

**West Colchester Minor Hockey Association
Team Manager Manual**



Table of Contents

1.0 Introduction.....	1
2.0 At the Start of the Season	1
2.1 Initial Team Meeting.....	1
2.2 Team Budget and Financials.....	1
2.3 WCMHA Website.....	2
2.4 Contact Information	2
2.5 Medical Information.....	2
2.6 Team Safety Plan	2
2.7 Live Streaming and Photo and Video Release Waiver.....	3
2.8 WCMHA Code of Conduct and Abusive Parent Dispute Resolution Policy	3
2.9 Equipment	3
2.10 The Managers Binder	4
3.0 During the Hockey Season.....	4
3.1 Team Schedule	4
3.2 Game Sheets.....	6
3.3 Cancelling and Rescheduling Games and Practices.....	7
3.4 Travel Permits.....	8
3.5 Dressing Room Policy	8
3.6 Financial Responsibilities.....	8
3.7 Suspensions	9
3.8 Injury Reports	9
3.9 Conflict Management.....	10
4.0 Season Wrap-Up.....	10
4.1 Jersey Return	10
4.2 Financial Report.....	11
4.3 Year End Team Party	11
4.4 Destroy Documents	11
Appendix A - Team Manager’s Checklist.....	12
Appendix B - Initial Team Meeting Draft Agenda.....	15
Appendix C – Entering and Managing Game Schedules in GrayJay	16

1.0 Introduction

Thank you for taking on the important role of *Team Manager*. Volunteers like you are the lifeblood of West Colchester Minor Hockey Association (WCMHA). Your efforts will help to deliver a quality program to our members. The *WCMHA Team Manager Manual* will guide you in your role as Team Manager. The WCMHA Board is also available to support you. Please reach out to your Division Representative if you have any questions. A list of WCMHA Board members and their contact information is available on our website under the “CONTACT” <https://wcmha.grayjayleagues.com/>.

Reference documents in red text are available on our website under “Resources/Team Resources”.

The Team Manager is selected by and takes direction from the Head Coach. The Team Manager’s role is to work closely with the Head Coach to keep the team organized and running smoothly. It is important for the Head Coach and Team Manager to clearly define and agree upon responsibilities at the beginning of the season and to keep an open line of communication throughout the season.

Duties performed by the Team Manager may vary from team to team, depending on their abilities, interests, and availability, and the Coach’s perspective. As Team Manager, one of your primary roles is to share information between coaches and team members and between the Board and your team. You may be contacted by your Division Representative throughout the season to distribute information to your team or to provide an update on your hockey season. Other key responsibilities of the Team Manager include managing the team schedule and budget, organizing fundraisers and team activities, and registering for tournaments. All responsibilities may be assumed by the Team Manager or shared with other volunteers.

Refer to Appendix A for a Team Manager’s Checklist

2.0 At the Start of the Season

2.1 Initial Team Meeting

All teams start the season with an initial team meeting. This is an opportunity for team members to introduce themselves, share important information, and to make decisions, such as budget, fundraising, and tournaments. **Refer to Appendix B for a draft agenda.**

2.2 Team Budget and Financials

Establish a team budget based on anticipated expenses and revenue, as agreed upon during the initial team meeting. **All team budgets must follow the rules outlined in WCMHA’s Fundraising and Financial Policy.** Team budgets must be shared with the team and the Division Representative prior to the first board meeting of the season, usually in October. Refer to **WCMHA’s Fundraising and Financial Policy** for a sample budget. **Each team is responsible for their own finances.**

2.3 WCMHA Website

WCMHA launched a new and improved website for the 2022-23 season, powered by GrayJay <https://wcmha.grayjayleagues.com/>. This new website brings improved functionality, such as real-time scoring, electronic gamesheets, and schedule management with conflict alerts. Team Managers will be given Admin access to the website. At the start of the season, contact the Website Coordinator to set up your account.

2.4 Contact Information

Collect contact information for team members and share Team Manager and Coaching staff contact information to the team. It is also recommended to get a contact information from other teams in your league in the event you must make a last-minute change e.g., due to inclement weather. Contact information is available under the Roster details in GrayJay.

2.5 Medical Information

All players and coaches must complete the **Medical Information Form**. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents/guardians are unavailable.

