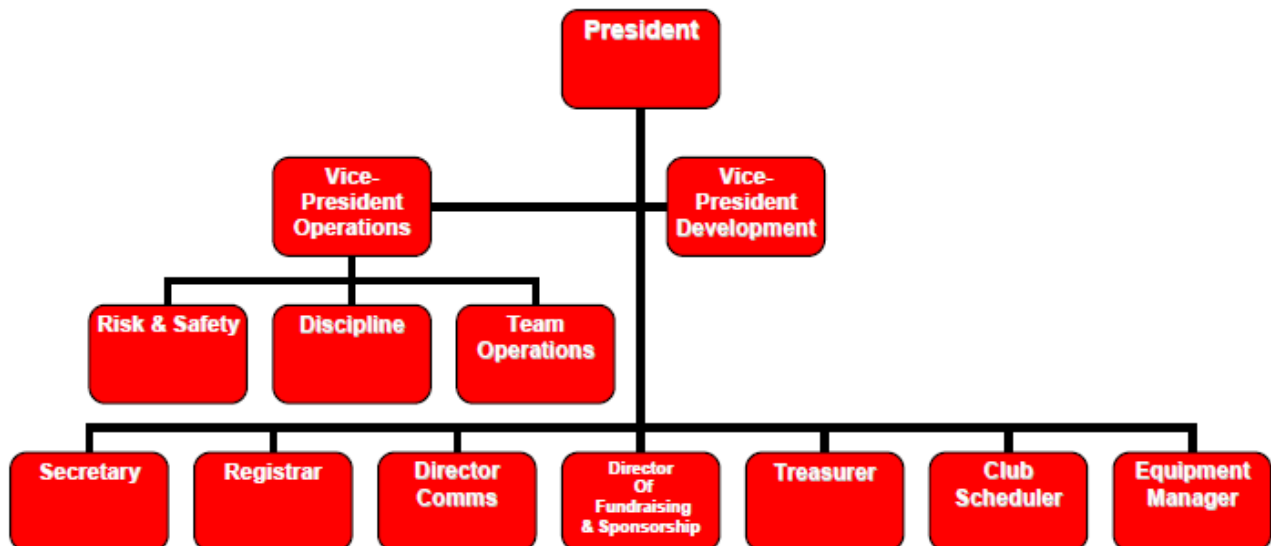
3. To the Officials:

- a. Assist the coaching staff, when required, in knowing the rules and appropriate “reporting” (i.e. discipline); and
- b. Assist in explaining the rules and regulations to the parents.

4. To the Coaches:

- a. Assist the coaches in achieving team objectives;
- b. Communicate information between the coaches and parents in a timely, accurate and professional manner;
- c. Prepare game sheets, submit a copy of the game sheet to the League Convenor (as required);
- d. Prepare monthly reports;
- e. Oversee Team finances;
- f. Coordinate tournament accommodations, travel permits (as required), team meals and activities, team transportation (as required);
- g. Coordinate affiliates within the Club and feeder (AA) teams;
- h. Ensure all Team Officials completes all required certification;
- i. Obtain a birth certificate for each player;
- j. Identify and support team and Club fundraising and sponsorship (as required);
- k. Ensure there is a qualified scorekeeper/timekeeper for each home game;
- l. Ensure Point Streak is completed after each home game;
- m. Assist coaching staff in the acquisition and scheduling of practice ice, off-ice training and team building activities;
- n. Ensure referees are paid for each home game;
- o. Compiles team list and contact information;
- p. Coordinate with Club Registrar for official roster;
- q. Ensure that all suspensions/misconduct penalties are entered into the tracking system as instructed by the League Convenor. In addition, ensure that all suspensions/misconduct penalties are tracked at the team level and adhere to League Policy #004-10 Misconduct Penalties (ref: League Handbook);
- r. Complete and/or delegate any other team duties that are required.

Club Organization



Further details and contact information can be found at:

<http://ottawajr67aaa.com/exec.php?lang=1>

Club Bylaws can be found at:

http://ottawajr67aaa.com/page.php?page_id=76691

Club Operating Policies can be found at:

http://ottawajr67aaa.com/page.php?page_id=82127

Other Team Duties

The most effective team operations are often managed through solid coordination and delegation, as there are many tasks to complete in order for the team to run smoothly.

