

## TEAM MANAGER:

1. It is required that each team designate a team manager. The team manager **should not** be from the same household as the head coach.
2. Team funds CANNOT be managed in a personal bank account. A separate team account must be used. A 2nd parent or coach must be nominated from each team to have access to the team's bank account for verification purposes. The manager and review person cannot be from the same family.
3. Primary responsibilities of Team Managers include, but are not limited to:
  - Financial responsibilities:
    - Create a budget for the season and collect enough money from team members to cover the anticipated team expenses
    - Remit payments for practice ice, WEFH equipment fees (reviewed annually by WEFH), etc. to the WEFH Ice Convenor or Treasurer by the due date indicated
    - Pay all other team expenses in a timely manner
    - **Reconcile the team's bank account to show cash inflows and outflows, netting to zero at the end of the season. This must be documented in an excel spreadsheet and sent to all team members (and the WEFH treasurer) no more than 30 days after the season ends.**
    - If there are discrepancies or concerns regarding the handling of team funds, the WEFHB reserves the right to access bank account statements for the team's account, as well as account reconciliations for audit purposes.
  - Organizational/Technical responsibilities:
    - Assign jersey numbers and hand out the jerseys to players (the coach will decide if they want them to be carried in a jersey bag all together or in individual jersey bags by the players)
    - Submit the schedule exemptions for tournaments before the first half and second half deadlines
      - First Half of Schedule for A hockey: TBD
      - Second Half of Schedule for A hockey: TBD

done online at:

<https://www.hockeywinnipeg.ca/schedule-exemptiontravel-permit>

- Obtain the Hockey Winnipeg / Hockey Manitoba travel permits for all tournaments that require travel- done online at:

<http://forms.hockeymanitoba.ca/travelpermit/>

- Submit any online exhibition game request forms to Hockey Winnipeg that are required for your team.

<https://www.hockeywinnipeg.ca/exhibition-game-request>

- Have all parents complete a player medical information sheet obtained from the Hockey Canada website, compile them in a binder and give them to Team Safety to keep with the team at all times.
- Ensure that all players and parents have a copy of or a link to the Hockey Winnipeg social media policy (found under resources on their website)

<https://cdn.hockeywinnipeg.ca/wp-content/uploads/2015/12/HW-Social-Media-Policy.pdf>

- Inform parents of practice times, game times, clothing & pictures night information (as set by WEFH), Saints Gala / Stars Celebration details, and of any schedule changes in a timely fashion using a team app such as Teamsnap
  - In conjunction with the coaches, acquire practice ice as required (other than that what is allocated by WEFH)
  - Keep a supply of game sheets (handed out in team packages) for home games and complete game sheets for all games. Report all game scores to Hockey Winnipeg via phone: 204-222-5292 or email: ddubell@shaw.ca
  - Collect all of the jerseys at the end of the season, assess the condition of each jersey and note any damage when returning the jerseys to the WEFH Equipment Manager or WEFHB representative (charges may be levied against any player that returns a jersey in unacceptable condition or does not return their jerseys at all)
- **Social duties: These can be assumed by other volunteers**
    - Stars Cup - identify a Stars Cup rep from your team to facilitate the team requirement of providing a silent auction prize, selling 50/50 tickets and working volunteer shifts at the tournament (more details will be provided by the Stars Cup Chair earlier in the season)
    - Plan the season opening team-building event as well as the wind-up (could identify a social coordinator to handle this)
    - Attend to reservations and coordination of team transportation to games / tournaments as needed
    - Other duties as required