



MMAA Hockey Manager's Manual

revised September 19, 2011

THE TEAM:

- Attend Coaches/Managers meeting in the fall.
 - Practice nights, game days and tournament dates are assigned on this date.
- In the case of player rostering issues:
 - Coaches/managers of the 2 teams involved should attempt to resolve the issue keeping the best interests of the player at the forefront
 - If no resolution can be reached the issue should be brought forward to the Conflict Resolution Committee of MMAA by the teams representatives
 - The Conflict Resolution Committee will follow the MMAA conflict resolution policy
- Look after arranging for team pictures and send a photo to jersey sponsor with a note of thanks.
- For managers of teams playing in the Brandon house league: parents and spectators will pay gate fees in Minnedosa; only parents of Brandon minor hockey players do not pay at Minnedosa for league games. Minnedosa Minor Hockey pays a bond to Hockey Brandon for all our teams in the league. We do not receive any funding from Hockey Brandon to offset the cost of our home games.
- If the music room is used during a game or tournament the team manager must ensure that the space is tidy and free of garbage, equipment and other items used by the team.
- Review fire exit procedures with players in case evacuation from players benches or dressing rooms is required.
- Please respect the game/practice in session if you choose to have players warm up on the stands. Minor Hockey will not accept responsibility for injuries that occur when persons are running on the stands.
- Managers should ensure players are supervised at all times in change rooms and on the ice.

SCHEDULING:

- Attend league scheduling meeting, if required.
- Arrange home and away exhibition games if your team is not in a league. Confirm that your opposition is registered with Hockey Manitoba
- Inform players and parents of the schedule for the team.
- Contact the visiting team to confirm that they are coming.
- Advise ice scheduler of home dates for games and the name of the team that you are playing for the whole season as soon as possible. If there are any changes to the already scheduled game you must advise the **Ice Scheduler, Referee-in-Chief, Concession Operator and Gate Worker Scheduler**. This should be done as soon as possible in advance of the cancelled game.
- If you are not using your scheduled ice time you **MUST** let the Ice Scheduler know as soon as possible so that the ice time can be used by someone else. **If your game slot has not been filled by 6:00 pm on the Friday of the preceding week, it will become available to other teams on a first come first serve basis.**
- Notify the Ice Scheduler when your team will be finished using their ice teams at the end of the season.

GAME / PRACTICE RESPONSIBILITIES:

- Complete a game sheet for each home game, including having scorekeeper, timekeeper and on-ice officials sign the game sheet.
- Give a copy of the game sheet to the visiting team and fax/email a copy of the game sheet to the league statistician.
- Ensure that the games start and end on time.
- Ensure that the referees get paid by completing the ref time sheet.
- Become familiar with the clock operation and train volunteers as required.
- Recruit parents to work the time box prior to the game.

UNIFORMS/EQUIPMENT:

- Jersey Deposit: each team must give the Equipment Chair a \$150 damage deposit when they receive the team sets of jerseys for their team. These cheques may be post-dated to February 28 (close to the end of regular season play). Any repairs to or replacement of jerseys will be taken from this deposit. If jerseys are in good condition at the end of the season the cheque will be returned or destroyed.
- The Equipment Chair will make arrangements with each team manager to inspect the jerseys mid season and at the end of the season when the jerseys are returned .
- A jersey database has been created:
 - Managers will provide the Equipment Chair with list of what jersey has been assigned to which player
 - Un-used jerseys are to be kept with the team's set for the season and will be listed in database as well.
- Jerseys are to be kept by manager or coach in the jersey bag provided by Minor Hockey.
- Jersey sizing issues are to be brought to equipment manager's attention; all changes made have to be through the equipment manager and recorded in database.
- Jerseys are to be washed once per month in cold water and hung to dry - NO DRYERS.
- Name bars are to be hand-sewn on jerseys NO SEWING MACHINES (it damages material).
- Arrange for name bars to be removed at the end of the season by cutting the thread (not just pulling them off) to avoid damaging jersey
- Hand in the complete set of jerseys and all Minor Hockey equipment at the end of the season to the Equipment Chairperson.
- Return key(s) for equipment lockers to Equipment Chairperson at the end of the season.
- Managers will need to empty equipment locker as required for tournament weekends as required – will be notified by Tournament or Hockey Chairperson.

TOURNAMENTS:

- All tournaments must be sanctioned by Hockey Manitoba
- The team manager will notify Hockey MB of the date of the tournament, request sanctioning and pay the required fee
- Sanctions must be faxed to Cheryl Ernest at 476-5988 at least **3** weeks prior to the tournament date.
- If your team will not be using their tournament day(s), cancellation must take place at least 2 weeks prior. Manager must advise the **Ice Scheduler, Referee-in-Chief, Concession Operator and Gate Worker Scheduler** of a tournament cancellation.
- Provincials: MMAA Registrar will handle the sanctioning of provincial tournaments and tournament of champions hosted in Minnedosa. Minor will cover the bond that is to be paid. If the team fails to attend the tournament the team must be responsible for the bond.

FUNDING:

- MMAA will no longer advance tournament funds to teams.
- MMAA will operate the gate and canteen for tournaments and keep all funds generated from the gate and canteen.
- MMAA will cover the cost of ice time and referees for regular home tournaments.
- All home tournament entry fees that are collected from the teams that are participating in your tournament will be kept by the team.
- Make arrangements for the operation of 50-50 ticket sales if your team wishes to operate them. All costs related to operating 50-50 draws and raffles are the responsibility of the team. The team keeps 50/50 draws and raffle monies that are raised.
- Suggested Home Tournament Entry Fees:
 - HIP: \$125.00 per day
 - Novice: \$150.00 per day
 - Atom: \$175.00 per day
 - Pee Wee: \$200.00 per day
 - Bantam: \$225.00 per day
 - Midget: \$225.00 per day

These amounts are only guidelines.
Please charge according to what you are being charged to go to their tournament.
- Trophies in the trophy case may be recycled and used in tournaments. Please confirm with a member of the Minor Board as to which ones to use.

COACHING LEVELS & SAFETY:

- All team officials must have proper credentials recognized by Hockey Manitoba.
- Anyone on the ice or bench for a game or practice must be listed on the team's Hockey Manitoba roster.
- All team officials and players must wear a helmet when they are on the ice.

TEAM-PARENT COMMUNICATION:

- As well as organizing team activities the MANAGER acts as a liaison between parents and the coaching staff. It is the responsibility of the team manager to take questions and concerns from the parents to the coaches and to assist the coaches in forming a response to these concerns. Should a serious conflict arise between the parent(s) and coach(s) the manager should attempt to mediate the situation in arriving at a mutually agreeable solution. If the manager requires assistance in this regard they can request help from the Minnedosa Minor Board.
- These instances should be documented in writing to cover all the details of the conflict

Prepared by the MINNEDOSA MINOR ATHLETIC ASSOCIATION BOARD