

# Manager, Treasurer and Parent Rep Meeting

2017-2018

# Manager Responsibilities

# Manager Overview

- ▶ Manager Role and Checklist
  - ▶ Resources
  - ▶ Communication
  - ▶ Team Volunteer Roles
- ▶ New Stuff this Year and Important Reminders
- ▶ Day to Day Team Operations
  - ▶ Game Sheets
  - ▶ Affiliates
  - ▶ Exhibition Games/Tournaments
  - ▶ Schedule Windows and Travel Permits
- ▶ Other
  - ▶ BHA tournaments, Maximum Games, BHA Picture Day
  - ▶ OneClick Ice and Goalline

# The Manager's Role

- ▶ Coordinate all off ice activities
  - ▶ Let the coaches focus on coaching!
  - ▶ Confirm all significant decisions (such as tournaments) with coaches before presenting to the team
  - ▶ Communicate with parents
- ▶ When in doubt.....ask
- ▶ Be familiar with all policies



# Resources

- ▶ [www.blackfoothockey.com](http://www.blackfoothockey.com)
  - ▶ Standing Policies and Procedures
  - ▶ Team Admin Manual
  - ▶ Blackfoot Important Dates
  - ▶ Manager/Treasurer/Parent Rep Presentation
- ▶ [www.hockeycalgary.com](http://www.hockeycalgary.com)
  - ▶ Managers manual and checklist
  - ▶ Important Dates



# Team Manager Checklist

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1. Communicate with your team through your TeamSnap account
2. Set up a team meeting (go over coach expectations and team expectations)
3. Fill positions (parent rep, treasurer, tournament, fundraising)
4. Determine the cash call
5. Check both sets of jerseys for numbers and sizes. With this info assign jersey numbers.
6. Check out websites Hockey Calgary, Hockey Alberta and Hockey BC under their tournaments tab and see what tournaments are available for your age group and division.
7. If tournaments are during league play but before the schedule window deadline then enter a schedule window for the tournament you plan to attend during league play.
8. All players to fill out the medical info and available at all games on the bench preferably
9. All players, parents and coaches must sign the fair play code
10. Set up a bank account with the treasurer once assigned. Bank accounts can be set up through the Blackfoot office and through email.
11. Once league play has started sign into your dashboard review your assigned affiliate players
12. Once league play has started enter in your player's jersey numbers into your hockey Calgary dashboard.
13. Assign families in the box for home and away games (2 volunteers for every game).
14. Make labels for your game sheets (If the template is needed please ask and we can provide it)
15. Organize or delegate the job for a parent or player social if applicable.

# Communication

- ▶ Much communication from Blackfoot to parents is through you (schedules etc)
  - ▶ Communicate through your TeamSnap account
  - ▶ Be prompt, and clear
  - ▶ Set fundraising goals and tournament attendance with agreement of parents
    - ▶ Consider if you want a parent volunteer to coordinate tournaments and/or a parent volunteer to head fundraising activities



# Team Volunteer Roles

- ▶ At the kick off meeting, the coach should fill these roles
  - ▶ Manager
  - ▶ Treasurer
  - ▶ Equipment manager
  - ▶ Tournament rep
  - ▶ Parent rep
  - ▶ Fundraising
    - ▶ example: <https://nwtmidget.spinzo.com/blackfoot>
- ▶ Manager should agree on responsibilities with each volunteer





# Equipment manager

- ▶ All equipment should have been picked up by now....
- ▶ Contact the BHA equipment manager at [equipment@blackfoothockey.com](mailto:equipment@blackfoothockey.com)
- ▶ Equipment Deposit of \$500 - cheques will be cashed November 15, so you have until then to exchange personal cheques with team cheques
- ▶ Jerseys MUST be washed before they come back
- ▶ Ensure equipment is returned on time to avoid fines
- ▶ Damage penalties will be available when jerseys are picked up



# Apparel Policy

- ▶ BHA Policies and Procedures - Unauthorized Apparel and Merchandise Penalties
  - ▶ Any Team purchasing apparel, merchandise or other items other than from an authorized BHA supplier will face a penalty. Current penalty is loss of two practice ice times.
  - ▶ Any Team that uses any unauthorized uniform item will result in immediate suspension of Head Coach and Team Manager.



