



## MANAGER'S SUGGESTED DUTIES TMHI 2018/2019 Rep/AE

**The lessons of community and teamwork that hockey teaches have no borders or know nothing of levels of hockey... It's important to remember why we play hockey, not what level we play.**

### First Steps....

- 1. VERY IMPORTANT:** Submit the team list for approval from TMHI and OMHA through the Rep/AE Convenor – [rep\\_ae@tmhi.org](mailto: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](mailto: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 included.
- 5. Ensure all bench staff and ice helpers have police checks and declarations complete. Contact [vp\\_admin@tmhi.org](mailto: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 30<sup>TH</sup> WITHOUT A POLICE CHECK AND DECLARATION. Template for declaration included.**
6. Find tournaments, or consult coach for tournaments and dates, book hotels. Ensure to let the convenor know, either [rep\\_ae@tmhi.org](mailto:rep_ae@tmhi.org), or [localleague@tmhi.org](mailto: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, Rep/AE fees are \$120, get parents to initial by each name when paid, then you won't have anyone stating they already paid. Team list template included for reference.
- 10. TMHI instilled a volunteer parental bond of \$50 per player to be reimbursed upon completion of 2 hours duty for each player prior to the 2018/2019 year end. This can be paid by post dated cheque. Please collect this at the beginning of the season, and add to your team list to be checked off once paid. Volunteer duties include player banquet, volunteer appreciation night, tournaments, or required registrations.**
11. 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.
12. Budget

13. Delegate a parent on the team to take pictures throughout the year and submit them to [vp\\_admin@tmhi.org](mailto: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. (This was not done last year by many teams and the kids were asking where their pictures were.....please have this completed)
14. 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 Keith Beres at [vp\\_com@tmhi.org](mailto:vp_com@tmhi.org).
15. Delegate fundraisers.
16. Submit a financial statement to VP of Communications/ VP of Finance at the end of the season.

### Each Game....

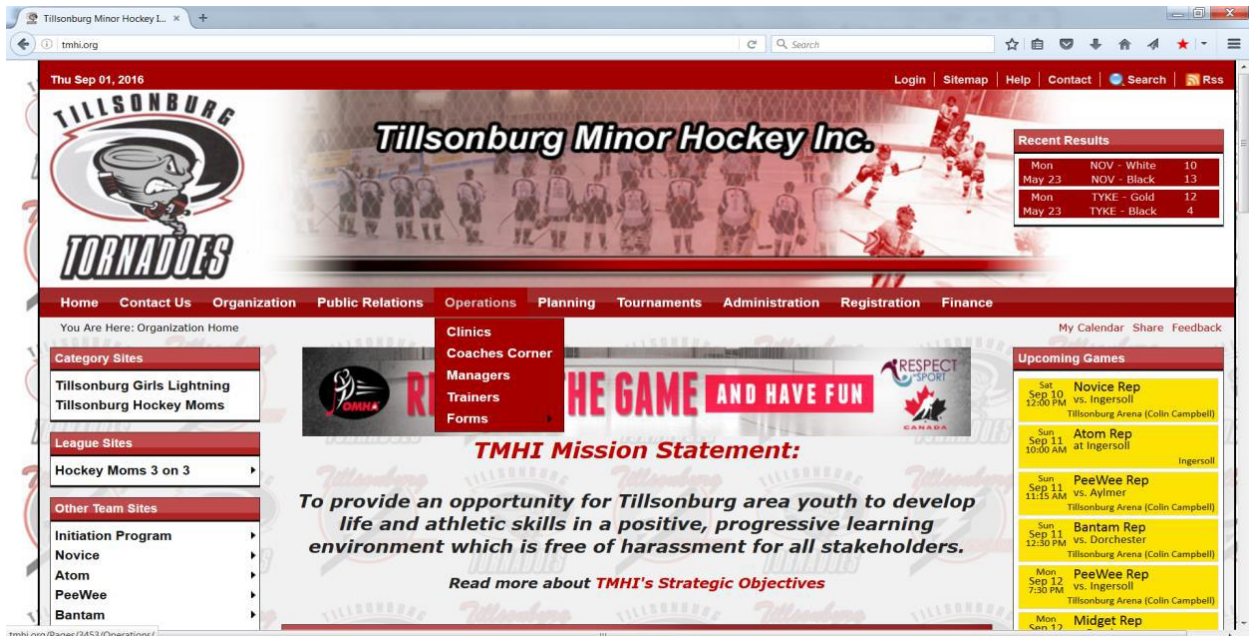
- Prepare the game sheet for game. Template for team attached.
- Jerseys....either coaches, players, or manager, wash and bring jerseys to each game.
- Email the team for schedule changes.
- Ensure water bottles are washed and brought to games.
- Organize any player awards/game awards to be given out 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

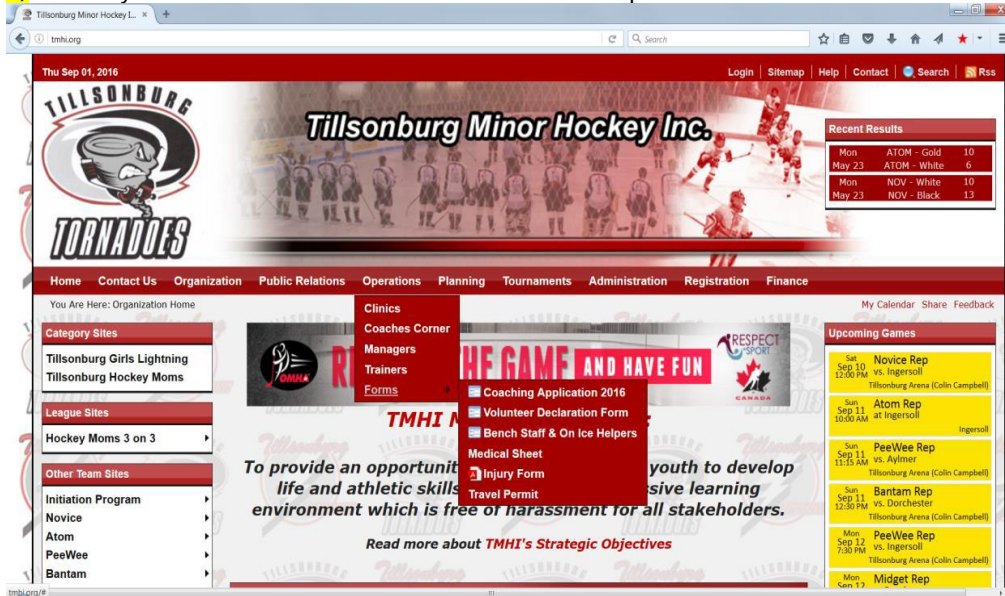


### The Volunteer Declaration Form

- 1) Go to [www.tmhi.org](http://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):



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"

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  QAQ1V

Welcome to the 2018/2019 TMHI hockey season!