

**TASA Minor Hockey Association
Team Management Guidelines
October 2024**



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Team Manager Role

The team manager is a volunteer leadership role on the team, the manager is the liaison between the parents, coaching staff, and TASA executive. You will work with the head coach, treasurer, and safety rep to ensure a safe and fun hockey season. The Role is rewarding and a fun way to be involved in your players Tasa Minor Hockey Team.

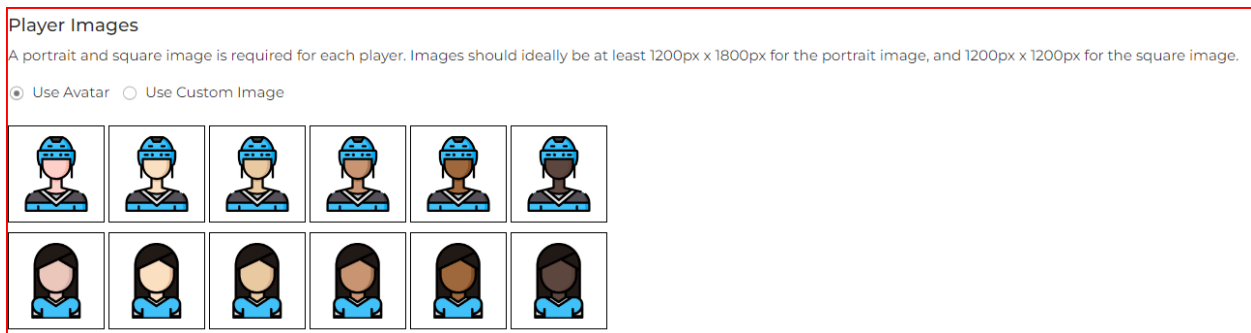
Team Managers are required to have a valid Criminal Record Check with Vulnerable Sector, as well as the “Respect in Sport-Activity Leader” course.

Communication /Gray Jay

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 Social Media Manager at socialmedia@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 and the coach will receive a copy of the team roster once the team is picked.

When you are uploading the roster, if you edit player. You can change the gender and skin color of your player.



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, it's the responsibility of the team manager to ensure that you have contacts for all the players and information is communicated in a timely fashion. The method of communication that will be used throughout the season can be discussed at the first parents meeting. Examples. Email, Team Management app such as Team Snap, team Facebook page.

Tasa Policy Review

Encourage parents to review the current policies and procedures on the TASA website.

- [TASA Policies.](#)

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

- [Respect In Sports Parent's Program](#)
- [Conflict Complaint Resolution Policy](#) - must be provided to the players guardian.
- [Team Budget Policy 2024](#)
- [Fair Play Policy](#)
- [Code of Conduct](#)

Safety

Obtain a complete set of player [Medical Information Sheet](#)

The player safety forms must always be with the team. The information on the form is to be kept confidential between the team manager and the head coach.

It is mandatory, as indicated by Hockey Nova Scotia and TASA Minor Hockey, that a first aid kit is always accessible to the team, for on and off ice team activities.

- **Social Media Consent-** Starting in the 2024 hockey season, the social media / picture consent form is included in the online hockey registration. Team managers will be notified by the Tasa Registrar if there are any players on the team that **HAVE NOT** consented to social media. Please review the following for more information.
- [Team Manager Guidelines for Tasa Minor Hockey Social Media](#)
- [Social Media Networking Policy](#)

- **Injury Reports-** 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 Injury Log](#). Email copies to the divisional VP and the VP of Safety - safetyrep@tasa.ca. A binder housing the medical information sheets, player contact information and blank injury forms are encouraged. This Binder should always be with the team. For players with serious injuries (that received medical attention), or concussions, all return to play protocols must be followed. The **Hockey Canada Return to Play form** must be signed by a physician prior to the player returning.
- **Bench Staff-** Ensure the [Bench Staff Registration Form](#) 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 the coach will not be permitted to be on the bench until the course is completed.

Game Day

Competitive teams at TASA are part of the Central Minor Hockey Federation (CMHF) and is the sanctioned league within Hockey Nova Scotia. CMHF website: <https://centralminorhockey.ca/>

Recreation teams at TASA are part of the Metro Minor Hockey League within Hockey Nova Scotia. CMHF website: <https://metrominorhockey.ca/>

The manager or coach 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

- **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 for games. Connect with the VP of Competitive for confirmation on frequency of usage of an affiliated player. [TASA- Affiliation of Players Policy](#)
- **Timekeepers / Referee's** The association will organize Referee's and Timekeepers for all regular league games.
- **Dressing Room** in partnership with the team coaches, the manager will help ensure that the parents and players are aware of the expectation of behavior and language in the dressing room. The two deep policy is to be followed. [TASA "Two-Deep" Rule](#) as well as the [Hockey Canada Dressing Room Policy](#)
- **Dressing Room Music** Effort should be made to ensure music played in the dressing room is non offensive. Music that is racist, homophobic, sexist or culturally insensitive should be avoided in the dressing rooms.
- **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 timekeeper. [TASA Music Play Guidelines](#)
- **Weather** 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. Typically, the traveling team will have the final say in regard to a game being rescheduled due to the weather. There are no forfeits in minor hockey for weather. [HNS-Winter Travel Policy](#)

Tournaments and Exhibition Games

Tournaments are a large part of the hockey season, teams will usually play in 3-4 tournaments, its encouraged to decide on tournaments and registrar early in the season as some will fill up quickly. Accommodations should be organized along with the tournament, it can be difficult to get accommodations for some of the more popular tournaments, such as tournaments in PEI.