# Apparel Reminders

- ▶ Team Apparel is available through Hall of Fame & Adrenaline Source for Sports
- ▶ Our logo can only be used by approved suppliers
- ▶ No name bars or crests on BHA jerseys
- ▶ Name bars and advertising crests can be added to AtomC BLUE jerseys this season
- ▶ Penalties will apply for non compliance



# Third Jersey Reminders

- ▶ 3<sup>rd</sup> jerseys approved by Hockey Calgary
  - ▶ Teams can order through Hall of Fame online store. Turnaround is 4 weeks.
  - ▶ You can keep them at the end of the year
  - ▶ You can add name bars
  - ▶ You can add sponsor crests with pre-approval
  - ▶ You can use different numbers BUT.....
    - ▶ It creates a lot of work for the manager as you have to enter in the new numbers every time you submit a game sheet



# Important Reminders

- ▶ Fair Play Codes
  - ▶ Coaches submit signed fair play codes directly to Age Division Coordinator
  - ▶ Parents (ALL parents) and Players Fair Play Codes are submitted to the manager
    - ▶ Collect the forms and submit list of outstanding Codes 1 week before seeding round (Seeding round starts October 28, 2017) to Age Group Coordinator
  - ▶ No later than 3 days before Seeding round begins Age Group Coordinators will provide list of outstanding Coach, Parent and Player Codes to Director of Coordinators and Game and Conduct Directors
  - ▶ Incomplete codes may result in coaches/players not being permitted on the ice

# Important Reminders Continued

- ▶ Game and Conduct and Discipline Committee
  - ▶ READ THE POLICY CAREFULLY
    - ▶ Parent Rep
    - ▶ Manager
    - ▶ Coach
    - ▶ Age Division Coordinator



# Important Reminders Continued

- ▶ Parent Representative
  - ▶ Critical Role – will discuss later in presentation
  - ▶ Cannot be related to coaches/manager/treasurer
  - ▶ Choose carefully
    - ▶ Level headed
    - ▶ Good communicator
    - ▶ “independent”
  - ▶ Reach out to Game and Conduct Directors for support



# Game Sheets

- ▶ Many coaches will delegate this to managers
  - ▶ You have been given 20 game sheets tonight
  - ▶ HC Logins and OneClick login will be sent to each manager
  - ▶ Home team supplies the game sheet
  - ▶ Make team stickers!
  - ▶ Submit to Hockey Calgary promptly – you or your coach will get log in credentials – home team submits game sheets online and scan copy of sheet to HC
  - ▶ Watch for suspensions and notes on the gamesheet
    - ▶ Report them quickly and get a firm ruling from Hockey Calgary before letting a player play again





# Affiliations

- ▶ Sometimes a player needs to miss a game and the coach will want to affiliate a player
  - ▶ Affiliates CANNOT be used to replace a suspended player
  - ▶ Affiliates must be on the approved list – do not play an affiliate until you have the list!
  - ▶ You will see a list of available affiliates on your Hockey Calgary Dashboard. Name not there, cannot use
  - ▶ There are limits to how many games an Affiliate can play
  - ▶ The League Chair must be informed BEFORE the game



# Exhibition Games & Tournaments

- ▶ Travel permits are required outside Calgary - applies to ex games, tourneys AND practices (ie. Indus)
  - ▶ Hockey Calgary website - your dashboard
  - ▶ Minimum 72 hour notice
- ▶ All exhibition games require pre-approval
  - ▶ Apply on Hockey Calgary website
  - ▶ If the exhibition game is approved, Hockey Calgary will arrange refs
    - ▶ You will pay them cash directly



# Schedule Windows and Special Events Sanctions Scheduling Windows

- ▶ Special event sanctions are required for events other than games and practices
  - ▶ Hockey Calgary website
- ▶ To play in a tournament during the seeding round or regular season you **MUST** submit a scheduling window request before the deadlines
  - ▶ October 5 for seeding round, December 3 for regular season
  - ▶ only one window will be granted in each the seeding and regular season
  - ▶ Check HC website (“Operations” – important dates)
  - ▶ If you apply for a travel permit, it will be approved at the same time as the scheduling window



# BHA Tournaments

- ▶ No Novice & Timbit tournaments being held this year



# Other Things

- ▶ TimBit, Novice and Atom have “maximum number of games” limits – learn and follow the rules
- ▶ Picture day October 13<sup>th</sup>
  - ▶ Will send out a sheet to sign up for your time
- ▶ Use One Click Ice to:
  - ▶ Trade ice with other teams
  - ▶ Turn back ice you can not use
  - ▶ Pick up available ice
  - ▶ IT IS YOUR RESPONSIBILITY TO UPDATE YOUR TEAMS NAP



# Game and Practice Schedules

- ▶ Schedules are released in blocks over the course of season:
  - ▶ Pre-Seeding round - up to Oct 27
  - ▶ Seeding round - Oct 28 - Dec 10
  - ▶ December Break (no league games) Dec 10- Jan 1
  - ▶ Regular Season round - Jan 2 - Feb 24
  - ▶ Playoffs - Feb 26 - Mar 21
- ▶ Schedules are automatically loaded into your TeamSnap account
- ▶ Practices can not be scheduled until games are released. If you are wondering when you will get your practice schedule, look on HC Important Dates to see when game schedules are released.

