



MANAGER'S SUGGESTED DUTIES TMHI 2017/2018

First Steps....

1. VERY IMPORTANT: Submit the team list for approval from TMHI and OMHA through the Rep/AE Convenor – rep_ae@tmhi.org
2. Training information for coaching staff. If needed this will be told to you by OMHA rep before roster is approved- rep_ae@tmhi.org.
3. Specify to coach if you are an ON ICE or OFF ICE manager.
4. Put together a team contact list for parents and distribute. Can be on small laminated cards to keep in your vehicle. (player's names, parent's names, phone numbers, email addresses) [Template found here](#).
5. Ensure all bench staff and ice helpers have police checks and declarations complete. Contact vp_admin@tmhi.org for confirmation of required information. **NO BENCH STAFF, OR ICE HELPERS, INCLUDING COACHES WILL BE ADMITTED ON THE ICE PAST NOVEMBER 30TH WITHOUT A POLICE CHECK AND DECLARATION.** [Declaration form found here](#). See further below for instructions as well.
6. Find tournaments, or consult coach for tournaments and dates, book hotels. Ensure to let the convenor know, either rep_ae@tmhi.org, or localleague@tmhi.org, so this information can be passed along to the scheduler. Try to book tournaments during Tillsonburg's blackout periods so as to not lose home ice time.
7. RESPECT course must be completed once by each parent....ensure this has been completed by asking.
8. Provide medical forms, printed and collected from players for the trainer.
9. Prepare the fee list, get parents to initial by each name when paid, then you won't have anyone stating they already paid. [Team list template sample found here](#).
10. Get a holiday schedule from parents and players to have a good idea if you will be missing any players for games....pass this information to the coach.
11. Budget
12. Delegate a parent on the team to take pictures throughout the year and submit them to vp_admin@tmhi.org for the player banquet. If this is done periodically throughout the year, you won't be frantic in the end, or simply not have any.
13. Delegate a parent or yourself to manage the team site on TMHI website. Update stats, follow games, write small fun articles for other teams to see! Get access to website through Dan Behman at vp_com@tmhi.org.
14. Delegate fundraisers.
15. Submit a financial statement to VP of Communications/ VP of Finance at the end of the season.

Each Game....

- Prepare the game sheet for game. Template for team attached.

- Jerseys....either coaches, players, or manager, wash and bring jerseys to each game.
- Email the team for schedule changes.
- Ensure water bottles are washed and brought to games.
- Organize any player awards/game awards to be given out by coaching staff.
- Conveners should be notified of injuries, suspensions, discipline hearings
- For Rep teams, the manager is responsible to pay the referees.

"You don't inspire your teammates by showing them how amazing you are. You inspire by showing them how amazing they are."

--Robyn Benincasa



The Volunteer Declaration Form

- 1) Go to www.tmhi.org in your web browser
- 2) Hover your mouse over "Operations" as shown here (note that this may not work well on a phone or a tablet – its best to use a computer with a mouse):

