

# I'm a Manager... SO NOW WHAT?

Tips, Tricks, and  
Instructions on how  
to be an  
**AWESOME**  
Manager

v3 – September 2019





# Contact us for questions



**Normally the contact list is at the end of the presentation, right?**

Well, we're putting it first because sometimes reading through a presentation just isn't enough. That being said, **PLEASE REVIEW** this presentation because there's lots of useful info in it.

If you want clarification on something, or, you have a question about something we didn't cover here, or, you're unsure about how to handle a tricky situation, please ask. Both of us have experience managing our kids' teams and will do our absolute best to help you out.

Arlene Hall - VP Admin - [vp.admin@westendhockey.com](mailto:vp.admin@westendhockey.com)  
Chris Burchett - Registrar - [registrar@westendhockey.com](mailto:registrar@westendhockey.com)

And, **THANK YOU FOR VOLUNTEERING.** We sincerely mean this; the league can't run without volunteers and your time is **very much appreciated.**





# WEHL in Brief

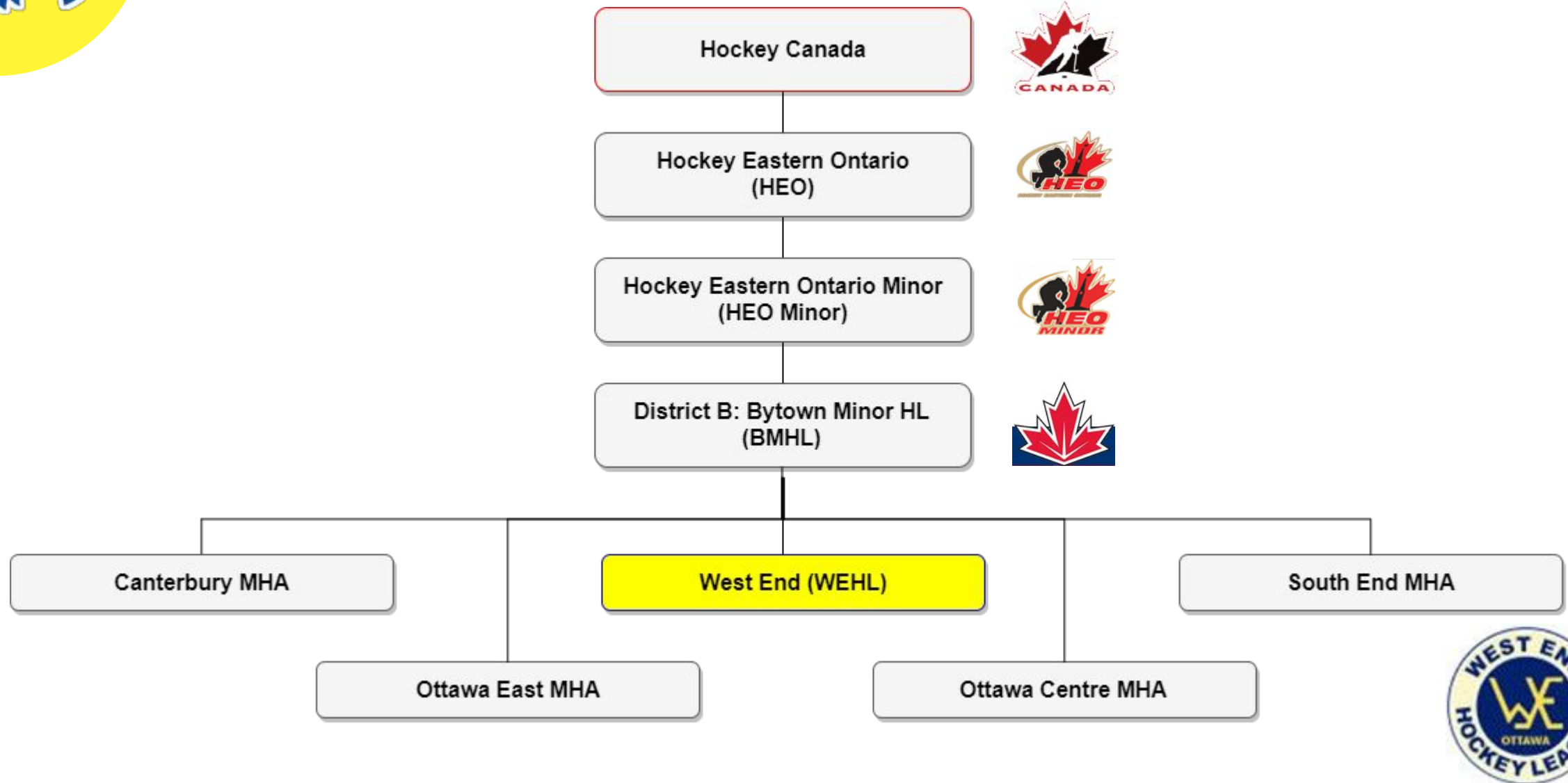
- ▶ Approximately 54 teams
- ▶ ~1100 registered players
- ▶ Ages 4-21 (IP5 to Juvenile)
- ▶ 100% volunteer-powered (thank you!)
- ▶ Compete in the Bytown league which consists of: WEHL, Ottawa Centre, Ottawa East, Ottawa South, and Canterbury







