

DWMHA Manager’s Toolkit (2022-2023/v5)

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Getting Started - Managers Task List

The following is a list of the typical tasks the Manager (or delegate) is responsible to handle at the beginning of the season:

- Provide a Team List to Parents – including player name, number, parents names, contact information. Before sharing contact information, the Manager should seek approval of the parents.
- Setup communication plan with coaches and parents; typically email addresses.
- Secure team of volunteers
 - Ice coordinator
 - Treasurer
 - Fund Raising Coordinator
 - Tournament Coordinator
 - Webpage administrator
 - Seamstress – for name bars
 - Jersey Caretakers (2)
- Collect Seed Money
- Collect [Medical History/Parent Consent](#)
- Obtain Game Sheets
- Prepare team & coaches list/stickers for the game sheets
- [Setup bank account](#)
- Setup the Team Roster on Grayjay (*Request access by emailing registrar@whalers.org with team name*)
 - Roster
 - Schedule (*Practises & Games for all teams, Rep teams do not need to enter CMHF games as those will show automatically*)
 - Management Team
- [Order Team Apparel](#)
 - Name bars
 - Practice jerseys (if applicable)
 - Game Socks
 - Track Suits (if applicable)
- Funding Raising Plan
 - Review [DWMHA Policy #16](#)
 - Book auction location early
 - Seek sponsorship
- Order Team Banner
- Establish Team Rules
- Parent Kick off meeting
- Tournament Registration

- Book accommodations
 - [HNS Regulations](#) - Section 7
 - [DWMHA Policy #20](#)
 - Team Roster (*contact registrar at registrar@whalers.org*)
 - [Travel Permit](#)
- Establish Team budget
 - [Budget Template](#)
 - [DWMHA Policy #14](#)
 - Secure location for dryland training and get sanctioned by Risk Manager
 - Coach to name Captain & Assistant Captain(s) – put letters on jerseys
 - Validate that all coaches/bench staff including yourself have the required certifications
 - http://www.hockeynovascotia.ca/hns_12400.html
 - HNS Regulation Section 11: [HNS Regulations](#)
 - Arrange for team photo
 - Schedule exhibition games
 - [DWMHA Policy #22](#)
 - [HNS Regulation Section 8](#)
 - Book officials for home exhibition games by following [process for permits](#) - 1 week notice for officials is required and to be paid in cash ([See fee amounts here](#))
 - Review the ice exclusion list - update schedule - [DWMHA Policy #13](#)
 - Notify Ice Coordinator of ice conflicts
 - Call in the home game scores

Sample Team Rules

It is an honour to represent your Association and city as a member of a Whaler team. With this opportunity come certain responsibilities. Each teams Coach and Team Manager will decide on rules they expect players, and parents to adhere to. Each team is different, based on the level, or the perspective of the Coach/Team Manager. The following is an example of what a set of team rules might be. These should be modified to meet the specific needs of your team.

- Players must show respect for team-mates, opponents, coaches, officials, fans and themselves at all times. Foul language, making fun or being critical of others, being late and not paying attention are examples of disrespect. Players who show disrespect will be talked to by the coach, and then the coach will meet with the player and parents. Then lose ice time in games and if the behaviour continues, may be removed from the team.
- Players will arrive in the rink for games at least 40-minutes and for practices at least 30-minutes before the scheduled time to go on the ice. Players will be completely dressed 10-minutes before the beginning of practice and 15-minutes

before the beginning of a game. Being late will result in a warning, then increasing time on the bench (a shift, a period, a game). Phoning the coach before the game or practice to let them know you will be late or absent with good reason, will not count against you, provided it is not continuous.

- Players will be stretching to warm up off ice, so as to ensure we do not waste on ice time.
- Players are expected to attend all games, practices and team events (fund raisers) except for illness, school or significant family commitments.
- Players are expected to wear a shirt with a collar and a tie and good pants to games. Penalties for dress code are the same as being late.
- Players will wear full equipment for all practices – it is recommended that mouth-guards be worn.
- During practice, players are to be quiet and not shoot pucks while the coaches are talking. Permission must be asked to leave the ice. Laziness during practice will not be tolerated.
- There will be no disrespect for the facilities that we play and practice in. Throwing of tape, ice etc, spitting on the floor in the dressing room, or any destructiveness in general is not acceptable. The last player to leave the dressing room will clean it up before leaving and each player will do his part to ensure tape etc makes it in the garbage.
- If there are any changes at home please advise the coach so he can deal with any attitude changes on ice. Also if parents are concerned because of attitude changes at home, please advise coach.
- As per the Dartmouth Whalers policy, there will be zero tolerance for alcohol and drugs. Players will be immediately suspended for any infractions.

Kick-Off Parent Meeting Sample Agenda

At the beginning of the season the Team Manager and Coach should hold a season kick-off meeting with the parents. A sample agenda is provided below:

1. Introductions
2. Coaching Philosophy
 - Discuss the coaches guiding principles/philosophies
3. Team Rules
 - Dress code
 - When to arrive for practice, games
 - Use of social media (Facebook, Twitter etc) as it relates to the team
 - Notification of absences
4. Fair Play
5. Discipline
 - Approach

6. Expectations of Parents
 - Positive support to the player
 - Let the coaches coach
 - 24 hour cool off period
 - Issues to the Team Managers
7. Volunteers
 - Who will do what
8. Tournaments
 - What tournaments the team should play in
9. Budget
10. Fund Raising
11. Dryland Training
12. Team Building

Team Bank Account & Budget

You will require a [Letter](#) from the Whalers President to open a bank account for your team. Open the letter using the link above. Fill in the appropriate areas of the letter, save and email the completed letter to secretary@whalers.org to obtain the president's signature.

Please review the following DWMHA policies related to managing the team's finances:

- Team Financial Reporting – [DWMHA Policy #14](#)
- Control of Cash Revenue – [DWMHA Policy #15](#)

This [Budget Template](#) is available to get you started.

Games

League game schedules are posted on our website at Whalers.org. Parents can subscribe to the team calendar on their phone. The team manager should review the online schedules frequently and make note of any changes.

As a general principle, team management must meet scheduled game obligations at home or away. Players must advise coaches of game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or, if absolutely necessary, to reschedule a game. Coaches should make every possible effort to meet game commitments.

If a team requires a game to be rescheduled they must inform the Whalers CMHF Rep as soon as the team is aware of the conflict. **DO NOT CONTACT ANOTHER TEAM DIRECTLY.** At minimum teams must give 1-week advance notice so that alternate arrangements can be made with the other Association delegates and Referee-in-Chief.

Examples of legitimate reasons for rescheduling a game are:

- School Exams
- Tournaments
- The team is unable to dress 9 players due to injury/illness and the affiliates are not available

Examples of poor excuses for rescheduling a game:

- Exhibition game
- Head coach is unavailable
- Top player is unavailable
- Team auction/function

TEAMS ARE NOT PERMITTED TO RE-SCHEDULE GAMES ON THEIR OWN. If you are contacted by a member of another team/Association then immediately direct them to the Whalers CMHF Rep.

Game Sheets & Scores

Game sheets are electronic. Before each game you must sign into grayjay, go to the game and sign off on roster. After the game you can log back in and download game sheet

Player Medical/Consent Forms

Distribute the [Medical History/Parent Consent](#) to each family for completion and return to you.

- Notify the coach any serious conditions that he/she should be made aware of including serious allergies.
- Determine if the team needs to be notified of any food restrictions due to serious allergies (eg: peanuts).