# OneClick Ice

[www.blackfoot.oneclickice.com](http://www.blackfoot.oneclickice.com)

- ▶ Program used to schedule practices
- ▶ Each Manager receives team login
- ▶ This is where you can:
  - ▶ Download team schedule
  - ▶ Give/take ice
  - ▶ Request a trade\* new this season
- ▶ Instructions will be sent along with login to each manager

# TeamSnap

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- ▶ All teams have a TeamSnap account
- ▶ Head Coach is the “owner”
- ▶ Head coach assigns manager and assistant coaches
- ▶ Schedules will be automatically uploaded
- ▶ DO NOT CHANGE TEAM NAME!
- ▶ Schedule points:
  - ▶ Access your practice and game schedule
  - ▶ Practices can be changed, games can not
  - ▶ Does not “communicate” with OneClick
- ▶ Teams will be invoiced for \$35.00



# Overall

- ▶ Thanks for volunteering your time – it can be a big job, but it's worth it!
- ▶ If you aren't sure.....ask
- ▶ The coordinators are here to help, and so is the BHA Board and Erin in the office
- ▶ Have a great season





# Treasurer Responsibilities

# Open a Team Bank Account

- ▶ You must have at least one other parent with signing authority on the account (two to sign, NOT related)
- ▶ **Simplified process if you choose to bank with RBC**
- ▶ Email Erin for Letter of Direction



# RBC banking arrangement

- ▶ Community account
  - ▶ \$3.75/month; first three months fee is waived
  - ▶ 10 debits or cheques per month
  - ▶ 5 credits or deposits per month
  - ▶ 25 free printed cheques
  - ▶ Online banking available
  - ▶ E-mail transfers \$1.50 each
  - ▶ It's your team's account – not Blackfoot's



# RBC banking arrangement

- ▶ Email Erin ([info@blackfoothockey.com](mailto:info@blackfoothockey.com))
  - ▶ Team name (in subject line)
  - ▶ Full name both signing authorities
  - ▶ Mailing address for the account
- ▶ Email Rolyn Ceria at RBC [Rolyn.ceria@rbc.com](mailto:Rolyn.ceria@rbc.com)
  - ▶ Team name (in subject line)
  - ▶ Name of signing authority
  - ▶ Photo of 2 pieces of id



# Accept Deposits

- ▶ Issue a receipt to parents for any cash call they provide the team
  - ▶ This is to protect you and help you keep good records



# Make Payments

- ▶ Keep receipts
- ▶ Try to pay by cheque not cash whenever possible
- ▶ ALL team funds should go through the bank account - try to minimize cash transactions
- ▶ You MUST provide an equipment deposit to Blackfoot (\$500 for all teams)
  - ▶ Your coach may leave a personal cheque, a team cheque must be received by November 15<sup>th</sup>. On Nov 15<sup>th</sup>, remaining personal cheques will be cashed
  - ▶ The team cheque WILL be cashed
- ▶ Do not pay for alcohol with team funds



# Participate in Fundraising

- ▶ Develop a fundraising budget
  - ▶ What costs will you incur (Third Jersey? Jackets? Tournaments? Extra ice time?)
    - ▶ Agree with parents BEFORE fundraising starts
  - ▶ Do NOT over fundraise.....
    - ▶ You may refund “cash call” to parents
    - ▶ You may pay for (a portion of) hotel or food costs at tournaments
    - ▶ You may NOT give excess funds to families at the end of the year
  - ▶ Excess funds at year end will be returned to Blackfoot





# Types of Fundraising

- ▶ Permitted
  - ▶ Cash call from parents
  - ▶ Bottle drives – check with community association
  - ▶ Raffles (including 50/50, puck toss, Grey Cup or SuperBowl tickets)– You MUST obtain a licence from the AGLC USING YOUR OWN TEAM NAME ([www.aglc.ab.ca](http://www.aglc.ab.ca))
    - ▶ You can ONLY spend gaming money on things approved in your licence (no liquor, no clothes)
  - ▶ If you use the Blackfoot licence your team will be fined your full equipment deposit amount
    - ▶ This could cost us our casino – it's a big deal!
  - ▶ Do NOT use the Blackfoot logo on any tickets



# Donations

- ▶ Your team may accept donations
- ▶ Blackfoot is NOT a registered charity and we cannot issue charitable tax receipts
- ▶ It's nice if the team sends a thank you letter signed by the players
- ▶ Some corporate donations need to go through Blackfoot – that's okay – we can help



# Referees

- ▶ Teams do NOT need to pay refs for seeding, exhibition, EMHW or playoff games
- ▶ You must pay the refs for exhibition games
  - ▶ Confirm the amount when you book the refs (see Manager Section)
  - ▶ There is no reimbursement from Blackfoot



