**TASA Team Manager Role and Responsibilities**

The team manager is a volunteer leadership role on the team, the manager is the liaison between the parents, coaching staff, and TASA executive etc. You will work with the head coach, treasure, and safety rep to ensure a safe and fun hockey season.

**Communication**

The manager will communicate all pertinent information to parents, including games, practice schedule, tournaments, and fundraising information. Managers will obtain a password to the TASA website from the TASA communications executive at communications@tasa.ca. The password will also allow you to access Gray Jay.

Gray Jay is a website used by Central Minor / Metro Minor that allows you to manage your team's roster, game schedule, and upload game sheets.

You will keep your team's calendar updated via the TASA website, it's important you include all team events on the TASA website calendar, as the executive looks at this when scheduling things or making changes to ice times.

The Manager should coordinate a couple of team meetings throughout the year. This can be done informally during practice or after an ice time. It can include topics such as fundraising, budgets, schedule, tournament etc. You can solicit feedback from the team at the meeting or send out an anonymous survey via Survey Monkey, Microsoft Form or other programs.

Communication is always heaviest at the beginning of the season and it's important to advise the parents of this as it can be overwhelming.

Encourage parents to review the current policies and procedures on the TASA website - [TASA Policies](https://tasa.ca/l/43/TASA-/pages/6601/TASA-Policies/).

While all of the policies are important, it is imperative that every family reviews and acknowledges the below policies;

[Respect In Sports Parent's Program](https://tasa.ca/uploads/tasamha/source/0/Respect%20in%20Sport%20Parent%20Program%20TASA%202022-23.pdf)

[Conflict Complaint Resolution Policy](https://tasa.ca/uploads/tasamha/source/0/CONFLICT%20COMPLAINT%20RESOLUTION%20POLICY.pdf) - must be provided to the parents

[Budget and Fundraising Policy](https://tasa.ca/uploads/tasamha/source/0/TASA%20Team%20Budget%20and%20Fundraising%20Guidelines%20%282023_10_13%29.pdf)

[Fair Play Policy](https://tasa.ca/uploads/tasamha/source/0/FAIR%20PLAY%20POLICY.pdf)

**Safety**

Obtain a complete set of player **Hockey Canada Medical Information Sheet,** and **TASA Player Photo Consent Forms.**The player safety forms must be with the team at all times. Ensure the coaching staff has an up to date first aid kit. The first aid kit should be on the bench during games and practices.

In the event a player or coach is injured on the ice, **The Hockey Canada Injury Report Form** should be completed, as well as the **Hockey Canada Injury Log**. Email copies to the divisional VP and the VP of Safety - safetyrep@tasa.ca.

A Binder housing the medical information Sheets, contact information and blank injury forms are encouraged.

Ensure the bench staff registration form is completed and sent to the TASA Registrar, this should be completed ASAP once the team is formed, and coaches have been assigned. Once this has been sent to TASA your bench staff will be registered in the Hockey Canada Registry.

Once the bench staff is registered in the Hockey Canada Registry you will be able to see what courses, safety checks each member is responsible for. Ensure these are completed in a timely fashion. All outstanding coaching courses must be scheduled by December 1st or that coach will not be permitted to be on the bench until the course is completed.

**Game Day**

The manager is responsible to ensure the game sheet is uploaded via Gray-Jay, confirming the team roster and bench staff for the game. Continue to check Central Minor / Metro Minor website throughout the season for potential changes to the schedule.

**GAME SIGN OFF INSTRUCTIONS:**

You need to “sign off” inside of GreyJay, before every game:

1.       Login to GrayJay League

2.      Select Games on left-hand drop-down menu

3.      Click Away or Home Sign Off

4.      Update your Roster and Bench staff with game participants

5.      Sign electronically and Submit

\*Ensure if you have any AP Players, that they have been added to your roster on GrayJay.

\*Some rinks have WIFI challenges and you may want to submit prior to entering the rink.

If a game needs to be rescheduled due to weather or a conflict with a tournament etc. Notify the TASA Ice Scheduler immediately. Re-scheduling of Central Minor/Metro Minor games should be done between the Association's Ice Scheduler, not the Team Managers.

**Game Day Music**

Each team is permitted to have one person assigned as the designated Music Operator. **Only** that one person is permitted to be in the booth with the time keeper.

