# 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 <a href="mailto:executive">executive</a>
- → 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. (See information on travel permits)

## 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 <u>medical forms</u>

### Travel Permits

- You do not need a permit for league games (home or away) as there is a permanent league permit
- ➤ Both teams need a permit for any exhibition game (home or away). Must apply independently.
- > You need a permit for all tournaments