The table below is meant to highlight the mandatory “other duties” and suggest additional roles that can be delegated and make the work more manageable:

DUTY	RESPONSIBILITY
Team Treasurer *mandatory*	Coordinate and oversee Team budget, collection of funds, reimbursement of coaches and families (as required), reports to the Club Treasurer.
Trainer *mandatory*	Level 2 certified trainer must be present at all games and practices. Coordinates Emergency Action Plan (EAP) and completion of Hockey Canada Injury forms in the event of illness and/or injury (forward to Club). Advises the coaching staff regarding general health and hygiene, wellness of the team and players, scheduling sessions in relation to overall team health, etc. Responsible for team risk & safety, track & logs all injuries.
Sponsorship Rep *mandatory*	Coordinates all team fundraising initiatives, participates in Club fundraising events and/or coordinates team effort, coordinates player sponsorship submission to Director of Fundraising and Sponsorship.
Point Streak Rep *mandatory*	Responsible for entering Point Streak information after home games.
Suspension Tracking Rep *mandatory*	Responsible for entering misconduct/suspension information into League tracking system.
Communication Rep	Coordinates information about the team for submission to the Director of Communications for inclusion on the Club website, newspaper articles, announcements, etc.
Stats	Collects game stats on behalf of the coaching staff.
Videographer	Collects video footage of games and/or practices on behalf of the coaching staff, works with Club's program.
Game Sheet Rep	Prepare game sheets for home game.
Tournament Coordinator	Coordinates accommodations for tournament and prepares team itinerary on behalf of the coaching staff. Coordinates team meals and activities during the tournament.

Team Finances

The Team Treasurer is responsible for the development of the team budget and oversight of the team finances. The Team budget should be voted upon at the first parent meeting with 75% agreement by vote.

The Team Treasurer is encouraged to communicate directly with the Club Treasurer regarding team finances and should submit a draft budget for review no later than 1 Oct of the current season.

The Club will provide a letter to each team for opening a community account in the team's name. Each team must identify two team representatives with signing authority on the team account (suggest Treasurer and Manager – it is strongly recommended that the coaching staff not have signing authority on the team account).

Further information and guidance regarding team finances can be found at:

http://ottawajr67aaa.com/page.php?page_id=76704

Year-end: All team finances and operations should be concluded no later than May 31, 2014. This includes any "payback" chèques for reimbursement of unused team fees to each family.

Sponsorship & Fundraising

The Club Board of Directors governs all sponsorship and fundraising activities through the Director of Sponsorship and Fundraising. Each team must provide one sponsorship representative who will liaise directly with the Director of Sponsorship and Fundraising regarding the mandatory player sponsorship program and any team fundraising initiatives.

Further information regarding the sponsorship program, required forms and letter templates can be found at:

http://ottawajr67aaa.com/page.php?page_id=76703

Rosters & Affiliation

Rosters

Players, coaches, trainers and managers must be committed to the Hockey Canada/ODMHA Official Registration List prior to the commencement of the regular playing season. Once a player is secured on a registration list, they cannot be released without the approval of the Club. The Club Registrar will provide each team their official, signed roster.

When travelling to a tournament expect that the team will have to produce a copy of the official roster and potentially each player's birth certificate at registration. The Team manager should always have a copy of these documents readily available.

Player Affiliation

Only the Club Registrar will maintain and distribute the affiliation lists.

Hockey Canada Rules:

35. a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b).

35. b) Exhibition and/or tournament games, which are not part of regular league games or playoffs, are excluded from the number of games referred to in Regulation E 35. (a).

B 42: No replacement can be made for any ill or injured player, except the goaltender (Does not apply to goaltenders in Junior A Regional and National Championships). In competition within the Branch or during Inter-Branch competitions a replacement may be permitted for a goaltender who is ill or injured, under such conditions and upon such terms as may be provided by the Branch or, in the case of Inter-Branch competition, the President of Hockey Canada. The goaltender must come from the Branch where the team is registered and must be registered and join the team within ten (10) days of the date of the last game in which the injured or medically unfit goaltender played, or prior to the next scheduled game of his team if his team is not scheduled to play within the ten (10) day period indicated above. The replacement goaltender cannot be replaced by another replacement goaltender unless the former is injured or medically unfit.

E 36 b: Appearance of a registered player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.