# Org Structure – from Hockey Canada on down





# What does a manager do? The answer is...many things

1. Chief of Staff (“*Head Delegator*”)
2. Communications Director
3. Equipment Manager
4. Statistician
5. Treasurer
6. Event Planner
7. Social Convenor



## ***Get HELP!***

*As Manager, you hold an important role to the success of your team. And while you may be accountable for all the things above, that doesn't mean you have to do them all yourself! You're on a TEAM! There are other parents who can -- and should! -- be helping. And note how the responsibilities above also make nice job titles...*

*If there is one super-power the league can bestow upon you, it's the authority to DELEGATE!*

*A good place to ask for help is in the initial parent meeting with the coach reinforcing the message. If no-one sticks up his/her hand at that meeting, don't worry, you'll have opportunities after that meeting to recruit.*





AS SOON AS your team is formed, or during balancing, do the following:

1. Get Admin rights to TeamSnap from your division's convenor so you can input the schedule (don't forget to automate the reminders when you input events)
2. Co-host the Parents' meeting asap with the Head Coach
3. Research and book tournaments (after agreeing on how many)
4. Decide on finances: team bank account? Or, one person pays up front and gets reimbursed? It is VERY important to be transparent around finances and post bank statements to the parents so they can review them at any time.
5. Fundraising – get agreement from parents on how and what and how much
6. Photo Day – sign up your team when the sign-up sheet goes out
7. Read up on how to create your Official Team List(!)



- *Tournaments fill up VERY FAST so book VERY EARLY! Make sure to read up on the cancellation policy.*
- *Establish the 'rules' around tournaments: will the tournament fee be split equally among the team regardless of who is going? If someone hasn't paid their team fees, should they get to go to a tournament? These conversations can be tricky. Feel free to ask for advice from someone listed on the first slide.*





# TeamSnap



- ▶ Premium version available to ALL teams, free!
- ▶ Useful for:
  - ▶ Scheduling / reminders / availability
  - ▶ Communication, file & photo sharing
  - ▶ Tracking (stats, payments, equipment returns, etc.)
  - ▶ Fostering a sense of “team”
  - ▶ *Others...?*
- ▶ “How to help: [helpme.teamsnap.com](https://helpme.teamsnap.com)
- ▶ Account help: [teamsnap@westendhockey.com](mailto:teamsnap@westendhockey.com)





# Equipment and Clothing

Immediately, at the start of the season:

- ▶ Help the coach distribute equipment and clothing and assign jerseys to players.
- ▶ Name bars are optional. If your team doesn't have any already from previous seasons, call Gadar Sportswear (near Lee Valley Tools)
- ▶ Obtain deposit cheques(2x\$40) from each parent ideally *before* letting kids take jerseys home. Cheques are to be made out to WEHL and post-dated to April 1<sup>st</sup> and are ripped up AFTER jerseys are returned at season's end.



