

ALL-STAR MANAGER'S RESPONSIBILITIES – REGULAR SEASON

The Manager and the Office Administrator for MPMHA must sign off on a form confirming jerseys distributed at the beginning of the season, including jersey numbers. In addition, the Manager will collect a jersey deposit by credit card numbers (see form link) and turn them over to the MPMHA Administrator. At the end of the season, jerseys will be washed at home, there will be a deadline as to when you can drop them back to the office. Please ensure all jerseys are returned as a full set and name bars and letters are removed.

[Jersey Form](#) Once all forms are completed they are to be returned to Dave Burry at the Blades office to be stored in the safe.

Organize All-Star socks and name bars for the jerseys. All-Star socks can be purchased at the office (24 hr notice) and the manager can collect all the money and pick up the team order. Name bars can be made by Rose Clarke. (contact: rosie55posie@gmail.com)

Ensure each parent fills in a player medical form which must be **present** with the team manager (or designate) at all times when the player is involved in practices or games.

[Player Medical Form](#) [HC Injury Report](#) (If needed)

Notify players of practices, games, and other team events. Most managers use a team App like Gamechanger to make communication and scheduling easy. You are the liaison between the families and coaches.

Managers are responsible for completing game sheets. These are available in the referee's room for home games. Each sheet has to be filled out before the game. It is best practice to have pre-made sticker tabs with the players' names, numbers, and coaching staff. In the event it is an away game, the home team will provide the game sheet.

Managers and coaches are also responsible for ensuring the dressing room policy from HNL is being followed at all times. [Dressing Room Policy](#)

Coordinate all team fundraising within the MPMHA guidelines. This includes the formation of sub-committees to address specific fundraising/team activities. Follow the "Team Expenditure Guidelines" (Appendix A) approved by the MPMHA Board of Directors. This can be found online under documents, All-Star Guidelines.

Preparation of the team budget and present that budget to the Treasurer within assigned deadlines. Failure to do so may result in non-approval of fundraising projects and disciplinary action as determined by MPMHA.

Provide financial reports every second month to the Treasurer. These reports will be made available within two weeks to any parent upon request. A year-end report is mandatory, the timing of which will be set down by the Treasurer of the MPMHA. MPMHA reserves the right to require more frequent financial reporting at its sole discretion. Failure to comply with this guideline could leave the team subject to disciplinary action as determined by MPMHA.

For authorized fundraising and in conjunction with the MPMHA Ways and Means Director, obtain any required lottery licenses.

Obtain the All-Star Director's permission for any games outside the MPMHA/DJHL schedule and complete necessary travel forms on time. These forms need to be approved by HNL before any unscheduled games occur. Travel forms are only required for games against teams outside the metro area. HNL does have to be notified so managers must email Mike Kelly and he will inform HNL. Our scheduler also needs to be notified so your request does not interfere with the Blades schedule.

If applicable, ensure that the sponsor's crests are visible on the player's uniform.

Ensure that the dressing room is locked when unoccupied during games and practices and ensure that the room is left tidy and undamaged.

Precede the players from the ice to the dressing room to unlock the door and be present in case of an emergency to ensure the dressing room can be opened. A designate may be assigned for this task if necessary.

Complete the "Travel Report" and "Trip Expense Report" and present them to the Treasurer within two weeks of returning from a trip.

Ensure that all team apparel is a team expense (**\$175 per player** of fundraised money can be used to purchase team apparel) and must be ordered only with MPMHA approval through approved suppliers. The team manager shall be responsible for the ordering, collecting, pickup, and distribution of products and/or merchandise. Get approval from the MPMHA Board of Directors before any sponsors are embroidered on team apparel.

Ensure travel permits are obtained from HNL for any team travel outside of NL.

If the team wants team photos, the manager will arrange team photos, as well as correspond with the Director to arrange a time to book a room at the Glacier. This must be confirmed with the Glacier staff. Any on-ice photos will be done during practice time.

ALL-STAR MANAGER'S RESPONSIBILITIES - TOURNAMENTS/TRIPS

In addition to the NL Provincial Championships, teams are encouraged to travel within the Province for tournaments. If the team is interested in traveling outside the province, the Manager is responsible for conducting a private vote amongst parents within the first month of the team being selected. There will be one vote per child and a **minimum of 13 of 17** is required for out-of-province travel to occur. If only one goalie votes to travel, the Manager can invite one of the alternate goalies to travel with the team. If only one goalie can travel, the manager shall verify with the host tournament representative that they have a goalie available to play with the team in the event the MPMHA goalie is unable to play for any reason. If there is not a goalie available from the host tournament, the manager shall review with the Board.

Responsible for planning and arranging transportation and extra team activities for coaches, players, and MPMHA representatives (when necessary) while traveling.

Arrange accommodations for team officials and any MPMHA representatives if necessary.

Ensure equipment is available when it should be available (Spare jerseys, medical forms, first aid kit, etc.)

Ensure the team and all players are properly registered.

Ensure tournament fees and any other charges are paid.

Arrange for dressing rooms, provide information regarding skate sharpening (if applicable) and first aid, etc.

The Manager, in conjunction with the Head Coach, is responsible for the team, to the All-Star Director.