



# **HOUSE LEAGUE TEAM MANAGER'S HANDBOOK**

**[www.icehockeysa.com.au](http://www.icehockeysa.com.au)**

**Version 2: February 2011. To be reviewed February 2012.**

## ***Letter to the House League Team Manager...***

February 2011

Dear House League Team Manager,

On behalf of the South Australian Ice Hockey Association we would like to thank you for volunteering for this important role and committing your time and energy to making the 2011 season a great success for your team.

We hope you will find this House League Team Manager's Handbook a helpful resource, please send any feedback or comments and suggestions to the Junior Convenor, Melissa Oxlad ([dmoxlad@bigpond.com](mailto:dmoxlad@bigpond.com)).

Thank you for contributing to the success of our Association and helping to create a fun, safe, well organised experience for our players.

Sincerely,

IHSA Board

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## **ROLE: HOUSE LEAGUE TEAM MANAGER**

An enthusiastic, caring Team Manager is an essential and valuable part of the junior ice hockey community. The Team Manager acts as a key figure in creating good communication – not only within the team (Players, Parents and Coaches), but also between the team and other teams, referees, officials and the Junior Convenor. Ultimately, the Team Manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the Team Manager has to do it all him/herself rather he/she needs to make sure that it gets done via delegation.

By taking on managing these off-ice aspects of the team, the Team Manager enables the Coach to focus on player development and on-ice instruction, and the Junior Convenor to focus on the overall development of Junior Hockey. This manual provides information to assist Team Managers in being clearly informed about their role and responsibilities. Please approach the Junior Convenor if further guidance is required.

### **THE HOUSE LEAGUE TEAM MANAGER SHALL:**

- Obtain a National Police Check and ensure that a copy of it is cited by the Junior Convenor and/or the Secretary of the South Australian Ice Hockey Association Inc.
- Adhere to the objectives and policies of the South Australian Ice Hockey Association Inc and its Constitution, Bylaws, and Regulations including the “Junior Membership: Rules and Code of Conduct.”
- Encourage all members of their team (Players, Coaches, and Parents) to adhere to the objectives and policies of the South Australian Ice Hockey Association Inc and its Constitution, Bylaws, and Regulations including the “Junior Membership: Rules and Code of Conduct.” (See Appendix A).
- Enforce the “Junior Membership: Behaviour Management Policy” if a violation of the “Junior Membership: Rules and Code of Conduct” is witnessed or reported to them. (See Appendix B).
- Complete an “Incident Report Form”, and submit it to the Junior Convenor, if a player violates the “Junior Membership: Rules and Code of Conduct” and the violation requires a Step 3-6 response. (See Appendix C).
- Establish and maintain open communication between Coaches, Players, Parents and the Junior Convenor.
- Be available to witness, or arrange for the Junior Convenor to witness, any necessary discussions a Team Coach may need to have with a player in private.
- Be responsible for the timely distribution, management, care and return of team jerseys to the Junior Convenor.
- Assist the Junior Convenor to ensure that every Player (and their Parents) completes a “Jersey Loan Agreement” when supplied with a jersey to use in Junior House League games (See Appendix D)
- Be responsible for providing an accurate team list to the score box prior to each game, unless electronically prepared score sheets are being used (See Appendix E).
- Be responsible for providing a person to act as a Score Keeper or Time Keeper for each game; if a person is not available the Team Manager will score or time keep.

- Ensure that the team gets changed before and after games in the team's allocated change room and that the change room has been left in a neat and tidy state after trainings and games.
- Ensure that after each game, their Coaches Team and League Trophy Voting Slips are provided to their Coaches to complete, and are then returned after completion to the Junior Convenor.
- Be responsible, when it is their team's week, for organising parents from their team to provide goods to sell and to man the IHSA Junior Hockey food and drink stall at Thursday night training and Sunday games.
- Identify and report potentially dangerous situations that may potentially lead to injury (i.e. boards, dressing rooms).
- Implement the "Emergency Action Plan" in the event that a player is injured or requires urgent medical attention (See Appendix F)
- Complete the "IHSA Player Injury Form" in the event that a player/s from their team is injured or requires urgent medical attention (See Appendix G).
- Complete the "IHSA Player/Team Injury Log" in the event that a player/s from their team is injured or requires urgent medical attention (See Appendix H).
- Ensure the injured player/s or their parents are given a copy of the "IHSA Return to Play Form" which must be completed by a Medical Practitioner before the player/s can return to training/playing ice hockey (See Appendix I).
- Vote on the sportsmanship trophy for their team at the end of the season (See Appendix J)

### **National Police Certificate**

The Team Manager is required to obtain a National Police Certificate in order to be able to work with children. This certificate remains the property of the Team Manager but must be cited by the Junior Convenor and/or the Secretary of the South Australian Ice Hockey Association. In order to obtain a certificate the Team Manager must fill in the request form online at

[http://www.sapolice.sa.gov.au/sapol/services/information\\_requests/national\\_police\\_certificate.jsp](http://www.sapolice.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp)

The completed form must then be printed and taken to a Police Station with the required 100 points of identification. Once this has been cited by Police the form can be given to the Secretary of the South Australian Ice Hockey Association to add the VOAN number and then submit it to the Police for Processing – this ensures that the Team Manager does not incur any costs for obtaining the certificate. Once the Team Manager receives the certificate from the Police they need to bring it in to be cited.

### **Junior Membership: Rules and Code of Conduct**

The Team Manager should ensure that they are familiar with the "Junior Membership: Rules and Code of Conduct" and that their behaviour at the rink is in accordance with the policy at all times. They should also seek to encourage all Players, Coaches and Parents of their team to adhere to the policy.

