

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.24	DATE APPROVED: May 29, 2025
TITLE: Position Description for Team Manager	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. INTRODUCTION

The team manager is selected by the coach based on experience, leadership ability and fit with the coaching team and the parent group. The manager works with the coaches to appoint parents to other positions such as team treasurer, phoning assistant, etc.

The Manager is the first person any team parent approaches with any team or player concerns. The Manager will then communicate those concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of a players is at stake. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

2. DUTIES

- Prepare and organize team schedules. Supply those schedules to all team players, parents and coaches. Distribute any information to team parents and players.
- Assist coaching staff in arranging exhibition games.
- Arrange for travel permits as required.
- Arrange for exhibition game permit and numbers as required.
- Responsible for the team budget and any fundraising activities undertaken by the team.
- Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
- Ensure any suspensions are adhered to. Failure to adhere to suspensions may result in longer suspensions to both player(s) and/or coaching staff.
- Ensure the team Trainer or Head Coach has a suitable First Aid kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.
- Maintain a complete set of any Parental Consent forms and Medical History forms. These must be available at every game and practice. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician.
- Ensure an Injury Report form is to be filled out and delivered to the Controller as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the team Trainer and coaches as necessary.
- Ensure that Association rules and policies are adhered to.

Cumberland County Minor Hockey Association – Policy Manual

- Team Managers are expected to advise the Ice Time Coordinator every Sunday evening by 6 pm of their teams scheduled ice times and locations for both practice and game times including the names of all participating teams.
- Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy.
- Set-up an e-mail “Team Distribution List” in order to distribute information to parents and players.
- Assist the coach with the preparation of a budget and fundraising plan and be responsible for obtaining the approval of the Board.
- Collect and remit any team fee payments as required.
- Distribute team jerseys at the beginning of the year.
- Collect team jerseys at the end of the year and return to the Equipment Director.
- Ensure that the properly completed game report has been delivered to the on-ice officials at least five minutes before each home game.
- Maintain copies of game reports.
- Make all team members (coaches, players and parents) aware of the policies of the Association and report any deviation to the Division Coordinator.
- Ensure the collection and remittance of all monies due to the Association are passed into the Treasurer by invoice due dates.

3. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

4. REQUIRED DOCUMENTATION

- A current, valid Criminal Records Check;
- A current, valid Vulnerable Sectors Check;
- Respect in Sport and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

5. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.