

## Team Manager's To-Do List for TASA Minor Hockey

The following will guide you through essential tasks as a team manager, ensuring a smooth start to the season and successful coordination of team activities.

---

### U9 Coaches and Manager Certification

Bench Staff Form

Getting Started as Manager: October – November 30<sup>th</sup>.

TASA Policy Review and Compliance Overview

U9 Season Structure

U9 Gray Jay Access

Guidelines for Exhibition Games and Rescheduling Practices

Travel Permits and Game Management for TASA Minor Hockey Teams

U9 Gray Jay Game Day Guide

TASA's Commitment to Diversity, Equality, and Inclusion (DEI)

Miscellaneous Team Management Duties for TASA Minor Hockey

For questions, please contact [under9vp@tasa.ca](mailto:under9vp@tasa.ca)

## U9 Coaches and Manager Certification

---

### Hockey Nova Scotia Definitions:

- **Coach or Assistant Coach:**
    - A person who is both on the bench during games and on the ice during practices.
  - **Manager:**
    - A volunteer responsible for administrative tasks such as booking ice time, submitting tournament applications, travel arrangements, coordinating team budgets, and organizing fundraising events. Managers **do not** go on the bench during games or on the ice during practices.
- 

### Important:

- **Do not register for any coaching or volunteer courses** unless you have been formally appointed by TASA Minor Hockey. Premature registration may result in you being responsible for course fees.
  - **Do not contact Hockey Nova Scotia directly** for clinic registration—approval must come through TASA.
- 

### Step-by-Step Certification Guide:

1. **Review Hockey Nova Scotia's Coaching Requirements:** Ensure you are familiar with the [requirements](#) for the current season.
  2. **Create Your Hockey Canada Registry (HCR) Account:** All volunteers must set up an HCR 3.0 account for registration and course tracking. Click here for [How To Guide](#).
  3. **Register for Coaching Courses:** Register through your HCR 3.0 learning account. [Click here to access HCR](#).
- 

### Criminal Records and Vulnerable Sector Check

- All volunteers must undergo a Criminal Records Check and Vulnerable Sector Check, resubmitted every 3 years.
-

- Details on the screening process are available in the [Risk Management Section](#) on the TASA website

### Respect in Sport (RIS) Activity Leader

- All volunteers must complete the [Respect in Sport \(RIS\) Activity Leader program](#), required for all bench staff (coaches, assistant coaches, trainers, etc.).
- **Cost:** \$30.00 + HST, typically covered by the individual or through team fundraising.

Respect in Sport (RIS) Bench Staff course is separate from the Respect in Sport (Parent) course.

---

### New Coaching Requirements

- [Hockey Canada Learning Lab](#) has replaced the previous Hockey University, featuring modernized course content and improved accessibility.

Online Coach Clinics:

- **Coach 1 Clinic** (formerly *Intro to Coach*)
- **Coach 2 Clinic** (replaces *HU Online 1/2* as a prerequisite for Intro to Coach)

**Grandfather Clause:** Coaches with prior certification (NCCP Coach or Coach Development 1) are exempt from the new Coach 1/2 programs.

---

Division Requirements:

- **U7/U9 Divisions:** Require Coach 1 certification.
- 

First Aid & Safety Certification:

- **U7/U9:** At least one on-ice volunteer must hold these certifications.

**Submit Your Certification:** Send completed certifications to [info@hockeynovascotia.ca](mailto:info@hockeynovascotia.ca) with your full name, association, and date of birth.

---

## Certification Deadlines:

- **November 30, 2024:** Failure to meet these deadlines may result in suspension from duties.

## For More Information Email:

- Certification Questions: Ron Jewers, [certification@tasa.ca](mailto:certification@tasa.ca)
  - Risk Management Screening: Corey Withrow, [riskvp@tasa.ca](mailto:riskvp@tasa.ca)
- 

## Bench Staff

The [Bench Staff Form](#) is used by team managers to provide details about the staff involved in coaching and managing the team. Each team is allowed **up to four coaches and one manager**. The form collects the following information:

- **Manager:** Full name, email address, and phone number.
- **Coaching Staff:** Up to four coaches, including one head coach and three assistant coaches. For each coach, their full name, email address, and phone number are required.

Once filled out, the completed form must be submitted to the **VP** for approval.

---

## Getting Started as Manager (October – November 30th)

1. **Send Out an Introduction Email**
  - Once the team is formed, introduce yourself, the coaches, and the leadership team to all parents and players.
2. **Set Up a Scheduling App**
  - Use a scheduling app like TeamSnap, Team Linkt, or Gray Jay to organize team events and track player availability.
3. **Host a Team Meeting**
  - Arrange an in-person or virtual meeting to discuss expectations with players and parents.
4. **Find a Team Treasurer**
  - Recruit a team treasurer to help manage finances (details below).
5. **Open a Bank Account**
  - Open a team bank account to manage funds for team activities and expenses (details below).
6. **Create and Maintain a Team Binder**