**Weather Policy**

Typically the traveling team will have the final say in regards to a game being rescheduled due to the weather. There are no forfeits in minor hockey for weather.

**Tournaments and Exhibition Games**

A few exhibition games can be played throughout the regular season, it’s up to the manager to organize the game, ice and team in coordination with the head coach. You can email the away team’s manager to set these up.

Be aware of how many regular season games your division and level are allowed to play. Tournaments are equivalent to three games.

 Once you upload the exhibition game into Gray Jay ref’s will be assigned, however you should email Jason at Jbhockey@eastlink.ca to confirm the booking of the ref’s for your games.

You will need to pay the refs cash from the team budget for the exhibition game. Timekeeper for the games can be arranged by emailing the TASA Ice Scheduler, they will also require cash payment from the team budget.

Game sheets will be required for all games outside of your Central Minor/Metro Minor schedule. They can be picked up at the TASA office. All game sheets for games played outside of the province must be submitted to the regional director within 5 days of the game. A picture of the game sheet is easier to forward to Hockey NS.

Any game the team plays outside of the Central Minor Schedule (Comp)/Metro Minor Schedule (Rec), including exhibition and tournaments, requires a travel permit. You can apply for this on the Hockey Canada Registry.

As soon as the team is formed, discuss tournaments with the coach and book tournaments and Hotels ASAP. It can be difficult to get accommodations for some of the more popular tournaments, such as tournaments in PEI. Ensure you book enough rooms to accommodate split families and non-parent coaches. Once registered for tournaments Ensure you have applied for your travel permit via the HCR.

You will need a copy of your Hockey Nova Scotia Team Roster for all tournaments. You can get that by emailing the registrar at registrar@tasa.ca.

**Applying for a travel permit**

1. Sign into your HCR account - [www.register.hockeycanada.ca](http://www.register.hockeycanada.ca)
2. You will find a Menu to the left hand of the screen. You will find Travel permits under Manage.



1. Follow the prompts and click Add . Complete the requested information and submit.
2. Once approved, the document will be available for download by clicking on the permit requested and then actions.

 

1. Approvals generally happen within a week. You will also receive an email a few days before your event letting you know the travel permit is ready for printing.

**Extra Ice**

Extra ice may be booked in conversation with the coaching staff, ensuring it is within the team budget. You also may sell or trade practice ice you are unable to use.

TASA has a system to buy/trade ice through microsoft forms. You will be added to the system.

TASA provided ice does not require payment between teams. This will appear on your Ice Invoice at the end of the year. Ice purchased individually by teams will require a payment arrangement between the 2 teams.

Your Ice Invoice will be provided to you before January 15th for review and again at the end of the season for payment. It is the managers responsibility to track their ice and ensure those invoices are accurate and that the balance owing is paid in a timely manner before the season ends.

Halifax Rec (www.recreation.halifax.ca) lists available ice for the HRM owned rinks.

[TASA’s Ice Allocation/Purchase Policy](https://tasa.ca/uploads/tasamha/source/0/ICE%20ALLOCATION%20PURCHASE%20POLICY.pdf)

**Team Budget / Fundraising Guidelines**

The manager will work with the treasure and head coach to create, manage and report team budgets. Each team budget will vary depending on the level, this information can be found on the TASA website, under [Budget and Fundraising Policy](https://tasa.ca/uploads/tasamha/source/0/TASA%20Team%20Budget%20and%20Fundraising%20Guidelines%20%282023_10_13%29.pdf)**.** All parents on the team should review the guidelines.

All parents must review and approve of the team’s budget. It is the Manager’s responsibility to track this.

The treasure will set up the bank account, you will both have access to the account. TASA prefers the CUA bank, you will get a little from the VP of finance for this.

The manager will work along the treasure to ensure the budget is distributed by the TASA deadline and reviewed by the parents.

**The Budget must be submitted to the VP of FInance for review.**

November 30th - initial budget

February 15th - – Interim financial statement with Projected Year end Balances. You must include copies of your bank statements up to January 31st with this submission.

April 25th – A final financial statement must be submitted. Parent contributions cannot be returned until the final approval is given by the respective VP and VP Finance as well as a confirmation from the Equipment Manager that the FULL set of team jerseys have been returned.

