

Richmond Royals Team Manager's Handbook



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Updated: Lori Sample 2015 season and New items for 2016

Published by Kristen Heckman, Lisa Shouldice and volunteers

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Welcome Letter:

Hello,

Congratulations on volunteering to be a Team Manager! This handbook is designed to help you get things rolling to be well prepared for the minor league hockey season.

We are all here to help make this season fun and enjoyable for the kids and us parents. If you have question or are unsure ask we are here to help each other.

Have a read through each item in the handbook check out additional forms and information on the Richmond Munster Minor Hockey Association's (RMMHA) website:

<http://rmmh.pointstreaksites.com/view/rmmh>.

Please look at the RMMHA Managers area on the web site. There are many form which are refered to in this document and helpful information to make this season a success.

The handbook was origianlly assembled in 2013 season by some of our hockey league's volunteers(Kristen Heckman). If anything is unclear or you have questions, I am sure anyone who has managed in the past would be please to help.

Updated: By Lori Sample 2015 season.

Good luck in your volunteer role and have a great season!

Team contact information:

Registrar – Team lists

- All Players and Team Staff (Coach, A. Coach, Trainer & Manager) are required to be on an approved Team List for Insurance and other purposes.
- Team lists are completed using a database called Hockey Canada Registry (HCR) New Volunteers are required to provide a Date of Birth, so a record can be built within HCR.

Start a team list, once your team is formed with the following information for players and bench staff:

- -first, last name
- -jersey number
- -date of birth

****send to Registrar for official Team List - Registrar will return official copy to Manager****

Registering and uploading teams to the LCMHL:

Go to the Lanark Carleton Minor Hockey League web site look at the tab called For Teams. There are documents to show how to get a login, how to upload player list and change reschedule games.

Please look at this link.http://lanark.goalline.ca/page.php?page_id=91809

Player contact information:

- Collect players parents name, phone number, cell number and email for both parents.

Initial Team Parent Meeting

The first thing you want to do as a Team Manager is hold a parent meeting. The purpose of the meeting is to review and discuss the expectations of both the coach and parents along with the roles and responsibilities everyone has to start the season off right. This list provides some ideas for agenda items to cover at your parent meeting. Additional details on each of these items can be found in other sections of this handbook.

Parent Meeting Checklist:

- Each team has a Coach, Team Manager, Trainer, and Assistant Coaches. Teams may also assign fundraising leaders and other roles as needed. Indicate which roles still need to be filled.
- Collect the players names and contact information (email, phone of both parents)
- Set a team fee amount (a good amount is between \$100-\$150 depending on number of tournaments your team agrees to)
- Advise parents you will create a team budget and circulate for parent approval
- Advise also that you will open a bank account with a team parent as a co-signer (ask for a parent to volunteer for this)
- Discuss the posting of the team roster to the web and how player's names will appear
- Discuss number of tournaments the coach and parents wish to schedule
- Collect parent's telephone numbers and email addresses for team communication.
- Inform parents that fundraising/team sponsorship is mandatory and that there are expectations that must be followed by all teams consistently in accordance with our association's rules
- Circulate player medical forms and ask parents to return them by a reasonable date
- Inform parents of the RMMHA website information for home ice team practice/game schedules – <http://rmmh.pointstreaksites.com/view/rmmh>
- Inform parents of the LCMHL website for league game schedules, arena information and player/team standings - <http://lanark.goalline.ca/>
- Provide information on how to purchase family name bars for jerseys and how sponsor bars should be applied to jerseys
- Inform parents of the rules about jersey wash and care and when/how jersey assignment will happen and collect number preferences, if any
- Ensure that anyone interested in volunteering, such as bench staff submit a police reference check and sign-up for the Speak Out and any other courses required for their role
- Review expectations of parents (code of conduct, home game time keeping and score sheet roster)
- Review how to sign up for canteen duty hours and to do so quickly

- Explain that all bench staff including you, are volunteers!

Medical Release

- The managers are responsible for handing out [Player Medical Information](#) for all the players. They should be submitted back to the manager as soon as possible.
- Manager or the Trainer will keep the forms at every game/practice event the team is at in case the forms are needed.
- Manager or Trainer should go through the medical forms so you are aware if there are any medical issue.(allergies)
- The managers can use the [cheque/medical form submission](#) to keep track of retrieval .
- It is important that the managers have access to the [player injury form](#), in case a player gets injured on the ice.

Team Budget Preparation / Fundraising – Team Budget Template

A good amount for team fees is \$100 to \$150. This amount depends on how many tournaments and other activities the team wishes to participate in. It also depends on how much fundraising the team parents are willing to support. The cheque received form/ medical form assist the managers to assist you in preparing your budget, there is a **Team Budget Template** in the “Forms” section on the RMMHA website.