It should be your goal to have all the forms collected as early in the season as possible. Stress the importance of emergency contact numbers being ones which will be answered during regular game times. The manager should keep the originals or a digital copy in a safe and secure place and place a copy in the First Aid Kit in an envelope marked 'confidential'. These forms are confidential, and all copies should be destroyed at the end of the season.

Make sure Coaches are aware of any medical conditions for players on your team.

2.6 Team Safety Plan

It is recommended that teams have a Safety Plan in place in the event of an injury on the ice that requires medical attention. Each team should identify a couple of parents/guardians who will call for medical attention when required. In the event a player is injured on the ice and requires medical attention, a member of the bench staff will signal for someone to call 911. The signal should be clearly identifiable and communicated in advance. The individuals selected for this role should be parents/guardians who typically attend games so they can be relied upon if needed. Those individuals should always have access to an adequately charged cell phone and should have the address of all arenas easily accessible.

2.7 Live Streaming and Photo and Video Release Waiver

2.7.2 Live Streaming Protocol

WCMHA's [Live Streaming Protocol](#) outlines requirements for live streaming WCMHA games. The Team Manager must ensure all team members are familiar with and abide by the Livestreaming Protocol.

2.7.3 Photo and Video Release Waiver

WCMHA has a [Photo and Video Release Waiver](#) for home teams and visiting teams. WCMHA players were asked to sign this waiver at the time of registration. The visiting team photo waiver must be signed before games can be livestreamed or recorded, or before photos can be taken. Any signed waivers collected by the Team Manager must be kept in a secure location and destroyed at the end of the season.

2.8 WCMHA Code of Conduct and Abusive Parent Dispute Resolution Policy

WCMHA aims to make hockey inclusive, welcoming, enjoyable, and safe for all players, coaches, officials, volunteers, and parents/guardians through our [Code of Conduct](#). WCMHA expects players, parents/guardians, and officials to conduct themselves in an ethical, appropriate manner at all times.

All players, parents/guardians and team officials must read and sign the [Code of Conduct](#), which covers conduct at practices, games, events, and team functions and addresses issues such as harassment, alcohol, and drug use among others. As Team Manager, you are not only responsible for upholding the Code of Conduct personally, but for being vigilant that the code is not being abused by your players, parents/guardians, and other team staff. WCMHA registrants were asked to sign the Code of Conduct at the time of registration; however, it is recommended that the Code of Conduct be re-circulated to your team at the start of the season as a reminder.

Hockey Nova Scotia also has an [Abusive Parent Dispute Resolution Policy](#). WCMHA registrants are also asked to sign this policy at the time of registration; however, it is recommended this policy also be circulated to your team at the start of the season as a reminder.

2.9 Equipment

2.9.1 Jerseys and Jersey Deposits

It is the responsibility of the Team Manager to distribute team jerseys. A list of players and jersey number is to be maintained and a copy given to the Equipment Manager. Jersey deposits (\$150/player) are required for the West Colchester Cobras jerseys (U13, U15, and U18), which are collected by the Team Manager.

The West Colchester Cobras jerseys are to be worn for games only and carried in a garment bag separate from the equipment bag. Players are expected to have a practice jersey for all other ice times. Timbit jerseys and AtoMc can be worn during all ice times and carried in the equipment bag. If using a sewing machine to attach name bars to jerseys, a basting stitch will keep a name bar attached for the season and do the least damage to the jersey. No hot glue please.

2.9.2 Name Bars, Team Socks, Team Clothing

The team can decide whether to order socks and name bars as a group or individually. If ordering as a team, this is usually done by the Team Manager. The team may also decide to do a group clothing order. There are several businesses in the local area that can supply team socks, name bars, and clothing, such as ProCresting, Fundy Textiles, Cleves, etc.

2.9.3 Coaching Supplies

Coaching supplies must be signed out, e.g. crate, pucks, first aid kit, pylons, coaching binders, and key to the “cubby”. Extra First Aid supplies will be kept in a marked box in the cubby so you can replenish your kits during the season. If you need something that is not there, please contact the Equipment Manager.

2.10 The Managers Binder

It is suggested the Team Manager assemble team information, forms etc. in a convenient and easily accessible location. This information may include the following:

- Team Roster and Contact information
- Forms, i.e., medical forms and injury reports (in a confidential folder within the binder)
- Signed Code of Conduct and Waivers
- Game sheets (including blanks) and extra labels
- Schedules (practices, games, volunteers, tournaments)
- Current financial information

The information can be stored in hard copy in a physical binder or electronically on your phone or other portable device. Be sure to destroy and/or delete personal information at the end of the season.

