



Manager's Checklist

* Please also see [Coach's Checklist](#). Your assistance with helping complete the tasks noted within is appreciated.

Tournaments – Tournaments fill up quickly! You should plan to register for all of your away tournaments for the season during the summer months. Check the [OWHA website](#) for available locations for your level. The Association will provide an advance to cover tournament fees until fundraising can be started or team fees can be collected. All advances must be repaid no later than January 5th. If you need fees paid in advance please fill out a tournament advance request form for each fee. Requests must be forwarded to the Treasurer at treasurer@stthomaspanthers.com

Panthers Tournaments (Big Cat in Sept., Panthers on the Prowl in Dec.) Please try to avoid having your team in an away tournament on these weekends. We would like all Panthers to be involved around the rinks, helping in many ways and showing their Panther Pride!

We allow all of our teams to participate in one of our tournaments at **no cost**. Should neither tournament have the appropriate division, the Panthers will provide the same fee for another tournament, **provided the team meets all of the following criteria:**

- All teams **MUST** supply volunteers to help with the Panthers tournament. Plan on filling up to four 2-hour sessions across the 3 days of the tournament. The volunteers will work with a board member to register teams and players. If your team chooses not to help out, **the team will be assessed the entry fee value even if you are NOT participating.**
- All teams must provide 2 silent auction prizes for Panther on the Prowl.

Pre-season parent meeting: Please plan to gather *at least one* parent/guardian for each Player for a pre-season meeting. This should be done as soon as possible to allow for tournament scheduling as mentioned above. A board member can be requested to attend the meeting, to help answer questions.

Some Topics to Include in the Agenda:

- **Tournaments** – how many tournaments will be entered?
- **Team Budget**
 - What will money be needed for?
 - Will parents need to pay a team fee up front, or group fund raise?
 - Create a budget and supply it to the board for future reference, The Association will supply a template if needed.
- **Fundraising**
 - How many fundraisers?
 - What activities will be used to raise funds?
 - Who will organize each event? (**Hint – this is a great chance to delegate tasks! See below**)
- **Parent Positions (This is KEY) – Consider:**
 - Social Planner** – team dinners during tournaments, potlucks, etc.
 - Statistician** – Submitting scores to the OWHA / IVRNet. Requirements differ between OWHA and LLFHL.
 - Fund Raising Lead** - responsible for coordinating fundraising events, setting dates, coordinating funds, providing revenue to the Team Manager
 - Financial Lead** - responsible for co-managing a bank account with the Team Manager, issuing cheques, documenting monthly income and debits fully, etc. *Recommend working with Libro Financial for a free Panthers Account*
 - Equipment Manager** - more so for younger teams, responsible for managing the team gear. Notably, the home and away jerseys. Could also include water bottles, pucks, pylons, etc.
 - Time Keeper for Home Games** - your team is responsible for timekeepers for all home games. Suggest training two people on how to run the scoreboard, run the clock and complete game sheets accurately. Great job for high school kids looking for volunteer hours.
 - Den Mother** - there needs to be at least two females present to monitor and help with the dressing room.
- **Coach's information:**
 - Coach's expectations for the season and the season plan.
 - Privit:** Remind families about Privit and completing and/or updating Player information. Ask them to report any safety considerations - if any players have health conditions which ought to be known – to the Team Trainer *in private*. Ex: prone to seizures, heart conditions, history of concussions, allergies, etc. Serious health conditions which foreseeably could present symptoms in the course of the season should be shared for the safety of the player. Ask them to ensure that appropriate emergency response is available. For instance - Epi-pen.

Statistician - When you receive your OWHA team number, assign a team statistician. Provide their name and email address to the Registrar (registrar@stthomaspanthers.com) so that

access to the system can be provided. They will be given instructions as to how, when, and where you are required to post scores and stats online. If you do not receive this information please ask the Registrar!

Team List: Create a team contact list that can be given out to your team with parents/guardians names, phone numbers, email addresses, and/or other information. This can be collected at the team meeting. It's a great way to get on a first name basis, and coordinate support for practices and games.

Signing of the roster: Needs to be done A.S.A.P. when you receive your official roster from the Registrar. When it is signed by all players, parents, and staff the original *must* be returned to the Registrar who will submit it to the OWHHA for approval. You will receive an email copy of the roster once it is approved. KEEP IT HANDY! You will need it for registration at tournaments.

Coach and Team Staff Requirements ○ Coaches and team staff MUST complete a Police Vulnerable Sector Check – form is available on the Panther's website. You will need to collect the completed Police checks from your team staff and deliver them to the board liaison by Sept. 1st. Anyone without one will not be able to be on the bench or ice until it is completed. In cases where team is made after Sept 1st. the checks must be handed in A.S.A.P.

- All staff is required to do the Respect in Sports online course. Their # must be added to the roster.

Home Game Requirements - Game Sheets

The Team Manager is responsible for supplying and completing a standard game sheet (provided to you by the Association equipment manager) for all HOME games.

Labelling the game sheets is required. Must have OWHHA background (available from OWHHA website once you receive your team OWHHA #).

Use Avery label #5164 - 11 sized font. One label must be attached to each of the 3 pages.

Coaching staff and Players, MUST sign the game sheet prior to the game.

Check that the referees have arrived.

The WHITE copy is to be provided to the Panthers Association, please slide them under office door.

The YELLOW copy is to be kept by the HOME TEAM. These must be kept on file for the entire season.

The PINK copy is to be provided to the VISITING TEAM.

Panther Wear is available and should be purchased from the Association approved supplier:

Dangler's Edge Sports

417 Wellington Street

St. Thomas, ON

(519) 207-4440

Please set up a fitting time with the store that works for your team.

Please promote our Panther's website. It is a great tool to keep your team informed and little articles/write ups about your team can have a big impact on your Players.

To get access to your team webpage, please email admin@stthomaspanthers.com

Key Association Contacts:

President – president@stthomaspanthers.com

V.P. – vicepresident@stthomaspanthers.com

Registrar – registrar@stthomaspanthers.com

Tournament Convener – tournaments@stthomaspanthers.com

General Inquiries / help – admin@stthomaspanthers.com

Final Thoughts: Team Managers are the backbone of the team! You will most likely be asked to do many more things, like book hotels for tournaments, share Association communications, collect equipment at the end of the year, etc. If you have any questions please ask your board liaison! They are always willing to help.

Thank you for taking on this important job and best of luck in your season.