- Typical budget expenditures can include: tournament registration costs, banking fees, telephone/email [plastic wallet cards](#), business supplies like stamps or labels for game sheets, team building activities & celebrations and a year-end party (trophies and small bench staff and team volunteer appreciation gifts).
- On average tournaments will typically cost between \$700-900 and some much more.
- Use the Team Budget Template provide on the RMMHA website, to create a team budget and circulate it to all parents for approval.
- Your budget estimate of proposed income and expenditures must be submitted to the RMMHA Treasurer by October 31. [Proposed budget form](#).
- Typically, team fees are part of a start-up fund to allow the team to register for tournaments; sponsorships and fundraising activities should also be planned to offset the additional planned activities and expenses.
- Once your team has decided on their fundraising activities, such as a bottle drive, pumpkin or wreath sales, Epicure, your team must advise the Fundraising Director of all fundraising plans, prior to starting. Fundraising activities must be approved in advance. See contact information in the Executive section of the RMMHA website

- Keep in mind when preparing your budget that at year-end once your team hands in their jerseys you will also receive an “equipment return cheque” of \$100.00
- A good practice is to provide parents with a printed budget update a couple of times throughout the season.
- Keep account statements, records and receipts for everything. If anyone questions any expenditure you will have the back-up you need to deal with any concerns.
- Note that you must close out your team budget and bank accounts by May 1 and submitted your final closed out budget report to the RMMHA Treasurer no later than May 1 or you may not receive the \$100 equipment return cheque. [Year end budget form.](#)

Opening a Team Bank Account

Some banks give minor hockey teams a break on banking fees (BMO and TD are known to be reasonable but feel free to check with your own bank).

When you open an account give it a name that clearly identifies your team with the bank, for example: Richmond Royals Atom C White 2013/14. This helps avoid confusion if there are several Richmond Royals team accounts with the same bank. You will also require a letter from RMMHA Secretary rmmha.sec@rogers.com

The Team Manager and a team parent should act as co-signers on the account (find someone with good availability). Having two signatories on the account helps foster trust among team parents that their funds will be managed appropriately.

Team Building Activities – Special Event Form

Some teams organize team building activities early in the season to help both the players and parents gel as a team and get to know one another better. Some people believe strongly that this boosts team effectiveness – it certainly helps everyone get comfortable with each other.

Here are some ideas to get your started:

- Ask if a team family wants to host a pizza party or a pot luck BBQ
- Go out as a team for pizza after a game or a practice
- Go paintballing, mini-putting, swimming, etc.
- Put together a road hockey game for the team on the weekend
- Plan a couple of hours to clean up a local park
- Organize weekly outdoor land training at a local park

- Plan a fundraising day early in the season

If you do plan on having a team event off the ice, please make sure to complete a [Special Event Form](#) (this is for insurance purposes).

Media Release Waiver – Posting of Personal Information

Parents should be asked whether or not they are in favour of posting their children's names, photographs and videos online. If they are, please have them complete the [Media Release Waiver](#) for their child. An example of where they name would appear is on the LCMHL site that list team rosters. The form can be found in the "Forms" section on the RMMHA website.

Tournaments –Official Roster, Travel Permit, Game Reschedule Request Form

Before selecting a tournament try to find a tournament that will not conflict with games as much as possible, otherwise it is the Team Manager's responsibility to re-schedule league games – it is best to do this as soon as you hear that your tournament request has been accepted by the tournament hosting organization. There are a few forms that will need to be completed for any away tournaments: [Travel Permit](#), and [Game Reschedule Request Form \(if needed\)](#). These can be found in the "Forms" section on the RMMHA website.

RMMHA Home Tournament

- Helping Make Our Home Tournaments a Success
- Part of being a team manager is being responsible for running the home tournament. Delegate, delegate, delegate to your parents. You may even want to have one parent be lead for your home tournament.
- The 2015/2016 home tournament schedule has been posted on the web (HeoMinor and RMMHA). At your first team meeting, please inform your parents of the home tournament date and remind them that they will all need to participate.
- As you get closer to your home tournament date, please review the document "**Managers Instruction Guide to Running Your Home Tournament**" on the web under the managers tab. Ensure all items are assigned to parents and volunteers.
- All suggestions for attracting teams and for making the tournaments fun for the kids are welcome. Please feel free to email me any time at tournaments.rmmha@gmail.com.

Away Tournament:

There are several ways to find out about available tournaments, here are some ideas to get you started:

- Tournaments fill up very quickly so you want to get going on this very early in the

season.

