

Managers Roles & Responsibilities

SMHA Team Managers work behind the scenes to ensure that our players and coaches can focus on the game while everything else runs smoothly. Here's a look at the critical roles they play.

The manager's role is to handle the day to day operations of the team.

- **Referee Coordination**
 - Working closely with the SMHA referee assigner
 - ensure every game is staffed with referees.
 - Collect funds from SMHA weekly to pay for regular season games
 - use team funds to pay for referees for exhibition games.
- **Time Keepers**
 - Managers book and arrange payment for timekeepers.
- **Scheduling**
 - From games to practices, managers coordinate team schedules with SMHA ice coordinator and rink managers, keeping families and players in the loop.
- **Budget Management**
 - Keeping track of team finances, managers handle budgeting and expenses, ensuring everything is transparent and organized.
 - will pay team rep fee to SMHA office (Rep fees vary each year and will be established once the number of rep teams are confirmed)
- **Bank Account Management**
 - Opening and managing a team bank account
 - The Manager oversees all funds to keep the team financially on track.
- **Fundraising Support**
 - Managers play a crucial role in coordinating fundraising activities, helping reduce costs and support team initiatives.
 - Before team fundraisers, the manager must submit budget and fundraising ideas for approval to SMHA member listed on [executive](#)
 - Arrange 50/50 sales as a fundraiser at each game (no license needed)
 - Manager will assign different parent volunteers each week to take a turn selling or will assign a parent to be responsible for 50/50 schedule
 - Collect the track money from game day 50/50

- **Tournaments**

- They handle all tournament bookings and logistics, giving players exciting opportunities to compete and grow.
- Obtain Travel Permits
 - Any team leaving Cape Breton must apply for a travel permit from Hockey Nova Scotia. Ensure to allow 48 - 72 hours
- Hotel Blocks
 - Managers secure hotel accommodations for tournaments, booking blocks of rooms to make travel easier for families.

- **Exhibition Games**

- They arrange exhibition games, adding variety and extra practice opportunities to the team's season.

- **Team Building Activities**

- Managers coordinate activities that strengthen team bonds and promote sportsmanship on and off the ice.

- **Team Communication**

- Managers set up communication channels to keep families updated and connected throughout the season.
- be the main link of communication between parents and coaches.
 - As reviewed at the parents meeting, parents must use the 24 hour rule.
 - If there is still an issue at this point, a parent can speak to the manager and the manager will speak with the coach.
 - For these reasons, managers cannot be spouses, relatives
 - Will pick up the team jersey at the beginning of the year & return at the end (Ensure jersey tracking sheets are signed by parents)
 - Have a complete set of [medical forms](#)