3.0 During the Hockey Season

3.1 Team Schedule

The Team Manager must inform the team of the schedule for games, tournaments, practices, and team events. The Team Schedule on the website must be kept up to date and any changes should be made as soon as possible. **Refer to Appendix C for information on managing your team’s schedule in GrayJay.**

To ensure Officials are assigned to your games, they must be on the website before the Tuesday prior to game time (for weekend games). For last minute schedule changes, please contact RIC to arrange or cancel Officials. Notify the Referee in Chief if an Official fails to show up for a scheduled game.

3.1.1 Practices

The practice schedule is entered by WCMHA's Website Coordinator and can be edited or deleted by Team Managers. Login to your admin account, select "Schedule", select the practice you want to change, select "Edit" ("Edit Occurrence" will edit that one practice and "Edit Series" will edit multiple practices).

3.1.2 Team Events

Team events, such as photos, parties, and fundraisers can be added to your team's calendar in GrayJay. Login to your Admin account, select Schedule, select Add Scheduled Event.

3.1.3 Regular Season Games and Playdowns

There is a League Scheduler for all C division who is responsible for the regular season and playdown schedules. These games will be uploaded into GrayJay and accessible via your team's individual calendar (Team Manager's do not have to enter regular season or playdown games). For rep teams, the schedule is typically developed by their respective league, e.g., Scotia Minor Hockey League or Central Minor Hockey League, and shared with Team Managers.

If your team does not plan to use your regular home game time slot, please inform the Ice Manager ASAP so that ice time can be offered to another team. You may have the option to swap game times with another team, but please confirm with the Ice Manager and RIC. If your team chooses to miss a home ice time, for example if you are away during a tournament, that time is not made up.

Do not reach out to WCUA staff to reschedule games. Any changes to WCMHA's ice rentals must go through the Ice Manager.

3.1.4 Exhibition Games

Team Managers and/or Coaches can arrange exhibition games, i.e., games outside the regular season schedule as assigned by the league, through contacts with other associations. Team Managers must enter exhibition games into GrayJay (refer to Appendix C for information regarding managing your schedule in GrayJay).

If the exhibition game is played during your regular home game ice time, the cost for ice and Officials will be covered by the association. If the team books extra ice to host an exhibition game that is over and above their regular schedule, the team is responsible to pay for the ice and Officials. If booking extra ice for an exhibition game, please ensure you communicate with WCUA Staff that you are paying for the ice rental, not WCMHA. Also notify RIC Michael Jollimore that Officials will be paid out of team funds (cash). Contact the RIC or Treasurer for the latest pay rates for Officials.

3.1.5 Tournaments and Jamborees

REGISTER EARLY as most tournaments are first come, first served. As soon as a Team Manager is appointed, they should ensure that the Coach decides what tournaments they'd like to attend and begin the registration process. The Team Manager is responsible for registering the team, obtaining the HNS Official Team Roster from the Registrar, collecting funds to pay tournament fees, providing the team with the tournament schedule, and possibly booking hotel rooms. It is important to book accommodation right away. You can usually call the hotel and book a block of rooms at a preferred rate.

Keep track of all tournaments that the team has registered for and important deadlines, such as final roster submission, payment, and withdrawal. Always get confirmation of registration. Most tournaments in Nova Scotia are listed on the [Hockey Nova Scotia Website](http://www.hockeynovascotia.ca) (www.hockeynovascotia.ca).

Inform the Ice Manager ASAP of any tournament plans that affect your home ice time so the ice can be made available for other teams.

3.1.5 West Colchester Cares Memorial Friendship Tournament sponsored by Home Hardware

The annual *West Colchester Cares Memorial Friendship Tournament* is a major fundraiser for WCMHA. It is held during the long weekend in February. All C teams are expected to participate and all teams, including rep teams, are expected to contribute to the running and organization of the tournament. All teams are expected to assign a representative to the Tournament Committee. When requested, it is the Team Manager's responsibility to arrange for volunteers from your team to be a part of the Committee.

3.2 Game Sheets

Game sheets must be completed for all games, including date, time, location, division, teams, and roster for each team. **It is important the game sheet be completed accurately, and the roster updated as required, i.e., any missing players or coaches must be removed, or affiliate players or coaches added to the roster.** Game sheets can be completed by the Team Manager or a Coach. This is something that should be discussed between the Team Manager and the Head Coach ahead of time.