# Financial Statements

- ▶ Twice a year, prepare and submit financial statements
- ▶ At December 31
  - ▶ Email the statements to ALL team parents and cc [treasurer@blackfoothockey.com](mailto:treasurer@blackfoothockey.com)
  - ▶ Use a format you are comfortable with – see suggested format at <http://blackfoothockey.com/files/teamfinancialstatement.pdf>
  - ▶ Show all cash inflows and outflows



# Year End Financial Statements

- ▶ Email statements to all parents and [treasurer@blackfoothockey.com](mailto:treasurer@blackfoothockey.com) with team name in subject line (eg Novice 1A Blue Year End Financial Statements)
- ▶ Have one parent forward that e-mail to the treasurer saying they approve the statements (that counts as the signature)!
- ▶ Show the equipment refund as if it was received
- ▶ Describe how excess funds will be spent
  - ▶ Refund ONLY to the extent parents put in money for cash call
  - ▶ Donate remainder back to Blackfoot
- ▶ Attach a pdf of the most recent bank statement



# Equipment Deposit

- ▶ Return equipment as soon as the team is finished playing
  - ▶ Fines/penalties for damaged or lost items
  - ▶ Full deposit will be forfeited for any violation of Gaming rules
  - ▶ Equipment must be received by April 30 (or an extension requested from [equipment@blackfoothockey.com](mailto:equipment@blackfoothockey.com))
    - ▶ \$50 penalty for first week overdue; \$25/week thereafter



# Equipment Deposit con't

- ▶ After the equipment deposit is received AND the final financial statements are received, your refund will be processed (less any penalties noted above)
- ▶ If the final financial statements are not received by May 15<sup>th</sup> (or an extension required) the deposit will be forfeited



# Parent rep

- ▶ **It is important to choose a parent rep carefully, shouldn't be friends with the coach.**
- ▶ Parent representative should be ensuring fair play code and respect in sport principles are being followed by players, coaches, and parents alike.
- ▶ Blackfoot Policies on the Prevention of Harassment, Bullying and Abuse
- ▶ Player, Parent and Coach Fair Play Codes
- ▶ 2 coaches in the dressing room at all times. 100% of player on player issues occurred with no adult supervision. Coach is responsible for dressing room up to 1 hour post ice time.





# Parent rep

- ▶ Liaise between parents, coaches and BHA if necessary
- ▶ Adhere to the Blackfoot Game and Conduct process
- ▶ Get familiar with the process!
  - ▶ Read the Standing Policies and Procedures
- ▶ Don't ignore team issues – be proactive!
- ▶ Let's work together to resolve things before they become problems
- ▶ “It's not my job” or “I didn't think it would be this hard” is not an appropriate response



# Game and Conduct

- ▶ Read sections 15 and 16 of the Standing Policies and Procedures
- ▶ Some Key Points
  - ▶ Follow the 24 hour rule
  - ▶ Follow the protocol for escalation
    - ▶ Parent Rep
    - ▶ Manager
    - ▶ Head Coach
    - ▶ Age Division Coordinator (ADC)



# Game and Conduct

- ▶ If after meeting with the ADC the issue is not resolved THEN involve Game and Conduct
  - ▶ In RARE situations, go straight to G&C if a parent feels threatened by someone in the process
- ▶ All incidents reported to G&C will be reported to the Executive on an anonymous basis
- ▶ If G&C cannot resolve an issue it will go to Discipline Committee



# Discipline Committee

- ▶ Convened if G&C feels it is necessary or in other rare circumstances
- ▶ Has the ability to suspend coaches, players, or parents



# Game and Conduct

- ▶ There are two Game and Conduct directors
  - ▶ Robert Elliot: [gameandconduct1@blackfoothockey.com](mailto:gameandconduct1@blackfoothockey.com)
  - ▶ Deven Schiffo  
[gameandconduct2@blackfoothockey.com](mailto:gameandconduct2@blackfoothockey.com)
  - ▶ If the parent rep needs advice or support with an issue they should contact Game and Conduct
    - ▶ It would be rare for anyone other than the parent rep to contact Game and Conduct directly



# Questions?

- ▶ Erin Boulet – [info@blackfoothockey.com](mailto:info@blackfoothockey.com)
- ▶ Jeremy Cheyne – [treasurer@blackfoothockey.com](mailto:treasurer@blackfoothockey.com)
- ▶ Game and Conduct
  - ▶ Robert Elliot: [gameandconduct1@blackfoothockey.com](mailto:gameandconduct1@blackfoothockey.com)
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- ▶ Georgina Anderson- [secretary@blackfoothockey.com](mailto:secretary@blackfoothockey.com)