### **Junior Membership: Behaviour Management Policy**

The team manager should enforce the "Junior Membership: Behaviour Management Policy" if a violation of the "Junior Membership: Rules and Code of Conduct" is witnessed or

reported to them. This may involve completing an “Incident Report Form” and submitting it to the Junior Convenor, if a player violates the “Junior Membership: Rules and Code of Conduct” and the violation requires a Step 3-6 response.

### **Communication**

The Team Manager should make themselves known to the Coaches, Players and Parents of their team and establish and maintain open communication between these people and with the Junior Convenor. It is preferred that if possible they introduce themselves to their players on winter season Registration Day. Team Managers may also want to obtain contact details for the Parents of their players (with the parent’s permission) in case they need to contact them with important information during the season.

### **Communication Between Coaches and Players**

The Team Manager will be available to witness, or arrange for the Junior Convenor to witness, any necessary discussions a Team Coach may need to have with a player in private. On occasions, a Coach needs to speak with a player separate from his/her team mates. As a duty of care to Coaches and Players such conversations should not occur without another adult present.

### **Jerseys**

The Team Manager will be responsible for the timely distribution, management, care and return of team jerseys to the Junior Convenor. The management of jerseys shall be uniform across all South Australian Ice Hockey Association Junior Teams. All junior players will be supplied with a jersey for use when playing Pee Wee/Bantam House League games. This jersey remains the property of the South Australian Ice Hockey Association at all times, and is merely loaned to players. **The jersey supplied by the South Australian Ice Hockey Association is for Junior Ice Hockey House League game use only and MUST NOT be used for training, or any other shinny or non Pee Wee/Bantam game.** Players and their Parents must complete and sign a “Jersey Loan Agreement”, agreeing that if the jersey is not returned in good condition at the end of the season they will pay \$150 to replace it. It would be appreciated if the Team Manager could assist the Junior Convenor to ensure that a “Jersey Loan Agreement” is completed for every player before they are supplied with a jersey. Please refer to the “Jersey Loan Agreement” for further information.

### **Team Lists**

The Team Manager will be responsible for providing an accurate team list to the score box prior to each game. This involves ensuring that the list is given to the score box at least 10 minutes prior to each game commencing. This is not required if electronically generated score sheets are being used.

### **Scoring and Timing Officials**

The Team Manager will be responsible for providing a person to act as a Score Keeper or Time Keeper for each game; if a person is not available the Team Manager will score or time keep. One parent from each team competing in a game shall be available to score and one parent from each team shall be available to time keep. Please see the Junior Convenor to arrange training if necessary.

### **Change Rooms**

The Team Manager will ensure that their players get changed before and after games in their allocated change room. It is the Team Manager's responsibility to ensure that the team's change room has been left in a neat and tidy state after trainings and games.

### **Coaches Team and League Trophy Voting Slips**

The Team Manager will be responsible for collecting their Coaches Team and League Trophy Voting Slips from the Junior Convenor. They must then give them to their Team Coaches to complete and then ensure that the completed voting slips are returned to the Junior Convenor after each regular season House League game.

### **Fundraising**

The Team Manager will be responsible, when it is their team's week, for organising parents from their team to provide goods to sell and to man the IHSA Junior food and drink stall at Thursday night training and Sunday games. Typically, this should include tea, coffee, hot chocolate, and cookies, although teams are free to bring additional items such as muffins, cup cakes etc. When it is a team's week they will supply the food and man the stall for a Thursday night training and a Sunday game day. Parents can choose to donate items to the stall or if receipts for items purchased are provided to the Junior Convenor, parents will be reimbursed for their out of pocket expenses. The Junior Convenor will bring in basic supplies for the stall including: tea, coffee, hot chocolate, sugar, cups and spoons. The Junior Convenor will also bring in the float and the takings must be returned to the Junior Convenor after each stall.

### **Identifying and Reporting Hazards**

The Team Manager shall identify and report potentially dangerous situations that may potentially lead to injury. If the Team Manager notices any hazards around the rink, in the change room etc please report them to the Coach and/or Junior Convenor as soon as possible.

### **Emergency Action Plan**

The Team Manager must implement the Emergency Action Plan in the event that a player is injured or requires urgent medical attention. A copy of the Emergency Action Plan is provided in Appendix B. Please speak with the Junior Convenor if further information is required.

### **Player Injury**

In the event that a player/s from their team is injured or requires urgent medical attention, the Team Manager must complete the "IHSA Player Injury Form" and the "IHSA Player/Team Injury Log" and give the completed forms to the Junior Convenor. The Team Manager must also ensure the injured player/s or their parents are given a copy of the "IHSA Return to Play Form" which must be completed by a Medical Practitioner before the player/s can return to training/playing ice hockey. They should advise the parents of this requirement and advise them to return the completed "Return to Play Form" to the Junior Convenor.

### **Team Sportsmanship Trophy**

The Team Manager will vote on the sportsmanship trophy for their team, once at the end of the season. A trophy will be awarded to one player in each team that demonstrates the Best Sportsmanship. This trophy is awarded to the player who best exemplifies the qualities of

perseverance, sportsmanship, and dedication to ice hockey. The player who has consistently shown the following qualities / attributes:

- **Commitment / Dedication** - Regularly attends both trainings and games
- **Attitude** – Shows a good attitude on and off the ice. Determined (when things don't go his/her way, determined to work harder and to drive those around him/her to also work harder) and Positive (always on time ready to go and showing an overall positive attitude)
- **Respect** – Shows respect for team mates, coaches and referees on and off the ice
- **Perseverance** - Consistently gives his/her best effort at all times and never gives up.

Please refer to the voting slip in Appendix J. Further information will be provided by the Junior Convenor towards the end of the season.