3.2.1 Electronic Game Sheets

Game sheets are now completed electronically through GrayJay. Team Staff are required to verify their roster before each game, just as they would do on a paper game sheet. This is done in an Internet browser on any Internet-connected device. **Refer to the GrayJay Leagues Team Staff Guide** for instructions.

3.2.2 Paper Game Sheets

It is recommended that teams be prepared to use both electronic and paper game sheets. Not all associations are using GrayJay; therefore, paper game sheets may be required depending on your opponent and where your team is playing. Technical difficulties may also prevent the use of electronic game sheets.

When using paper game sheets, the home team must complete the game details, add the home team roster, then give the game sheet to the visiting team to add their roster. At West Colchester United Arena, blank game sheets can be picked up in the canteen. If the canteen is not open, there are game sheets in the “cubby”. Some teams choose to pick up a stack of blank game sheets at the start of the season so they can be filled out ahead of time.

Some teams print rosters on stickers/labels for simplicity. You will need three stickers/labels per game sheet. Tips for creating game sheet labels: 2”x4” labels fit well onto game sheets; visit www.avery.ca and use template 5163 to create your labels; include team name at the top (e.g., WCMHA U18C Cobras), player numbers and names down the middle (goalies are usually identified), and team staff (head coach, assistant coach, and manager) at the bottom.

3.3 Cancelling and Rescheduling Games and Practices

3.3.1 Cancelling Practice

Contact the WCMHA Ice Manager to cancel a practice. It is best to give as much notice as possible so that this time may be offered to another team. You may have the option to trade practice times with another team, but please confirm with the Ice Manager. If your team chooses to miss a practice time, that time is not made up. **Do not reach out to WCUA staff to reschedule practices. Any changes to WCMHA’s ice rentals must go through the Ice Manager.**

3.3.2 Cancelling WCMHA Games

Sometimes it is necessary to cancel a game. Please follow the procedure below to make sure everyone, that needs to be, is informed.

1. Contact the Coach of the team you are scheduled to play. For regular season and playdown games, also notify your League Scheduler
2. **If it is your Home Game, notify the WCMHA Ice Manager and the Referee in Chief.**
3. Once a game has been officially cancelled remove it from the Website - - if it is a regular season or playdown game, the League Scheduler can delete the game, or WCMHA’s Website Coordinator. If it is an exhibition game, the Team Manager can delete the game.

3.3.3 Rescheduling WCMHA Games

The procedure for rescheduling games is much the same as for cancelling games.

1. Contact the Coach of the team you are scheduled to play. It is the expectation of WCMHA that coaches work together to find a suitable date and time to reschedule a game.
2. For regular season and playdown games, notify your League Scheduler.
3. **If it is your Home Game, contact the WCMHA Ice Manager when looking for possible ice to reschedule a game. If necessary, contact the Referee in Chief to arrange Officials.**
4. After all the details have been worked out, post the new game date and time on the website (for regular season and playdown games, this is done by your Ice Scheduler but for exhibition games this is done by the Team Manager).

** Due to limited ice availability at WCUA, there is no guarantee that ice will be available to reschedule games. Depending on the reason why the game is being rescheduled, the cost of the rescheduled game may have to be covered by team funds. Please discuss with the Ice Manager.

3.4 Travel Permits

Any game that is not on the regular season schedule (e.g. exhibition game, pre-season games, and tournaments) requires a travel permit. Travel permits are accessed through [HCR3.0](https://account.spordle.com) (<https://account.spordle.com>). Travel Permits can be found under the “Manage” tab on the left. At least one week’s notice is required when requesting a travel permit. There is a Guide under Team Resources that explains how to set up your HCR3.0 account. If you don’t have your Hockey ID Number, please reach out to WCMHA Registrar or Risk Management.

3.5 Dressing Room Policy

Hockey Canada released an updated **Dressing Room Policy** in 2023. This policy and associated documents are available on WCMHA’s website under “Resources”. All WCMHA teams must abide by this policy. Team Managers, Coaches, Safety Reps, and Dressing Room Supervisors must read and follow this policy at all times.

All dressing rooms need to be supervised at all times in accordance with this Policy.

Parents/Guardians at the U13, U15 and U18 levels are not permitted to enter the dressing rooms. Players can come out to get their skates tied or for help with goalie equipment.