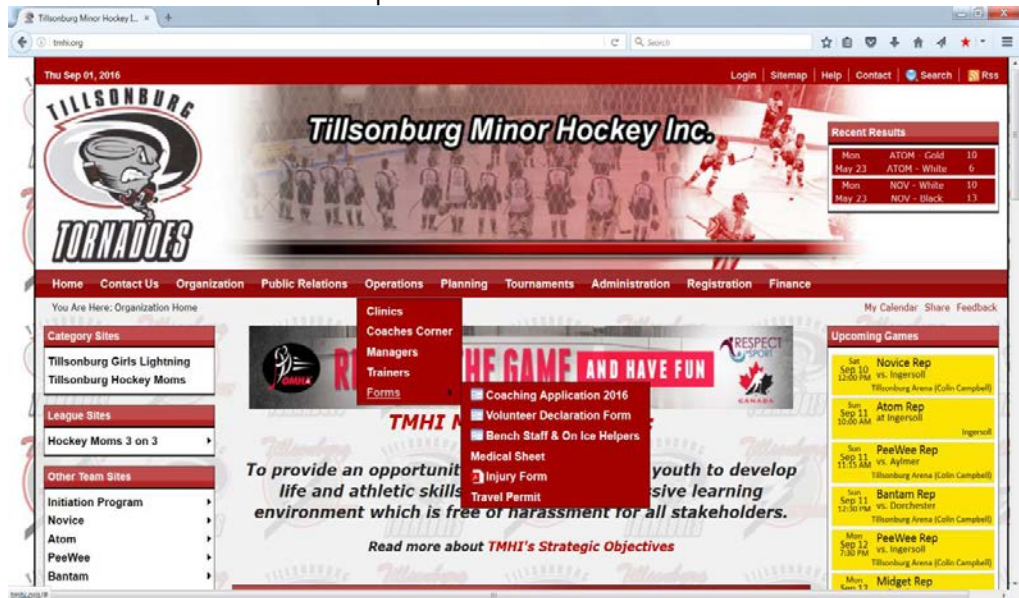
The screenshot shows the website for Tillsonburg Minor Hockey Inc. The main navigation bar includes: Home, Contact Us, Organization, Public Relations, **Operations**, Planning, Tournaments, Administration, Registration, Finance. The 'Operations' menu is open, showing options: Clinics, Coaches Corner, Managers, Trainers, and Forms. The page also features a 'TMHI Mission Statement' and an 'Upcoming Games' section.

TMHI Mission Statement:
To provide an opportunity for Tillsonburg area youth to develop life and athletic skills in a positive, progressive learning environment which is free of harassment for all stakeholders.
 Read more about TMHI's Strategic Objectives

Upcoming Games:

Date	Time	Team	Opponent	Venue
Sat Sep 10	12:00 PM	Novice Rep	vs. Ingersoll	Tillsonburg Arena (Colin Campbell)
Sun Sep 11	10:00 AM	Atom Rep	at Ingersoll	Ingersoll
Sun Sep 11	11:15 AM	PeeWee Rep	vs. Aylmer	Tillsonburg Arena (Colin Campbell)
Sun Sep 11	12:30 PM	Bantam Rep	vs. Dorchester	Tillsonburg Arena (Colin Campbell)
Mon Sep 12	7:30 PM	PeeWee Rep	vs. Ingersoll	Tillsonburg Arena (Colin Campbell)
Mon Sep 12		Midget Rep		

3) Hover your mouse over "Forms" as found in the Operations menu:



4) Click on "Volunteer Declaration Form"

5) Fill out all the fields in the form and click "Submit Form"

Volunteer Declaration For... | tmhi.org/Forms/1469/Volunteer_Declaration_Form/

Tiltsburg Hockey Moms

League Sites
 Hockey Moms 3 on 3

Other Team Sites
 Initiation Program
 Novice
 Atom
 PeeWee
 Bantam
 Midget
 Juvenile Rep
 Goalie Clinic
 TMHI Clinic
 BLACKOUT - NO TMHI ICE

Our Sponsors View All

Social Networking
 Follow Us On
 twitter
 - and -
 facebook

Quick Links
 archamaps.com
 HOCKEY CANADA

Please use this form to complete your Volunteer Declaration for the 2 years post Police Check. An up to date Police Check form will be required once every 3 years.

Declaration

I DECLARE, since the last Criminal Background Check collected by this Board, or since the last Offence Declaration given by me to this Board, that:

Full Name

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
 yes- convictions No- no convictions

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.
 Please List Date, Court Location and Conviction

This form is held on file with TMHI until a new Police Check form is submitted. That is required once every 3 years.

I agree to the terms and conditions stated above*

Name of Team

Human Validation

Type the code from the image: [Generate New Image](#)

Welcome to the 2017/2018 TMHI hockey season!