



CMHA Team Manager Guidebook

Thank you for volunteering your time to be your child's team manager this year! Team managers are integral to the success of a hockey team and the season does not run smoothly without you! The job of the Team Manager will vary greatly based on the needs of the team and the coaching staff. The following are suggestions on tasks that the Team Manager may do to support the team and the Head Coach. The Team Manager and Treasurer are NOT to be related to the Head Coach of the team.

Recommended Duties of a Team Manager

1. **Create a distribution list.** How will you communicate with the team via email? You may be sending out many emails to the team, especially at the beginning of the season.
2. **Offers of Commitment.** Support the Head Coach in ensuring that the offers of commitment and offers of affiliations signed and handed in to the CMHA registrar (email is fine).
3. **Parent Meeting.** Book a parent meeting, led by the head coach. Depending on the age of the players, they may not be there. Topics to include: season schedule, tournaments, expectations for practices and games, 24 hour rule for disagreements, player medical information for the Trainer, fundraising, sponsors, and zero-tolerance policy on discriminatory behaviour (including sexist, racist etc words or actions). This list is not exhaustive.
4. **Player Medical Information.** Support the team trainer in collecting medical information for each player on the team. The form can be found on the CMHA website. These forms should be submitted before the first game.
5. **CMHA Calendar and Sportsheadz.** Decide with the Head Coach who will be responsible for updating the CMHA calendar and whether or not the team wants TeamSnap. If you need access to the CMHA calendar, reach out to Vanda. Connect with Dee, the ice scheduler, as needed about practice and game schedules. Sportsheadz is a sports scheduling app, paid for by the CMHA that replaces TeamSnap. It will automatically link the CMHA calendar to the app for you. Go to sportsheadz.com and create an account to get started.
6. **Banking.** Determine who is opening a bank account for the team. Get a letter from the CMHA Treasurer to open the account. There must be at least two signing officers, who cannot be the Head Coach (usually the Treasurer and the Team Manager). All fees paid from parents should be deposited directly into this account. There should only be one bank account per team. Often, e-transfer is not available on not-for-profit accounts.

7. **Apparel.** Book an appointment with MVS for a fitting for jerseys and Hawks gear. Only one of the Head Coach or Team Manager should be in contact with MVS for the season. Discuss with the Head Coach what are the required items parents must purchase for their players and what items players will wear to and from games and tournaments (see the Coaches manual for details). The clothing players wear should be consistent for the entire team.
8. **Required Apparel.** For the required apparel: jerseys, socks, gloves - 80%+ black, black hockey pants, black helmet, optional pants shells). To ease this process, bring a team list with correct spelling of last names and numbers with you to the fitting. Fill in the sizes for required apparel on your chart, and to support MVS in getting name bars on the jerseys. Determine with the head coach how players will choose their numbers.
9. **Sponsorship.** Download and modify the Sponsor letters from the CMHA website. Send copies of the letters to parents to print for finding sponsors for the team. There are two separate letters: jersey sponsors and other sponsors. If there are multiple offers for jersey sponsors, the Head Coach will decide what sponsor goes on the jerseys. You will need to get a vector file of the sponsor logo to be put on the jerseys. If creating a sponsor banner, collect vector files for the banners as well. Banners can be ordered through MVS. The sponsor letter indicates that logos will be added to your website. If you are not going to do this, delete this line from the letter before sending it out.
10. **Tournaments.** Support the coach with tournaments as needed. Generally, it will fall on the Team Manager to book the block of hotel rooms for the tournament. The tournament director will send a link with information on how to book approved hotel rooms. All tournaments require a travel permit be completed in advance and approved by the VP Rep. Inform the ice scheduler of all tournaments as soon as they are booked.
11. **Exhibition games.** Exhibition games may be organized between coaching staff or the team manager. Fill in and submit a travel permit for all exhibition games (home and away) in advance of the game. It must be approved by the VP Rep before the game. Add \$10 extra for each referee fee for all exhibition games. Exhibition games can only be scheduled once the roster is approved by the registrar.
12. **Booking extra ice.** There are two ways to book extra ice. The first is through the CMHA Ice Scheduler. This is ice that comes up once in a while. Be sure that someone on the team is on this DL. You can also book ice through the Town of Caledon. This ice is available on a first come, first serve basis. There is sometimes the option for regular weekly ice time and ice that comes up once in a while. If you book ice through the Town of Caledon, the only exception for canceling the ice and getting a refund is a game or tournament.

13. **Fundraising.** Many teams choose to hold fundraisers for their team: raffles, North Country Meat, etc. Be sure the team is following the fundraising guidelines of Ontario and that the money is being deposited directly into the team bank account.
14. **Picture Day.** Picture day is determined by the league. You or your coach will receive an email from the VP Admin with your picture day and time. Determine what the team will be wearing with the head coach and inform parents. At picture day, get an order form for your sponsor plaques. These orders should be in within a month of picture day to ensure you receive them in adequate time.
15. **Team Parties.** Team parties are a great bonding experience for the players and the parents. Ensure that if you are having a team party on the ice that extra insurance is purchased for non-CMHA members. Parties often happen in December and at the end of the year. Talk to the Head Coach about ideas for locations and gifts for the players. MVS has a variety of CMHA personalized gift ideas. Ensure that everyone is included in all celebrations.
16. **Caledon Offense Declarations.** Every year, all volunteers will need to complete the Caledon Offense Declaration. Print this form for all bench staff, have them fill them out, sign them and submit them to the CMHA office. These must be handed in before a roster can be approved by the OMHA. Vulnerable Sector Checks must also be completed every 3 years. Please see the link on the CMHA website for more information.
17. **Team Roster.** Support the Head Coach in submitting the roster information to the Rep Registrar as soon as possible. This includes all updated coaching certifications and criminal record checks. Criminal Record checks can be done on line at:
18. **Referees and Timekeeper fees.** Refer to the coaches handbook for fees for both referees and timekeepers appropriate fees. Ensure that the correct amount of cash is at each home game for all referees and timekeepers.
19. **Social Media.** Encourage families to follow the CMHA Facebook and Instagram accounts, tag the CMHA on all posts. Connect with the Marketing/Social Media Representative to borrow the Hawks Mascot Costume for a practice, game, tournament or team event.

If you have any questions, please reach out to your Head Coach or the VP Admin.

Quick Start Guide:

- ☐ Criminal Record Checks for all bench staff
- ☐ Vulnerable Sector Check every 3 years
- ☐ Share Tournament dates with Ice Scheduler
- ☐ Player Medical Information Forms
- ☐ Offers of Commitment and Offers of Affiliation signed and handed in to CMHA Registrar

Contact Information

Position	Name	Email
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