Team Managers and Coaches need to enforce the ‘no phones or cameras policy’ in the dressing room. This is a rule intended to protect the privacy of the players and should be strictly enforced - no exceptions. All phones must be put away and you must step out of the dressing room to answer or make calls or retrieve messages.

It is the Team Manager or Coach’s responsibility to lock the dressing room while the players are on the ice and to unlock it when they come off the ice.

Please ensure the dressing rooms are left clean after each practice or game.

3.6 Financial Responsibilities

The Team Manager is responsible for ensuring the team follows **WCMHA’s Fundraising and Financial Policy**. This includes collecting funds, tracking income and expenses, and updating the team budget. These tasks are often the responsibility of the Team Manager; however, some teams may choose to assign a Treasurer to take on this responsibility. Regular budget updates should be sent to the team throughout the season, or upon request. Some teams may choose to create and maintain their budget using Google Sheets or a Google Doc, which can be shared with team members so they can check the status of the budget at any time.

Some teams may want to keep a Statement of Account for each player (often referred to as “player pots”), which shows funds raised and balance owing to the team. This is more common with rep teams, which typically have a higher budget and additional fees.

Write or send electronic receipts for all money received and keep receipts for purchases made with team money, to maintain a record. Write it down! Several people will often pay you for things at the same time so writing it down will help you remember who paid what or who didn't.

Some teams may decide at the beginning of the season to collect an initial payment from each player to cover team costs incurred before funds are available from fundraising activities (\$100.00 is suggested).

Most teams choose to organize a 50/50 draw at home games. If selling 50/50 tickets at home games, it is suggested that a schedule be prepared and distributed with each family taking a turn. The Team is responsible for purchasing the 50/50 tickets.

The Team Manager may be required to collect money from team members, such as unpaid registration money, as requested by the Registrar.

3.7 Suspensions

If you receive information about suspensions by HNS, inform the affected player and coaches. When a suspended player is serving a suspension, his/her name is entered on the game sheet and then crossed off followed by the letters SS (serving suspension) and the game number being served until the suspension is served. Provide a copy of all game sheets showing suspensions being served to the WCMHA President. Suspended players are not permitted to play games, be on or near the bench, or referee while serving a suspension.

3.8 Injury Reports

In the case of an accident, an **Injury Report Form** must be submitted immediately following the incident or injury to HNS (must be received within 90 days of the date of the accident). Blank copies of the form should be kept in the Manager's binder or team's first aid kit. Should an accident occur, it is easier to fill the form out at the time of the accident than it is to track down details afterwards. This will speed up the process if there is to be an insurance claim. A copy of the completed injury report form must be provided to Risk Management.

Hockey Canada's Concussion Policy must be followed in the event of a confirmed or suspected concussion.

3.9 Conflict Management

As Team Manager you should encourage strong communication if you sense that there are misunderstandings developing. It is preferable that any issues that arise on a team can be dealt with through direct and open communication as early as possible.

Players and parents/guardians are encouraged to deal directly with the Head Coach or Team Manager if there is a problem to be addressed. If they are not comfortable dealing directly within the team, or if the issue cannot be resolved at the team level, the next step is to contact the Division Representative. The Division Rep will take the issue to the WCMHA Executive for resolution. Problems need to be dealt with promptly and without bias to ensure the players have a positive season.

- Never bring complaints to the coaching staff before a game.
- Never bring your complaints or negative comments into the dressing room.
- Always treat the Coaches & officials with respect

Use The 24-Hour Rule: If a parent/guardian has something to say to the coaching staff (that could be contentious) wait 24 hours after the event or the game before discussing it. By this time, everyone will be calmer and have a better perspective. A lot of arguments naturally are eliminated in the process.

4.0 Season Wrap-Up

As the season winds down, there are a few final tasks to perform:

4.1 Jersey Return

At the end of the season each team will set a place and time for players to return their jersey which should be washed, name bars removed, and on hangers. The jerseys are then turned in to the Equipment Manager at an agreed to time. Return the jerseys in numerical order, separated into darks and lights, and hung on wire hangers. When the jersey is returned, you can return the jersey deposit.

It is the responsibility of the team members to return their jerseys in a timely manner and in good condition. If the jersey is not returned or not returned in acceptable condition, the jersey deposit will not be returned.

U7, U9, and U11 keep their jerseys and hockey socks at the end of the season.

