

APPENDIX A: STAFF RESPONSIBILITIES – ALL-STAR TEAMS

HEAD COACH'S RESPONSIBILITIES

Responsible for ensuring that at least one member of their staff is present in the dressing room until the last player leaves.

Ensure all players proceed directly to the dressing room at the conclusion of a game or ceremonies.

Precede players on ice ensuring gates, including zamboni gates, are closed before players enter the ice surface. Coach may elect to designate this duty to an assistant coach.

Responsible for ensuring that the team is ready to start all games on time and that all game sheets are filled out and signed. Coach may designate this duty (games sheets) to the team manager.

Ensure that the coaching staff uses the same dressing room as players. Male coaches must use discretion when coaching females.

Advise players that jerseys supplied by MPMHA are not to be used for practices or personal use.

Be responsible for the conduct and behavior of the coaching staff. This pertains to their awareness of and executing of their responsibilities as specified in this manual.

Ensure all players and coaches wear the proper game attire and required protective equipment in both games and practices. Failure to do so may result in disciplinary action as determined by the All-Star Director and MPMHA.

The Head Coach and the All-Star Director, are responsible for choosing the Manager for the team. The Manager will be approved by the Board.

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

Either the Head Coach or manager will communicate with the scheduler to arrange practices, exhibition games, and other games throughout the year.

MANAGER'S RESPONSIBILITIES – REGULAR SEASON

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 B) approved by MPMHA Board of Directors.

The Manager and the Administrator for MPMHA must both sign off on a form confirming jerseys distributed at the beginning of the season, including jersey numbers. All jerseys must be accounted for at year end. In addition, the Manager will collect jersey deposit cheques or credit card numbers and turn them over to the MPMHA Administrator.

Provide financial reports every second month to the Treasurer. These reports will be made available within two weeks to any parent upon a 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.

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.

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

Obtain permission from the All-Star Director for any games scheduled outside the MPMHA schedule

Ensure that the sponsor's crests are visible on the player's uniform.

Dressing room responsibilities include:

Ensure that the room is locked when unoccupied during games and practices.

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.

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.

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

Ensure that all team apparel is a team expense 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.

Ensure travel permits are obtained from HNL for any team travel.

Notify players of practices, games, and other team events.

MANAGER’S RESPONSIBILITIES - TOURNAMENTS/TRIPS

In addition to the NL Provincial Championships, teams are encouraged to travel within the Province for tournaments. Within the first month of the team being selected, the Manager is responsible for conducting a vote amongst parents on traveling outside the Province. 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 and first aid, etc.

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