- Assemble a binder with key forms, policies, medical information, and emergency contacts. Always have this on hand for practices and games.
  - 7. **Order Name Bars for Jerseys**
    - If name bars or sponsor bars are needed, order through Nova Trophy or Cleves. Provide parents with the necessary information for application.
  - 8. **Track Jersey Numbers**
    - Keep a record of each player's jersey number. This can be managed in your Team Binder or through the scheduling app.
  - 9. **Create a Team Name/Logo/Team Email Address**
    - Work with the team to come up with a fun and motivational name and logo. Set up a team email address for communication.
  - 10. **Create a Music Playlist**
    - Build a motivational playlist for games, warm-ups, or team events. Involve players by asking for song suggestions to ensure it reflects team spirit.
  - 11. **Team Photos**
    - Coordinate with the U9 VP for team photo arrangements. Scott Tanner offers team photo services at his studio in Hubley.
  - 12. **Gather Feedback and Set the Budget**
    - Collaborate with the coach and team leaders to plan the season and draft a budget. Gather feedback from parents and present the budget for their approval.
- 

## TASA Policy Review and Compliance Overview

As a valued member of the TASA Minor Hockey community, it is important for all parents and guardians to review the current policies and procedures available on the TASA website. Familiarity with these policies ensures a safe and enjoyable hockey experience for all participants. Below is an outline of the key policies and safety requirements that all families must acknowledge and adhere to.

---

### Essential TASA Policies for Families

1. [Respect in Sports Parent's Program](#)  
This program fosters a positive, respectful environment in sports, crucial for both parents and players. It is mandatory for all parents to complete this program.
  2. [Conflict Complaint Resolution Policy](#)  
All concerns or disputes should be addressed through the Conflict Complaint Resolution Policy. Copies of this policy must be provided to each player's guardian to ensure transparent communication channels.
  3. [Budget and Fundraising Policy](#)  
This policy outlines the expectations and requirements for team budgeting and
-

fundraising activities. Adherence to these guidelines helps maintain financial integrity and transparency.

4. [Fair Play Policy](#)

This policy is designed to promote fair and equal opportunities for all players, ensuring a balanced and enjoyable experience.

---

## Dressing Room Guidelines for TASA Minor Hockey

As part of promoting a safe, respectful, and inclusive environment, team managers play a key role in ensuring that players and parents understand and adhere to the [Dressing Room Policies](#). These policies are designed to create a positive atmosphere and safeguard the well-being of all participants.

### Expectations for Behavior and Language in the Dressing Room

Together with the coaching staff, the team manager must communicate the following dressing room guidelines to all parents and players:

- **Respectful Behavior and Appropriate Language**  
Players are expected to always behave respectfully towards each other. Any form of bullying, inappropriate language, or disrespect will not be tolerated. This applies not only to in-person interactions but also to any music or media played in the dressing room.
  - **Inclusivity and Safety**  
The dressing room should be a safe space where everyone feels included and comfortable. Players should be mindful of how their actions or words may affect others
- 

### The TASA "Two-Deep" Rule

The **Two-Deep Rule** is a critical aspect of the dressing room policy. It requires that **two responsible adults** (coaches, managers, or screened volunteers) be always present when players are in the dressing room. This rule is in place to ensure player safety and prevent inappropriate situations.

- **No one-on-one interactions** between an adult and a player should take place in private or unsupervised areas, in line with **Hockey Canada's Dressing Room Policy**.
  - All dressing room activities should follow the guidelines set forth by Hockey Canada, which promote safety, privacy, and proper supervision.
-

## Safety Protocols and Procedures

### Player Medical Information Sheet

All team managers must have a complete set of medical information sheets for each player. This information is confidential and must be handled responsibly by the team manager and head coach. Safety sheets should be accessible during all team activities.

- **First Aid Kit Availability**

It is mandatory, as per Hockey Nova Scotia and TASA Minor Hockey requirements, that a fully stocked first aid kit is available for all on-ice and off-ice activities. Team managers are responsible for ensuring compliance.

---

### Social Media Consent

As of the 2024 season, social media consent is incorporated into the online registration process. Team managers will receive notification regarding players who have not consented. Key resources include:

- **Team Manager Guidelines for TASA Minor Hockey Social Media**
- [Social Media Networking Policy](#)
- [Injury Reporting Procedures](#)

For any injuries sustained on the ice, it is mandatory to complete a Hockey Canada Injury Report Form and log the incident in the Hockey Injury Log. A binder containing medical information sheets, contact information, and blank injury forms should be kept readily available. For serious injuries, especially concussions, adherence to Hockey Canada's Return to Play protocols, including physician clearance, is required.

---

### Miscellaneous Team Management Duties for TASA Minor Hockey

In addition to budgeting and compliance responsibilities, team managers handle various logistical and organizational tasks to support the team throughout the season. Here's a summary of these duties, including guidelines for managing jerseys, coordinating events, and handling sponsorships.

### Sponsorship and Fundraising

- **Corporate Sponsor Letters**

Distribute corporate sponsor letters to families. These letters vary depending on the division and level of hockey, so ensure you have the appropriate version for your team.