4.2 Financial Report

Each team must submit a **Financial Report** to the WCMHA President. The Financial Report outlines income and expenses, as opposed to estimates that were outlined in the Team Budget. The Financial Report must detail all money collected from team members, money raised from fundraiser(s), and a detailed list of team expenses. It is recommended that receipts be scanned or photographed and included with the Financial Report. The Financial Report must demonstrate compliance with **WCMHA's Financial and Fundraising Policy**. Refer to **WCMHA's Fundraising and Financial Policy** for a sample report.

4.3 Year End Team Party

Each team may choose to organize an end of year party which may or may not include player gifts. This is a good task to delegate to other team members(s). The team may also choose to give gifts to coaches. Again, this is up to each individual team. Note, Parent vs Player hockey games are not allowed on association ice time. Be mindful of the **WCMHA Financial and Fundraising Policy** on which monies can be utilized for a year end team party and gifts.

4.4 Destroy Documents

At the end of the season, the Team Manager must destroy all forms and documents collected during the season, including medical forms and waivers, injury reports, etc.

Appendix A - Team Manager's Checklist

At the Start of the Season

Team Meeting

- Organize a Team Meeting
- Order team socks, name bars, and clothing, as required

Team Budget

- Develop a team budget that complies with WCMHA's Fundraising and Financial Policy
- Send a copy of the budget to Division Rep

Website

- Contact the Website Coordinator to gain access to the website

Contact Information

- Collect team contact information
- Share Team Manager and Coach contact information with the team
- Collect contact information for other teams in the league and the League Scheduler for your division

Medical Information

- Distribute the Medical Information Form to the team and collect completed forms
- Keep completed forms in a safe place and put a copy in the team's First Aid Kit in an envelope marked "Confidential".
- Inform Coaches of any health concerns amongst the Players (confidentiality must always be maintained).

Team Safety Plan

- Establish a Team Safety Plan

Live Streaming Protocol and Photo/Video Release Waivers

- Ensure team members are familiar with the live streaming protocol.
- Distribute photo/video release waivers to visiting teams and collect signed waivers, as required.

Code of Conduct and Abusive Parent Dispute Resolution Policy

- Redistribute the Code of Conduct and Abusive Parent Dispute Resolution Policy to team members; request a reply from all team members acknowledging receipt and understanding of both policies.

Equipment

- Collect jersey deposits (if applicable) and distribute team jerseys
- Maintain a list of players and the number they have for the season and give a copy to the Equipment Manager
- Sign out the coaching supplies and contact Equipment Manager for supplies as required (the Coach may look after this).

Manager's Binder

- Put together a Manager's Binder or alternative method for storing important information, forms, etc.

During the Season

Team Schedule

- Maintain the Team Schedule on the WCMHA website
- Inform team members of the schedule and any changes
- Update the Referee In Chief and the Ice Manager of schedule changes, as appropriate
- Schedule exhibition games, as required
- Register for tournaments/jamborees, as required
- Notify the Ice Manager of tournament plans that affect your home ice time
- Follow proper procedure for canceling and/or rescheduling games

West Colchester Cares Friendship Tournament

- Arrange for a volunteer to represent your team on the Tournament Committee.

Game Sheets

- Discuss with Head Coach who will fill out game sheets
- Ensure game sheets are completed (either electronic or paper).
- Print game sheet labels with team roster, including players, coaches, and team manager to have as a backup when paper game sheets are required.
- For games played out of province, provide a copy of the game sheet to the WCMHA President

Travel Permits

- Obtain Travel Permits for exhibition games and tournaments, as required

Dressing Room Policy

- Ensure all team members are following the Dressing Room Policy.
- Assist the bench staff in implementing the dressing room policy as required.

Team Financials

- Ensure your team's budget, purchases, and fundraisers follow **WCMHA's Financial and Fundraising Policy**
- Organize fundraisers, as required (fundraisers must be pre-approved by WCMHA President)
- Keep track of money received and team purchases (save receipts)
- Pickup a receipt book and issue receipts for funds received
- Maintain a financial report to aid with year end financial report
- Establish a schedule for home game 50/50 and keep record of amount raised each week
- Purchase 50/50 tickets

Suspensions

- Notify coach and affected player of any suspensions
- Ensure the suspension is documented on the game sheet and copies are forwarded to the WCMHA President

Injury Reports

- Complete and submit Injury Reports, as required

Season Wrap-Up

- Collect jerseys and return jersey deposits (U13, U15, and U18)
- Return jerseys to the Equipment Manager
- Prepare a financial report for the season and provide a copy to the team and to the WCMHA President
- Plan a year-end team party
- Destroy documents, as required

