



Coaches and Managers Checklist

2023-2024 Season

The purpose of this Coaches and Managers Checklist is to provide as much information as possible to teams in concise, organized fashion. If you do not find answers to your questions in this document, do not hesitate to reach out to the STMHA Board of Directors for clarification.

1. Coaching and Team Staff Requirements:

Coaches and team staff must complete a Police Vulnerable Sector Check. The form is available from Vicki Fenn, STMHA Administrator (Email). Please collect completed police checks from team staff and deliver them to the Administrator by September 1st. No team staff will be permitted on the bench or ice until a Vulnerable Sector Screening (VSC) has been completed. All bench staff are required to complete the Respect in Sport online course and submit their RIS number to Vicki for rostering purposes.

2. Pre-Season Planning:

Please plan to gather at least one parent/guardian for each player for a pre-season meeting. This meeting should take place as soon as possible following the selection of the final roster to allow for budget planning and tournament selections. Topics to consider include:

- a) **Tournaments** – how many? Where? Hotels?
- b) **Team budget** – How much money is needed? Will the team participate in fundraising? What will the team fee be?
- c) **Fundraising** – What types? Optional or required?
- d) **Parent Positions – Who else can help?**

Parent rep: Acts as a liaison between parents and coaching staff. Documents concerns and brings issues to coaching staff as a neutral party. Coordinate meetings between parents/bench staff as necessary.

Volunteer Coordinator: Track and record volunteer hours, make sure allocated time slots are filled by parents, provide training to volunteers (iPad, etc)

Fundraising Lead: Coordinate fundraising efforts, dates, etc.

Team Manager: Act as co-signatory on bank account, organize events, support coaching efforts

3. Bank Account

All STMHA teams **must** have a registered bank account to house team funds. These accounts must be “two to sign”, meaning two signatures must be required to withdraw funds from any account for liability purposes. The team manager or treasurer must keep a detailed record of spending and provide a full accounting to parents at the end of each season. Bank accounts must be closed at the end of each season, and no money should be remaining. If there is money in the account at the end of the season, it must be used appropriately. Please note that team funds cannot be carried forward past the end of the current season, and team funds cannot be refunded to parents in the form of cash.

4. Tournaments

Tournaments fill up quickly, so please plan to register for away tournaments as early as possible. Tournaments must be approved by the VP of Travel (Diana Wilson). In order to get approval and cover the costs for tournament registrations, coaches must complete a Tournament Request form (found here: [Team Tournament Request](#)). Once approved, STMHA Admin will add the tournament to your team’s calendar.

No team advances will be approved after November 1, 2023. By this point, teams should have collected team fees and / or sponsorships and should have access to funds.

5. Fees

Representative teams are responsible for covering the costs of additional ice time, development, tournament reimbursements and equipment (jerseys). These fees will be collected via three invoices:

| | |
|----------------|---------------------------------------|
| October 31st: | Team Fees (ice, etc) |
| October 31st: | Team Jerseys |
| November 30th: | Development Fees, Tournament Advances |

Invoice breakdowns will be as follows:

Team Fees:

Each team is charged \$6,250 for fees. However, \$100 from each player’s registration is dedicated to offsetting the cost of team fees. So, if you are rostering 17 players, you will receive \$1,700 and you will be responsible for paying \$4,550 in team fees. This payment is due by October 31, 2023.

Development Fees:

Each team receives goalie and player development. The costs to the team are as follows:

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|---------------------|--|
| Goalie Detail: | \$1,250 + HST per year |
| Player Development: | \$1,260 + HST per year for teams U10 – U13 A/AA |
| | \$1,260 + HST per year for teams U10 – U13 B and C |
| | \$1,350 + HST per year for teams U14 – U18 A/AA |
| | \$1,350 + HST per year for teams U14 – U18 B and C |
| | \$900 + HST per year for U8/U9 MD teams |

The total cost of your team's development will vary slightly, but for A/AA, B and C teams from U10 to U13 will be \$2,510 + HST. For A/AA, B and C teams from U14 – U18, will be \$2,600 + HST per year. This payment is due by November 30, 2023.

Jersey Fees:

Players are responsible for the cost of their jerseys. Each year, no later than September 1st, the Coach or Team Manager will provide the Treasurer with a completed team jersey list (sample attached). The STMHA Treasurer will then use this spreadsheet to generate an invoice. The team is responsible for collecting jersey money and submitting one payment per team to the Treasurer.

6. Scheduling

Vicki does all of the scheduling for games and ice time. If you are unable to use the ice you have been allotted, please let her know as soon as possible so that she can try to make arrangements. As an organization, we do not like ice to sit empty when it could be used.

In the event of inclement weather, the decision to cancel/postpone a game rests solely with the Administrator. If a coach decides to cancel a game without seeking permission from the Administrator, **it will be the responsibility of the team to incur any fees that may be levied** for cancelled ice, referees, or timekeepers.

7. Volunteer Hours

In exchange for your team's Boston Pizza Cup entry fee (Major, Minor, or U9), your team will be expected to complete volunteer hours. Duties will include staffing the tournament office and answering questions during tournament weekends, but may include other volunteer assignments as necessary. It is the responsibility of the team to ensure that all assigned shifts are covered and that all volunteers have been properly trained on the set-up of iPads and tournament technology.

8. Important Contacts:

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|-------------------------------|--|
| Vicki Fenn (Administrator): | admin@stmha.net |
| Joe Doyle (President): | joedstmha@gmail.com |
| Diana Wilson (VP Travel): | vptravel@stmha.net |
| Kate Palmer-Gryp (Treasurer): | treasurer@stmha.net |