*Note that some coaches like to distribute equipment and clothing and assign jerseys to the players themselves in the change room. Just make sure to track jersey #'s and input them into TeamSnap and the team list template.*







# After you have your team, hold a Parents' Meeting

The Head Coach or Manager calls the meeting. **Hold it early! Even when you're reasonably sure your team won't be going through a lot of balancing changes**

► Topics to be discussed should include:

1. **Tournaments** – how many? (maximum 5) Out of town or all local? It is best to have a list of tournaments that you've either signed up for, or, proposed ones. It's critical to sign up quickly so make sure you get consensus on this
2. **Team Fees or pay as you go?** If Team Fees, suggest the amount (\$200 approximately)
3. **Team Bank Account?** Or one person pays up front for tournaments and gets reimbursed after? If you're doing the latter you typically don't need to collect team fees up front. If you're doing a bank account you'll need a treasurer and signatories
4. **Fundraising?** If the team wants to do it, find a volunteer at the parent meeting to run it, or, do it yourself if you have time
5. **Absences** – establish how to communicate to the coach that a player will be absent for a game or practice. Best to use TeamSnap for this
6. **Parties/team socials** – this is optional, and can be discussed during the season



- *Not all parents are comfortable discussing team fees at the team meeting in front of everyone. Make sure to tell everyone that they can communicate with you or the coach directly to express any concerns*
- *Make sure you and the coach have discussed about tournaments beforehand and how you're going to charge for kids who can't/don't attend*
- *Also, have a plan for how you're going to handle parents who haven't paid team fees*





# Tournaments

- ▶ Get buy-in from at the parent meeting about how many tournaments you are going to enter and how far the team is willing to travel, if at all. There are quite a few tournaments locally so you don't have to travel of course.
- ▶ Tournaments fill up very quickly so BOOK EARLY!
- ▶ A good place to search is <https://www.heominor.ca/tournaments>. There are a lot of other sites so be creative in your googling. Some examples are:
  - “Atom house league hockey tournaments Eastern Ontario”
  - “Peewee house league hockey tournaments Syracuse”You get the picture...the important things to remember are that you want to make sure you're entering the right division and level and that it's house league.
- ▶ There is different paperwork required for out of province and out of country tournaments. Visit the Manager's section on our website for more info.
- ▶ The kids love the hotel experience! Some tournament hotels are very good about letting kids play mini sticks and run around the halls, others not so much.
- ▶ If the hotel has a party room, try to book it so you can hold a team pizza party, adult card party, etc. etc. . These rooms are very popular and go fast!



- *Ideally, schedule an early tournament! They're great for teams (and parents) to get to know each other!*
- *If you're traveling for a tournament, make sure to tell the organizer that you are from out of town and for that reason you'd like your first game to be later Friday afternoon or evening. They typically schedule the more local teams on Friday mornings but it doesn't hurt to remind them.*





# Game Day

- ▶ Print out team labels and collect game sheets
- ▶ Instructions for completing game sheets and printing out team labels are on WEHL's website here:  
[http://wehl.on.ca/page.php?page\\_id=45495](http://wehl.on.ca/page.php?page_id=45495)



*Familiarize yourself with the rules around **affiliating players**, and, **emergency goalies**. Your coach should definitely know these rules but it's good if someone else on the team, especially the person responsible for gamesheets, knows the rules too. Read up on them here:  
[http://bmhl.ca/page.php?page\\_id=57418](http://bmhl.ca/page.php?page_id=57418)*





# Official Team Lists

Team Lists are *critically important*. **Why?**

- ▶ Auditing: catchment, division, one team/player
- ▶ Respect in Sport
- ▶ Proof of age, identity in tournaments
- ▶ Proof of qualifications of bench staff

