



Team Manager Roles and Requirements

Required Certifications and Checks

Team managers must complete the following and submit documentation as required. Discuss specific roles with the head coach, as responsibilities may vary.

1. Vulnerable Sector Check (VSC)

- Obtain through the Ontario Provincial Police (OPP).
- Access the application form on the Lambton Attack Girls Hockey Association website under "Forms" "VSC Online Form."
- Complete the "Vulnerable Person's Screening Letter" (available under "Forms"), noting:
 - Member: OMHA
 - Association: Lambton Attack Girls Hockey Association
- Submit your VSC or receipt via the online screening portal. Instructions are available on the association website under "Coaches" & "How to Submit Your VSC Document."
- **Note**: Ensure the VSC is current and submitted promptly.

2. Respect in Sport for Activity Leaders Course

- Duration: Approximately 3 hours.
- Register at: [Respect Group Inc.](<https://owha.respectgroupinc.com>)
- Cost: Payable upfront; submit receipt to the association treasurer (<laghatreasurer@gmail.com>) for reimbursement.

3. Gender Identity and Expressions Course

- Register at Spordle Clinics (<https://page.spordle.com/hc/clinics/1eef1d20-f4fe-6700-ba81-02278fe9e5d9>)
- Confirm completion with the association.

Team Manager Responsibilities

The team manager oversees administrative and logistical tasks to ensure smooth team operations. Collaborate with the head coach to delegate tasks where applicable.

1. Tournaments

- Book tournaments early once the team is finalized, including registration, payment, and hotel blocks if required.
- Coordinate with the head coach to select tournaments and assign booking responsibilities.

- Payments can be sent by the association treasurer but must be reimbursed by the team by December 1.
- Arrange hotel blocks and communicate booking instructions to players' families.

2. Fundraising

- Teams are responsible for covering tournament fees, either through direct family payments or fundraising.
- Submit fundraising plans for approval using the "Fundraising Request Form" on the website under "Forms."
- Complete fundraising by December 1 to meet fee deadlines.
- Corporate donations can be directed to the team, please email the treasurer letting them know funds will be arriving. Cheques must be made payable to Lambton Attack Girls Hockey Association with a memo specifying the team.
- Submit any cheques to the association for processing.
- Manage any association-wide fundraisers assigned to the team.

3. Team Bank Account

- If required but not mandatory open a team bank account for fundraising, sponsorships, or donations to ensure transparent financial records.
- Use the "Bank Account Letter" form under "Forms" to open the account.
- Two team representatives are required to open and close the account.

4. Volunteers

- Recruit volunteers for team roles and document them using the "Volunteer Positions" form under "Forms".
- Submit the form to: laghavolunteercoordinator@gmail.com
- All volunteer roles (except penalty box, scorekeeper, and timekeeper) require a VSC.
- Confirm required training courses with the association, as these may vary annually.
- Volunteers pay for training upfront and submit receipts to the treasurer laghatreasurer@gmail.com for reimbursement.

5. Volunteer Cheques

- Each player's family must provide a \$600 volunteer cheque (payable to Lambton Attack Girls Hockey Association) by October 15th to cover three required volunteer credits.
- For families with multiple children, the cheque is assigned to the youngest player's team, with a memo listing all children covered.
- Collect and submit cheques to the association. Failure to submit by October 15th may result in loss of ice time.
- All families, including coaches and managers, must provide a cheque.

6. RAMP Registration

- Register yourself and other bench staff on RAMP: [Lambton Attack GHA RAMP Registrations](<http://lambtonattackgha.rampregistrations.com>)
- Log in, select "Coach/Staff Registration," and register as the manager.
- Ensure all bench staff complete this process.

7. Team Rostering

- Coordinate with the head coach when rostering the team, you must be officially rostered for Game play.
- Email the association registrar lambtonattackregistrar@gmail.com with:
- Names of all players, head coach, assistant coaches, trainer, and assistant trainer.
- Confirmation of completed training courses, VSCs, and RAMP registration.
- The registrar will provide an approved roster.

8. Team Communication

- Set up a communication platform (e.g., WhatsApp or Heja) for the team.
- Collect cell phone numbers and email addresses from all player families.
- Use email for formal communications as needed.

9. Game Scheduling

- Coordinate with the head coach to determine responsibility for booking games.
- Ice times are available from early to mid-October. The League will provide a list of required games and opponents.
- Book home and away games, coordinating with opposing teams' ice schedules.
- Forward game times and locations to the ice scheduler for calendar updates and referee assignments.
- Upload games to RAMP using the team's provided login to generate game sheets. Assign jersey numbers and roster players in RAMP.

10. Game Sheets

- Download the RAMP GameSheets app on your phone and the team tablet (provided by the association).
- Log in/Create your own account.
- Your Team will be given a team number when rostered add the team using the team number given into the app under "Add Team"
- Before each game, check in players and staff, then digitally sign.
- For home games, complete the game sheet (score, penalties, etc.) during the game and submit it digitally.
- Provide referees with the 9-digit game code at the start of each game.
- After home or tournament games, upload scores to the website.

11. Schedule Updates and Clinics

- Communicate ice schedule changes, association events (clinics, tryouts, registration, banquet), and tournament schedules to the team.
- Notify the association of team participation in extra skill clinics (e.g., goalie or defense clinics).

12. Equipment Collection

- At season's end, collect and return to the association:
- Puck bags, trainer bags, team jerseys, borrowed goalie equipment, and the team tablet.
- Coordinate with the head coach to complete this task.

13. Optional Roles

- Organize team lunches/meals during tournaments, holiday parties, team apparel orders, year-end parties, or next-season tryout information, as desired.

Notes

- Fees for courses or VSCs are paid upfront by individuals and reimbursed by the association upon receipt submission.
- Deadlines (e.g., December 1st for fees, October 15th for volunteer cheques) are critical to avoid penalties like loss of ice time.
- Regularly check the association website for updated forms and instructions.
- For assistance, contact the relevant association coordinator (treasurer, registrar, scheduler, or volunteer coordinator).

Good luck in your role as team manager!