

POLICY 8 - DUTIES OF THE TEAM MANAGER

8.1 The Team Manager shall:

- A) complete an application form and have a Criminal Record Check submitted to the Association via the Division Coordinator as soon as possible;
- B) help ensure that the trainer has completed an application form and has had a Criminal Record Check submitted to the Division Coordinator as soon as possible;
- C) call a team meeting, after team rosters have been finalized. At this meeting team management should discuss with players and parents the following in addition to their own agenda items:
 - 1. Association philosophy and goals;
 - 2. the Association's Fair Play Policy;
 - 3. the coaching philosophy regarding players arriving at the rink, appropriate language from players and adults connected with the team, discipline, parents' responsibilities regarding fundraising, tournaments, etc.;
 - 4. the effect that parents' comments and attitudes, positive and negative, can have on the team;
 - 5. how a change in plans or new plans will be communicated with parents;
 - 6. the procedure for dealing with problems, namely that team management handles all complaints. If issues are not resolved at this level, then complaints are taken to the Division Coordinator. If the issues are still not resolved, a letter outlining the issues should be written to the President of the Association and at this time, the Executive may be involved if necessary in helping to resolve the issue;
 - 7. feedback forms for bench volunteers are to be made available in paper form and/or electronically, and are to be distributed and collected by the team manager twice a year – by December 31st, and by March 31st. Parents must be notified of the availability of these forms at mid-season and at the end of the season. Completed forms are to be passed on to the Division Coordinator;
 - 8. determine the wishes of parents regarding their son/daughter being photographed for news stories or for a team website, as indicated on the Registration form;
 - 9. the importance of designating a representative from the team to attend all tournament meetings as required.
- D) submit to the Registrar, at a date determined by the Executive, a complete team list. This shall include players, affiliates, coaches, managers and any other team officials;

- E) make sure that there is a Treasurer appointed for the team. If the team is involved in fundraising, there should be a bank account for the team set up. All withdrawals from this bank account require the signatures of the manager and the treasurer;
- F) make sure there is a monthly team parents' meeting;
- G) sign out the goaltending equipment if needed;
- H) ensure that mandatory travel permits are obtained from Hockey PEI for all Off-Island trips;
- I) submit to the Coordinator a mid-season financial report of the team before the 15th of January , and a detailed year-end financial report from the team on or before the 15th of April. Receipts and lottery license copies must accompany the reports prior to the Annual General Meeting and in any event, not later than ten (10) days prior to the Annual General Meeting held pursuant to Article 5.7(C);
- J) ensure that each team has a year-end party or banquet.

8.2 Hockey Sweaters- The Manager shall:

- A) assign a hockey sweater to each player on the team and record this data. Make three copies of the record – one for the coach, one for the Minor Hockey Coordinator, and one for the Division Coordinator. These copies are to be distributed as soon as possible;
- B) impress upon the players the importance of keeping the sweater clean and presentable at all times and stress that they are only to be worn during games with the exception of players at the Skills level;
- C) make sure each sweater has the top edge of the sponsor bar placed along the bottom edge of the first white bar at the base of the sweater. The player name bars will be on the top of the sweater along the seam and across the shoulders, underneath the STOP sign;
- D) collect all sweaters at year's end and return them to the Division Coordinator, making sure all documented information matches.

8.3 Fundraising- The Manager shall:

- A) ensure that teams first obtain permission from the Board of Directors through the Ways and Means Coordinator before conducting fundraising activities. The Fundraising Guidelines, as passed by the SAMHA Board of Directors, must be followed by teams. See Team Fundraising Guidelines Policy;
- B) inform parents that they make the decision on how the money is raised and spent. This decision will be made at a parents' meeting without the coaches present if so requested.