**Needed ASAP, or team stops operating!**







# Mandatory Minimum Qualifications for Team Staff

	Police Record Check	Respect in Sport: Leaders	Understanding Discrimination... Gender Identity / Dressing Room Policy...	Coach 1 – Intro	Hockey U. Online: Coach 1/2	Coach 2: Coach Level
<b>Head Coach</b> IP Levels	✓	✓	✓	✓	✓	
<b>Head Coach</b> Novice	✓	✓	✓	✓ *	✓	
<b>Head Coach</b> All Other Levels	✓	✓	✓		✓	✓
<b>Assistant Coach</b> IP Levels	✓	✓	✓	✓	✓	
<b>Assistant Coach</b> All Other Levels	✓	✓	✓			

\* denotes that holders of Coach 2 will be “grandfathered” for the foreseeable future



# Mandatory Minimum Qualifications for Team Staff

	Police Record Check	Respect in Sport: Leaders	Understanding Discrimination... Gender Identity / Dressing Room Policy...	Hockey Trainer Certification Program (HTCP1)
<b>Manager</b>	✓	✓	R	
<b>Trainer</b>	✓	✓	✓	✓
<b>Treasurer</b>	✓			
<b><u>Other</u> On-Ice Help</b>	✓	✓	✓	

R denotes Recommended

Always check  
the WEHL  
website for  
the latest  
updates!



# Completing Your Team Lists

- ▶ **Manager's responsibility**
- ▶ **Templates (with instructions) will be e-mailed to you and the Head Coach**
- ▶ **Enter qualifications/certifications with associated numbers – MANDATORY – lists will be sent back if info is incomplete**
- ▶ **Team Lists with deficiencies will not be approved by Hockey Canada.**
- ▶ **Send to [teamlists@westendhockey.com](mailto:teamlists@westendhockey.com) by **October 13<sup>th</sup>**!**





# Team List – Players

**Team Number** (i.e. Novice B3):

**Team Nickname** (i.e. West End Sharks):

LAST NAME	FIRST NAME	JERSEY #	POSITION

Full instructions are included in the template.







# Team List – Staff

**Information is MANDATORY. Incomplete information will result in the form being sent back to the team.**

	Name (First and Last Name)	D.O.B. (DD/MM/YY )	Mandatory for all Team Staff			Head Coach and Trainer only*	
			Ottawa Police Records Check? **	Respect in Sport - Activity Leader?	Understanding Discrimination... Gender Identity / Dressing Room Policy	Coach 1 (IP5, IP6, Novice) OR Coach 2 (Atom +)	Trainer - Level 1 - HTCP is mandatory IP5 to Juvenile
Eg: Head Coach	Don Cherry	05/02/34	Y	Y	Y	Coach 2	n/a
E.g. Manager	Ron Maclean	12/04/60	Pending	y	Y	n/a	n/a
Head Coach:							
Assistant Coach:							
Assistant Coach:							
Trainer:							
Manager:							
Other:							
Other:							
	Green denotes <i>required</i>		Amber denotes <i>may be required</i>				

Forward completed Team Lists to [WEHLteamlists@gmail.com](mailto:WEHLteamlists@gmail.com) no later than Friday October 20<sup>th</sup>.





# So You Wanna Be a Rock Star?

Here are some other things you can do to help out the kids and the parents on your team:

- ▶ Photos of kids in TeamSnap
- ▶ Player cards for parents in stands
- ▶ Address map for car pooling
- ▶ Senators and 67s community programs
- ▶ Team-building events (incl. fundraisers)
- ▶ Professional action photos





## Please remember...

There is **no such thing as a dumb question** when it comes to this stuff. So please please ask us your questions and you will get help.

Also remember that **this gets easier the more you do it!** We remember being daunted the first time we were managers and now it's old hat!

There is more information that is relevant to Managers that was presented in the Team Volunteer meeting.

[Click here to go to](#) the Team Volunteer presentation posted under the Coach Resources section on WEHL's website.