- The first website to view is the ODMHA website(2015 now Heo Minor), it lists all tournaments in the district. From this website you can click on other association's web links to download available tournament options.
- Word of mouth is a great way to find out about tournaments – talk to your team parents, they may have older children who have participated in other tournaments in the past and could offer recommendations.
- There are tournaments such as: Bell Capital Cup - Ottawa, Bob Black Memorial – Oshawa and others that several Richmond teams participate in annually. You can search these on the web for more information.
- To reschedule a game, you must do several things: If it is an away game try to do a visitor swap. Find another team who is able to go when your game is schedule and you would take one of theirs. If it is a home game, contact the ice convenor for 2 alternate ice times that you can then present to the other team to find another possible date. In both instances, once games have been rearranged, it is your responsibility to complete the game reschedule form and send it to your statistician who will then approve the changes. If you need to have an away game rescheduled and cannot find another team to swap with, you need to contact the other team manager and they will have to work with their ice convenor to try to find new times.

Once you have identified the tournaments your team would like to register for, here's what you need to do:

- Fill out registration form – often this includes the coach and manager's information, team roster, including birthdates of all players. This usually requires signatures of the coach, manager, and in some cases the RMMHA President. Send in registration form and cheque as soon as possible
- If the tournament is out of town you will need to fill out and submit a **Travel Permit**

Official Team Roster:

Most tournaments require your official RMMHA team roster; you will need to request this from the RMMHA Registrar (contact information is on the RMMHA website under Executives). Give the Registrar some notice so it is prepared on time.

- For out of town tournaments the Manager is required to find, negotiate a rate and book a block of hotel rooms for team.
- The Manager may have to sign a code of conduct for the hotel for the team – some hotels ask each parent to sign in advance or upon arrival.

- The Manager may wish to schedule a team dinner over the weekend of the tournament

When communicating the details of the tournament to parents, consider providing the following: a tournament schedule, the tournament rules, web links of driving directions to the arena, restaurants and hotel

- Remind families that all players must be present at the arena at least 1 hour before the planned game time in case games are running early
- Remind parents to bring along their children's birth certificates as some leagues may require proof of age for some players.
- *Don't forget to contact your RMMHA Ice Convenor to advise that you will be away so that any practice ice time can be redistributed to other teams!!*

Travel Permit

Travel permit is needed if the tournament is not in the ODMHA.

Who to notify of tournaments:

You must send a list of your team tournaments to the

- Ice Scheduler
- Lanark Statisticians for your division

Team Contact Information for the team

It's important that everyone on the team has the ability to contact each other. Things happen on the road, or even before you leave home that sometimes requires calling the Coach, the Manager or another parent to advise that your child is sick, or to hitch a ride to a game, or to borrow equipment – its hockey and things happen! Make sure you get everyone's contact information to the team. There is a [Team Contact Template](#) this can be found in the "Forms" section on the RMMHA website.

- Some Team Managers prepare these, print them off on paper or have them laminated and hand them out to all parents
- A great alternative, is to have the information printed on handy [plastic wallet cards](#)
- We have a contact we have used in the past that does a beautiful job of this. Ursula Hiratsuka lives in Stittsville and can be reached via email at: uhiratsuka@sympatico.ca - the cost is roughly \$40 for 30 cards and the turnaround time is quick (24-48 hours). The Team Contact Template mentioned above is the template she uses to produce the [plastic wallet cards](#).

Fundraising/Team Sponsorship

Hockey and fundraising go hand in hand. Fundraising for our hockey association or your team is part of being a good member of your hockey association. This is something that Team Managers will need to instill in their team parents at the beginning of the season. The best teams pitch in and get it done so that they are not concerned with having to volunteer for ongoing fundraising activities throughout the year.

Start out by informing parents that fundraising/team sponsorship will be expected and that our association has rules that must be followed by all teams consistently for this to be fair and equitable for everyone.

Fundraising Activities –

Once your team has decided on their fundraising activities, such as a bottle drive, pumpkin or wreath sales, or Epicure, your team must advise the Fundraising Director of all fundraising plans, prior to starting. Fundraising activities must be approved in advance. Bottle drive dates must be coordinated through the Fundraising Director. See contact information in the Executive section of the RMMHA website

Team sponsorship –

- Each team is responsible for getting Sponsors for their home and away Jerseys. If you are not successful see the Fundraising Coordinator.
- Managers are responsible to make sure bars are applied to the jerseys prior to Royals Day.
- If anyone know of a business that would like to Sponsor RMMHA they can contact the Fundraiser Coordinator.
- The amount is set at \$250.00 per sponsor with a maximum of two sponsors allowed per team.

NEW***It is the responsibility of the teams to obtain their own sponsors.****

Each team is responsible for appropriately thanking their sponsor at the end of the season by providing a plaque, letter, or team pictures etc.

Novice Team Sponsorship –

Novice teams are exempt from needing to secure team sponsors but are mandated to follow the “Caravan for Kid’s” association sponsorship requirements.