The team manager will help coordinate fundraising efforts with other parents on the team, following the **TASA Team Budget and Fundraising Guidelines**

**Affiliated Players**

Affiliate players are a discussion between the Coaches of both teams. If an AP will be playing a game or attending a practice with the team you manage, please ensure you have a copy of the players **Hockey Canada Medical Information Sheet.** For a game, if the player wears the same jersey number as a player on your team you can offer them your extra team jersey or modify their own jersey number with tape! Add this player to your team roster on Gray-Jay.

You should also be familiar with the [Affiliate Player Policy](https://tasa.ca/uploads/tasamha/source/0/AFFILIATION%20OF%20PLAYERS%20POLICY.pdf)

Please connect with the VP of Competitive for confirmation on frequency of usage of an affiliated player.

**Dressing Room**

In partnership with the Coaching Team, the manager will help ensure that the parents and players are aware of the expectation of behavior and language in the dressing room. Further dressing room policies can be found here - [Hockey NS Dressing Room Policies](https://5647e90c-cdn.agilitycms.cloud/Attachments/co-ed_dressing_room_policy.pdf).

**Miscellaneous items**

Ordering name bars/ sponsor bars for jerseys.

Providing contacts for parents to have name bars, sponsor bars put on jerseys.

Distributing corporate sponsor letters to families. (This letter will vary depending on the division and level of hockey).

Team events (ex, end year party, team events).

Organizing team pictures

Distributing team jerseys and collecting them back. Ensure the [Jersey Tracker](https://tasamha.grayjayleagues.com/uploads/tasamha/source/0/TASA%20Jersey%20Tacking%20Form%20%28Excel%29.xls) is completed and signed by the parents. Ensure they are aware of the [Jersey policy](https://tasa.ca/uploads/tasamha/source/0/JERSEY%20%26amp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3Bamp%3B%20SOCK%20POLICY.pdf). **Jerseys must be returned to TASA on a hanger.** U9 teams and U11 recreation teams - Jerseys should be returned as provided.

**Manager’s To Do List**

1. Once the team has been formed, send out an introduction email to advise of the Team Leadership, initial practice times and set up a Team Meeting
2. Set up a scheduling app (TeamSnap, TeamLinkt, GrayJay) and send out invites to the team. Encourage everyone to keep their availability up to date.
3. Host a team meeting (in person or via teams) to set the expectations for the kids and the parents. Provide to the parents, all forms (medical, media, sponsorship, budget)
4. Gather feedback from the Coach/Team on how the year will play out and set the Budget.
5. Send the budget to the parents on the team for approval and submit it to the VP of Finance.
6. Create/Maintain a Team Binder that includes all Forms/policies. This should be at every practice and every game.
7. If the Team is ordering the Name Bars, order via Nova Trophy or Cleves.
8. Book your Tournaments - These fillup fast and accommodations should be booked at the same time.
9. Book Extra Ice - If needed
10. Ensure the Team’s scheduling App is kept up to date with all practices and games (these could change, so keep checking). Remind parents of the importance to keep availability current and to advise in advance as much as possible if a player is not available.
11. Organize Team Wear - If needed
12. Book Team Photos - If needed
13. Book Team Events including Year End Celebration.

Survey Results

1. Would you like to have a photographer booked to take Professional Pictures?

· Yes – 47%

· No – 11%

· Yes but not with a professional – 42%

· **We will need a minimum of 10 families to participate in photos with a professional.**

2. How much extra Ice would you be interested in?

· Once a week – 29%

· Twice a month – 41%

· Once a month – 18%

· None – 12%

3. Is dry land training something that you are interested in?

· Yes – 50%

· No – 50%

4. Are you interested in local or away tournaments?

· Local – 18%

· Away – 0%

· Both - 82%

5. How many Tournaments would you like to see the team participate in this year?

· One – 0%

· Two – 59%

· Three or more – 41%

6. What is your commitment level to fundraising to cover team costs? 1 is not committed at all and 5 is ALL IN!

· 1 – 0%

· 2 – 18%

· 3 – 47%

· 4 – 12%

· 5 – 23%

7. Are you interested in Extra development sessions for your player? Power Skating ect.

· Yes – 71%

· No – 29%

8. Are you interested in a payment option to avoid Fundraising

· Yes – 44%

· No – 56%

· **Our fundraising goal is $9000 – with 16 players that means each family will be working to raise $562.50.**

9. Would you be open to warm up sessions prior to games?

· Yes – 94%

· No – 6%

10. Are you and your player interested in Team Building Activities?

· Yes – 94%

· No – 6%