



Cochrane Minor Hockey Association (CMHA)

Policy Title: Team Management Policy

Reviewed Date: April 15, 2025

Website: www.cochraneminorhockey.com

1.0 Overview

The Team Manager plays a vital role in facilitating communication between coaches, parents, players, and the CMHA. This role ensures that all off-ice tasks are completed effectively, allowing coaches to focus on player development and on-ice responsibilities. This policy outlines the duties and responsibilities of the Team Manager throughout the hockey season.

2.0 Policies and Procedures

2.1 Each Team Manager must complete several responsibilities each season, including:

- Organizing a team meeting at the start of the season.
 - Assigning volunteer positions such as Treasurer, Jersey Parent, Apparel Coordinator, Scorebox Volunteer Coordinator, Data Entry, Fundraising Lead, and Tournament Coordinator.
 - Coordinating team votes on number of tournaments, apparel purchases, and extra training costs.
 - Distributing and collecting Code of Conduct forms and medical forms.
 - Opening a team bank account and setting a team budget.
 - Collecting team fees and ensuring proper documentation is submitted.
 - Setting up the RAMP app and managing team logistics including permits and accommodations.
-

3.0 Initial Parent/Coach Meeting

3.1 A mandatory parent and coach meeting should be scheduled early in the season. This meeting will outline the coach's philosophy and plans while the Team Manager will delegate team roles and responsibilities.

4.0 Budget and Team Bank Account

4.1 Team budgets should include projected expenses such as:



- Tournament fees
- Bus transportation
- Coach gifts
- Laundry detergent
- Away-game meals
- Apparel
- Team events and playoff fees

The Treasurer must provide monthly financial updates. Any major change to the approved budget requires a new vote.

4.2 To open a bank account, the Treasurer must:

- Schedule an appointment with ATB Cochrane.
- Obtain a team letter from CMHA (available in Manager Documents).
- Collect funds after account setup.

CMHA will invoice jersey deposits in November.

5.0 Collection of Required Forms

5.1 Required documents include:

- Player Medical Forms
- Player/Parent/Coach Contract

6.0 Submission of Information to CMHA

6.1 The Team Manager must provide CMHA with a complete list of the team's coaching staff including names, birthdates, emails, and phone numbers.

6.2 Coaches must complete RAMP Coach Registration, Respect in Sport Activity Leader certification, and a Criminal Record Check if applicable.

6.3 Google Sheets will be used for team staff information tracking and compliance.

6.4 Submit Data Entry contact info by mid-October.

6.5 Submit tournament blackout dates to CMHA one week before league deadlines.

7.0 Exhibition and Travel Game Permits



7.1 A sanctioned Exhibition Game Form must be submitted to CMHA for home exhibition games. The sanction number will then be shared with the visiting team.

7.2 A Travel Permit Form is required for all out-of-town exhibition or tournament games. The host team must have the event sanctioned, and regular season/playoff games do not require this permit.

8.0 Tracking Parent Volunteer Requirements

8.1 The Team Manager is responsible for tracking the 20 volunteer points required from each family. A parent may be assigned to manage this tracking. Non-compliance must be reported to the CMHA office.

9.0 Cash Calls

9.1 Teams may issue cash calls to fund approved activities. Non-payment may result in a player's exclusion from extra activities such as tournaments or team events.

10.0 Music Played During Games

10.1 The Team Manager must ensure that volunteers playing music during home games use only clean, radio-edited versions. Inappropriate music violates CMHA's Respect Matters Policy and may result in suspension from CMHA events.