## Team Events and Activities

- **Organizing Team Events**  
Managers may coordinate team events such as end-of-year parties, team meals, or other gatherings. Consider consulting with the team and coach to plan events that suit everyone's preferences and schedule. Keep GrayJay updated with special events.
  - **Team Pictures**  
Coordinate with parents and photographers to organize team pictures. This usually involves scheduling a date, informing families, and handling any related logistics.
  - **Book Tournaments and Accommodations**  
Tournament spots fill up quickly, so prioritize booking early. Coordinate with parents on dates and locations, and reserve accommodations at the same time to ensure availability.
  - **Organize team-building events and a year-end celebration.** These events foster team spirit and provide an opportunity to reflect on the season. Collaborate with parents on the details, including date, location, and budget.
  - **Game Day organization.** Organize list of Goalies and Timekeepers for games.
- 

## Guidelines for Exhibition Games and Rescheduling Practices

When managing your team's schedule, it's important to adhere to the following guidelines regarding exhibition games, regular season games, and practices.

### Exhibition Game Scheduling

- **No Exhibition Games During Regular Season Games**  
Exhibition games **cannot be booked** over regularly scheduled league games. Always prioritize regular season games on the schedule.

### Rescheduling Due to Tournaments

If your team is attending a tournament that conflicts with a previously scheduled practice or game, follow these steps:

1. **Contact Your U9 VP or Ice Scheduler**  
Notify your **U9 VP** or the **Ice Scheduler** about any conflicts caused by tournaments. They will help to reschedule the missed practices or games.
2. **Switching Missed Practices**  
Missed practices due to tournament participation will be rescheduled to a new ice time. The U9 VP or Ice Scheduler will work with you to allocate another U9 practice slot.



### 3. Rebooking Missed Games

If a regular season game is missed due to a tournament, it will be **rescheduled** for later in the season. Keep track of these adjustments via **GrayJay**, as all updated dates and times will be posted there.

---

## Travel Permits and Game Management for TASA Minor Hockey Teams

To ensure that all games, including tournaments and exhibition matches, are conducted within the guidelines established by TASA Minor Hockey and Hockey Nova Scotia, it is essential for all teams to obtain a travel permit for games played outside the Central or Metro Minor Schedules. Here's what you need to know about securing a travel permit, scheduling exhibition games, and managing game-related logistics.

#### 1. Log into the Hockey Canada Registry (HCR)

Visit [HCR](#) and sign in to your account.

#### 2. Navigate to Travel Permits

On the left menu, select "Manage," then "Travel Permits."

#### 3. Submit Your Application

Click "Add" and complete the required information before submitting. Approval typically takes about a week.

#### 4. Download Your Permit

Once approved, you'll receive an email notification. The permit can be downloaded by going to your submitted requests and selecting "Actions."

**Important:** Without a travel permit, the team will not have insurance coverage for the event. Always bring a copy of the permit to present to hosting teams as needed.

---

## TASA's Commitment to Diversity, Equality, and Inclusion (DEI)

At TASA Minor Hockey, we understand that hockey is not just about competition—it's about community. We are committed to fostering a culture where **everyone** feels welcome, valued, and empowered to participate and thrive. To ensure that our organization truly reflects the diverse individuals who make up our hockey family, we are excited to announce the formation of our **Diversity, Equity, and Inclusion (DEI) Committee**. This **member-driven committee** will focus on creating a more inclusive and equitable environment by addressing barriers to participation, promoting fairness, and celebrating the diversity of our community.

---

## DEI Committee's Key Focus Areas:

- **Enhancing Inclusivity**  
The committee will work to identify and eliminate barriers that may prevent individuals from feeling welcome and included in TASA's programs. This includes promoting inclusivity across all levels of participation, from players to staff to spectators.
  - **Promoting Equity**  
Ensuring that everyone within TASA has access to fair treatment and equal opportunities, regardless of their background, identity, or experience.
  - **Celebrating Diversity**  
Embracing and honoring the variety of experiences, perspectives, and cultures that our members bring. This enriches our community and promotes a stronger, more vibrant hockey experience for all.
- 

## Ongoing Efforts

As part of our DEI initiative, **Ben Meisner** is working to schedule mental health and DEI talks for teams, which will be open to players, bench staff, and parents. These sessions will focus on fostering understanding and promoting well-being, ensuring that everyone has the tools and support they need.

Additionally, all **music played in dressing rooms** must adhere to appropriate language and content guidelines to ensure a respectful and inclusive environment.

---

## Resources and Further Information

For more information on TASA's DEI efforts, please visit the links below:

- [TASA DEI Committee Information](#)
- [HNS Maltreatment Policy](#)
- [TASA Code of Conduct](#)

At TASA, we are committed to **listening, learning, and growing** together as we build a more inclusive hockey community for all.

For any questions or to get involved, please contact the DEI Committee through the TASA website.

---

---

By staying proactive and organized with these tasks, you'll help facilitate a smooth season for the team. Remember to keep communication clear and consistent with parents and other team members throughout the process. For additional support or resources, reach out to TASA or your divisional VP.