Caravan for kids:

The following form’s, must be completed by each Novice team:

[Caravan for Kids checklist form](#), [Caravan for Kids information package](#), and [Caravan for kid’s](#)

[photo release.](#)

*** Please note:

1. Team Photo's MUST show the Dodge Caravan Kids Patch/Branding
2. Coach's information MUST include their mailing address
3. All Parents must sign the photo release form

Producing Jersey Sponsor Bars –

For sponsor bars, check with the Fundraising Director on the RMMHA Executive. She has an inventory of all sponsor bars produced over the years. If the sponsor is a renewal chances are we already have their sponsor bars available and would not need to order new ones.

Name bars

Parents are responsible for the cost of their family name bars; the team budget is responsible for the cost of producing sponsor bars if needed.

If you do need to order new sponsor bars these can be ordered through Pro-2-Col – our association's official promotional supplier. They can be reached via email at info@pro2coluniforms.com or by phone at 613-836-8779; they are located at 247 Westbrook Rd. (off Carp Rd.).

Placement of team sponsor bars –

See images provided on the **Sponsor Bar Placement** on Jersey Template in the “Forms” section of the RMMHA website.

Sewing your name and sponsor bars on jerseys –

Please note that all name and sponsor bars must be hand sewn onto jerseys (do not glue or permanently sew these on as they damage jerseys). The bars must be removed at the end of every season; parents will be required to reimburse the association for any jerseys damaged by using glue for name and sponsor bars.



Team Practice and Game Schedules

There are two websites that parents will need to reference to stay on top of home ice practice and game dates and times and away games.

RMMHA association to working on a new Web site so once it is up and running there will only be one web site you need to look at for ice times plus you will be able to subscribe to have the ice time in your calendars.

The home of the Richmond Munster Minor Hockey Association website is:

<http://rmmh.pointstreaksites.com/view/rmmh>

→ Your home practice and game ice times and dates can be found here.

The home of the Lanark Carleton Minor Hockey League website is:

<http://lanark.goalline.ca/>

→ All games, team roster and team standings can be found here.

Game Sheets

As Manager it is your responsibility to prepare the game sheets before each home game and to complete the game sheets at away games. You must ensure the game sheets are completed correctly. Before each home game you must deliver sheet to visiting team for completion before getting it back for time/score keeper. Guidance on completing [game sheet form](#), look for template at RMMHA website.

- Team Labels: It is a lot easier, once your roster is completed to create a set of team labels for you to use rather than writing out the roster each time. (Use 08163 Avery Labels). Look for template at RMMHA website.
- Game Sheets and how to complete them: For assistance in completing game sheets, look under forms on RMMHA website. Don't forget to give the visiting team a copy of the Game sheet after the game.
- Game Sheets and where to fax them after each game: The manager is usually responsible for updating the LCMHL website after home games. It is expected that the games be updated as soon as possible, usually within 48 hours. Coaches will receive a password and username for you to enter game information. Game sheets will also need to be faxed to your level statistician which can also be found at the LCMHL website.

Jersey Assignment and Return

Each player will be assigned a home and away jersey. Once you have provided players with the jerseys parents need to sign acknowledging receipt of the jerseys. A Team Jersey Assignment form is available in the “Forms” section of the RMMHA website.

A copy of each team’s form must be forwarded to the Director of Equipment in order to track all jerseys. Upon the return of all jerseys at the end of the season parents deposit cheque will be destroyed. Should the jerseys not be returned or be damaged, the deposit cheque will be cashed.

Time Keeping and Score Keeping

Each time your team plays a **home game** you are required to assign both a score keeper (who completes the game sheet) and a time keeper (who works the game clock). This is required for all home games, and it entails each parent to have a turn time keeping and score keeping. A [Time Keeping/Score Keeping form](#) is available in the “Forms” section on the RMMHA website. This should be completed at the beginning of the season once the schedule is out, once complete communicate to the team parents that it is their responsibility to find a replacement if they are unable to perform their time/scorekeeping duty. Some parents may not feel comfortable using the clock, however every parent should learn. It's not as hard as some think and there is a reference book to use right beside the clock. Stay tuned for time clock tutorial.

Canteen Duties

All RMMHA parents have an obligation to either perform 9 hours of canteen duty service (per child) or pay out their canteen duty service upon registration.

Advise parents to schedule this early in the year so that it falls at a convenient time for them. Also advise them that the [Canteen Calendar](#) is accessible online by visiting the RMMHA website. There is a cut-off date for signing up. If missed, canteen duty cheque will be cashed.

Expectation of Parents

- RMMHA [code of conduct](#) to be handed out to each family, available in booklet.

Where to find this document and other managers documents.

- RMMHA web site under the RMMHA Manager tabs.

New for 2016

- Midget game length is 1 hour.
- Novice penalties are 1 minute
- It is mandatory that anyone stepping on the ice must have a helmet on. All trainers need to have a helmet.
- New web launch TBD