Ensure you put a room block in for enough rooms to accommodate split families and non-parent coaches. Once you have organized the room block, families will book individual rooms.

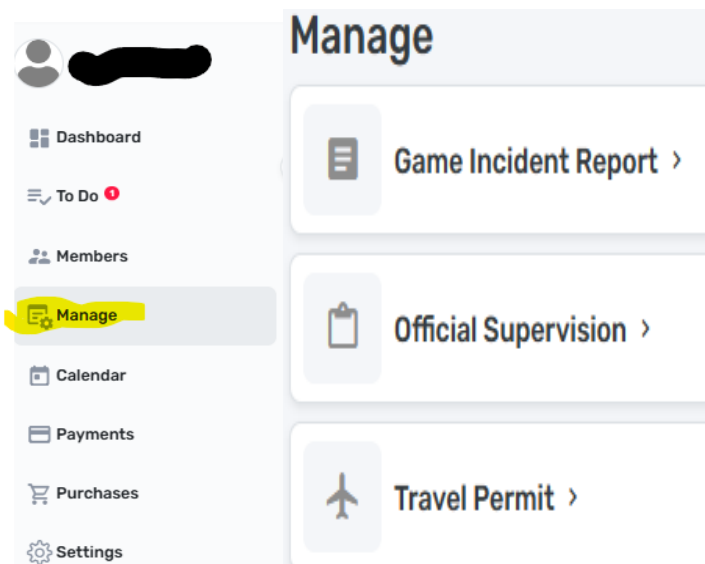
Once you have booked a tournament email the Tasa Ice Scheduler at tasaschedular@tasa.ca they will work on rescheduling any league games that conflict with the tournament.


Tournaments can be found at:

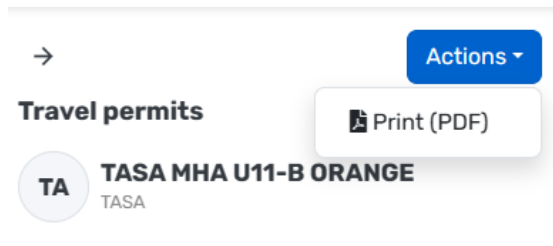
- 1) Nova Scotia- <https://hockeynovascotia.ca/admin-member/tournaments/minor-hockey-tournaments> , You can also visit association websites, if they are hosting any.
 - 2) New Brunswick – <https://hockey//www.hnb.ca/en/allcategories-en-gb/category-en-gb/tournaments>
 - 3) PEI – <https://hockeypei.com/teams/tournaments/>
- **Travel Permits** are required by all teams (competitive, recreational, and U9) playing a game 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.

Applying for a Travel Permit

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



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



5. 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.

A team playing a tournament or exhibition game without a proper travel permit will NOT be covered by insurance. Be prepared to provide your travel permit to the hosting teams.

Hockey Nova Scotia Regulation 9.3

Any team playing out of the province must send a copy of the game sheets to the Regional Director within five days upon the return of the team. There must be 1 game sheet for each game played (unless the game was logged in Gray Jay).

Game sheets can be picked up at the TASA office, its good to have a couple on hand.

- **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. The number of games noted below include league games, exhibition games, and tournament games. A tournament counts as three games, regardless of the number of games played. Regional Conference, Day of Champions and Provincial and league playoff games are not included.

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

- U9 – Please See The U9 Managers Guide
- U11- 45 games

- U13- 60 games
- U15- 65 games
- U18- 65 games

Booking Referees 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 referees for your game. 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. (You can confirm the cost for Ref's with Jason, this will change depending on the length of the game and the division).

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 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 two 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 the team's 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](#)

Team Budget / Fundraising Guidelines

The manager will work with the treasurer 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 at [Team Budgets 2024](#) 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 treasurer will set up the bank account, you will both have access to the account. TASA prefers the CUA bank, you will get a letter from the VP of finance for this.

The manager will work along the treasurer 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 [Fundraising Guidelines](#)

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 meals).
- Organizing team pictures
- Distributing team jerseys and collecting them back. Ensure the [Jersey Tracker](#) is completed and signed by the parents. Ensure they are aware of the [Jersey policy](#). **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, Team Linkt, Gray Jay) 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, 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 fill up 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.

Example Questions for an Anonymous Team Survey

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%

