

Manager's Manual

Revised November 2008

THE TEAM:

- Attend Coaches/Managers meeting in the fall.
 - Practice nights, game days and tournament dates are assigned on this date.
 - Have the team lists prepared to give to the local registrar ASAP for submission to the Yellowhead Registrar. The Yellowhead Registrar must have the roster in their possession before the team can play their first game.
 - 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
 - Contact the visiting team to confirm that they are coming.
 - Fax in winning game or home team game sheet to the stat person as required by your league.
 - Look after arranging for team pictures.
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ICE TIME:

- Advise ice schedule chairman of home dates for games and the name of the team that you are playing.
- If there are any changes to the already scheduled game you must advise the **Ice Chairman, Ref Chairman, Concession Chairman and Gate Chairman**. This should be done as soon as possible of the cancelled game.
- Ensure that the games start and end on time.
- Ensure that the referee's get paid.
- Recruit parents to work the time box prior to the game.
- Become familiar with the clock operation.

- If you are not using your scheduled ice time you **MUST** let the ice scheduling chairman 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.**
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Tournaments:

- All tournaments must be sanctioned by Hockey Manitoba
 - The registrar will notify Hockey MB of the date of the tournament and pay the required fee
 - Requests must then be followed up by the manager and must include age level, date of tournament, teams to be invited and the team rosters that have been approved by Hockey Manitoba
 - This must be faxed to Cheryl Ernest at 476-5988 **3** weeks prior to the tournament date. Minor pays the cost of sanctioning.
 - Provincials: Roster in your package to be sent in by the advised deadline date. 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.
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Funding:

- Minor will allot the following funds for teams to attend tournaments:
 - HIP: \$150.00
 - Novice: \$275.00
 - Atom: \$300.00
 - Pee Wee: \$350.00
 - Bantam: \$400.00
 - Midget: \$400.00
- All tournament money that is collected from the teams that are participating in your tournament **must be turned over to Minor.**

- The team keeps 50/50 draws and Chinese auction monies that are raised.
 - Home Tournament Entry Fees to be charged: (These amounts are only guidelines. Please charge according to what you are being charged to go to their tournament)
 - HIP: \$100.00 per day
 - Novice: \$125.00 per day
 - Atom: \$150.00 per day
 - Pee Wee: \$175.00 per day
 - Bantam: \$200.00 per day
 - Midget: \$200.00 per day

 - 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.
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Coaches Levels:

- See attached sheet regarding COACHES CERTIFICATION REQUIREMENTS
 - SAFTEY TRAINING: Each team must have one person who has received their training certificate. That person must re-certify by the posted date on the certificate.
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Other Responsibilities:

- 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 ARENA BOARD