Appendix B - Initial Team Meeting Draft Agenda

- A. Introduction of Team Officials and parents/guardians introduce themselves (5-10 minutes); also review purpose of meeting
- B. Coaching Overview (10 min): goals & objectives, credentials, and philosophy
- C. Details of Program / Expectations for Players (10-20 minutes)
 - Review and distribute Code of Conduct and Medical Information Forms, as well as photo/video release waivers, if required.
 - Discuss dressing room etiquette and HNS Dressing Room Supervision Policy (acquire volunteers to assist with implementing this policy, as required)
- D. Dressing Room Policy and player/parent expectations
- E. Budget (15 min): discuss fundraising and tournaments
 - If team fees are known and communicated in advance cheques can be collected
- F. Team Apparel (5 min): review dress code, discuss name bars, socks, and clothing order
- G. Expectations of the Parents / Guardians/Volunteers (20 min)
 - Review the various volunteer roles and begin delegating
 - Goal: each family member should participate in at least one role
- H. Questions (5 min)

Questions to review and get answered:

- How many tournaments will the team attend?
- Will the team do fundraising or does the team want to cover expenses? Decide how fundraised money will be distributed, i.e., one team pot or individual player pots.
- Will you place a team order for name bars, socks, and/or clothing?
- The team should be told at this meeting that they need to notify both the Manager and the Coach as soon as possible if their player will be unavailable for a game or a practice. Coach and manager contact information should be given out at this time.

Delegation of Duties

It is easy for managers to be tempted to do many of the job functions themselves. At the start of the season most parents/guardians will be prepared to volunteer in some capacity. It is important to communicate early that every family is expected to volunteer to support the team. This spreads the work around and makes for a more enjoyable experience for all families. Getting involved also helps parents/guardians better understand the workings of a hockey team and the Association. The Team Manager may wish to fill the following volunteer positions: Treasurer, Fundraising Coordinator, Social Coordinator.

Appendix C – Entering and Managing Game Schedules in GrayJay

Regular Season Games and Playdowns

C Leagues

There is a League Scheduler for all C division, one from each Association, as follows:

Cumberland – U9

Tatamagouche – U11

South Colchester – U13

Truro – U15

West Colchester – U18

The League Schedulers are identified at the start of the season and contact info communicated to teams. If you do not receive communication from or about your League Scheduler within the first week or two of the season, please reach out to your Division Rep.

The League Scheduler develops the regular season and playdown schedule and enters the games into GrayJay. The games will show up in your team's calendar automatically, there is no need for Team Managers to enter regular season or playdown games.

Admin access to the Northern Region Hockey Federation Site is limited. Team Managers do not have admin access to this site and cannot change game details for regular season games. If you need to update a regular season game, first confirm the changes with the opposing team and your League Scheduler. The League Scheduler can update the game on the website. Team Managers can also reach out to WCMHA Website Coordinator for assistance with updating regular season games.

Rep (A) Teams

The regular season schedule for Rep Teams is organized and entered by the relevant league, e.g., Scotia Minor. If you need game details updated for your regular season games, please reach out to your league contact.

Exhibition Games

Team Managers are responsible for entering exhibition games on GrayJay. Follow these tips for entering Exhibition Games:

- Login to your Admin account on wcmha.grayjayleagues.com.
- Complete all relevant sections in Game Details.
- Make sure “Exhibition” is selected on the left under Sub-Season.
- If the opposing team is not available in the drop-down list, enter the team as TBA. You can manually add their team name if you choose.
- If a team is entered as TBA it will not link to their calendar.
- If you are the visiting team and the home team selects TBA you will have to enter the game on your own calendar.
- If an arena is double booked in Grayjay, you will receive an "event conflict" notice. If you receive this notice, double check that the game details are correct. You can ignore this notice if you know what you are entering is correct, i.e., if one of the teams was entered as TBA and both teams had to enter the game in their calendars.
- If you are hosting the game and require WCMHA to assign Officials, make sure WCMHA is selected as the Home Association. This typically happens automatically when a WCMHA team is selected as the home team but double-check to be sure.
- Team Managers can edit and delete exhibition games in GrayJay.

Tournaments

To enter tournament games into your team’s calendar, login to your Admin account, go to “Schedule”, then “Add Scheduled Event”, select “Tournament”, then enter game details.