The Club will complete affiliation lists by mid-October with no further affiliations added after January 10th of the current season. All teams must closely track the use of affiliate players through the affiliate tracking system. All teams will be provided access to this system and will include this information in their monthly report.

Affiliation Process

The higher-level coach must make contact with the lower level coach to ensure player availability in relation to their current team schedule and dynamics. Once the coaches agree, the player's parents should be contacted to solicit interest and commence the paperwork for affiliation. The VP Ops and VP Dev will be included on all email requests for affiliation.

****Requests for affiliation should occur at least 48 hrs in advance of the requirement with last minute requests (under 24hrs) being the exception for "emergency situations" (i.e. new injury, sudden illness, family emergency).****

The affiliation form should be completed by the player, parents, lower level coach, and then the higher-level coach, before being sent to the Club Registrar for furtherance. The form can be found at:

http://ottawajr67aaa.com/page.php?page_id=76703

Tournaments & Travel

The preparation for tournaments can be more easily managed with early planning and will depend on the location, mode of transportation and distances to be travelled. The use of a team itinerary, clear team expectations when away and communication lists can ease the coordination and management of these exciting hockey opportunities.

Some items that should be completed as early as possible are:

- Tournament registration;
- Submission of entry fee;

- Submission of travel permit required for all tournaments outside of HEO Minor (once completed it is approved by the District chair through Club President – the form is available at: http://ottawajr67aaa.com/page.php?page_id=76703)
- Re-scheduling league games, as required (through Club Scheduler);
- Book accommodations and complete room lists with parents; and
- Book transportation, as required.

Game Time

A few helpful points regarding game time, home and away:

Home Games:

- Arrive at the rink approximately 1 hour before game time;
- Ensure that the dressing rooms are assigned with teams assigned in close proximity or a reasonable route to their respective side of the ice surface (opposing teams should not have to cross paths when moving to and from the dressing rooms);
- Ensure the dressing rooms have the key (a spare lock & key should always be in the Trainer's kit);
- Confirm that the ice maintenance staff are aware of the times for the periods and appropriate flood sequence;
- Ensure the game sheet is prepared and ready for the opponents to complete;
- Confirm scorekeeper/timekeeper duties and coordinate accordingly;
- Coordinate with coaching staff for any additional team requirements;
- Confirm referees have arrived and provide payment prior to the game (exact cash payment is required, complete referee payment sheet or team receipt);
- Lock the dressing room once the players are on the ice (confirm Emergency Action Plan with the Trainer to ensure easy access to the dressing room key and assistance should a player be injured); and
- Post-game: ensure the copies from the game sheet are provided to the visiting team and send a copy to the Ice Convenor as instructed.

Away Games:

- Arrive at the rink approximately 1 hour before the game;
- Complete the game sheet;
- Secure the dressing room once the players are on the ice;
- Post-game: retrieve a copy of the game sheet from the home team and submit to the Ice Convenor, as instructed.

Always have with you:

- Extra game sheet;
- Copy of the official roster;
- Birth certificates (away tournaments);
- League Handbook;
- Referee contact information; and
- Parent contact sheet.

Discipline

All game incidents involving a player and/or team official resulting in a game ejection and/or Game Misconduct (GM) must be sent through the suspension tracking system as outlined by the League Convenor within 24hrs.

In the absence of the League tracking system, the details of the misconduct penalty and confirmation of suspensions should be sent to the following persons:

- Club VP Operations (vpopperations@ottawajr67aaa.com)
- OEMHL AAA Ice Convenor

The email should detail the following:

- Player's name, number and Club;
- Date, time, location and score of the game;
- Type of infraction (minor/major);
- Duration of penalty;
- The time the infraction occurred (period, clock time); and
- Any other related information.

The game sheet will need to be faxed (District Chair) or scanned/sent to the email recipients.

In addition, misconduct penalties must be tracked as per OEMHL AAA (see handbook) rules to ensure a player receiving three or more misconduct penalties serves the respective suspensions accordingly.

****All discipline matters must be brought to the attention of Club VP Operations ASAP.****

Ice Scheduling

The ice schedule will be coordinated by the Club Scheduler and will be allocated in a fair and equitable manner throughout the year. A master schedule will be generated by the Club Scheduler and provided to the team as soon as possible. Each team will have access to the Google calendar and are expected to populate the calendar accordingly.

Any request for changes must be communicated to the Club Scheduler (ice@ottawajr67aaa.com).