

Introduction & Overview of Manager Role

Welcome! Thank you so much for taking on the volunteer role of team manager. This is a very rewarding job that will bring you closer to the coaches, players, and other parents. As the manager, your job is to be the main communicator to coaches, players, and parents about everything that involves the team.

This includes: practice schedule, game times, tournament registration, blocking hotel rooms, coordinating volunteers for home games, team finances (50/50 and paying refs for home games), planned extracurricular activities (Christmas parties, wind-ups etc.), assigning jerseys, handing out jerseys on game day, and coordinating coaches gifts.

At first this role may appear daunting, but we hope with the aid of this handbook and your MMHA board, you will have a fun season!

We wish you all the best and a wonderful season with your team!

I am the team manager. Now what?

Great question! Start by introducing yourself to the team so parents have a face to go with your name. Next, start a team group chat for all the parents (ex: WhatsApp), and download the app TeamLinkt to your phone. TeamLinkt is recommended because the League website is through TeamLinkt so you will be able to save time by automatically transferring the game schedule.

In your group chat, ask every parent to send the following information to you via email:

Player's Name & Player's Birthday

Mom's name, phone number, email

Dad's name, phone number, email

Make a spreadsheet and copy all this info in for your team's roster. Leave a spot to include the player's jersey number for when it is assigned. This spreadsheet is handy to keep with you in case of emergency.

Create a new team in TeamLinkt with your **team name** (ex: Mustangs U9B) and **sport** (Hockey). Now, in TeamLinkt, create your roster by either adding the roster manually with the information provided to you by the parents or import team members from another team, or your phone contacts. As soon as you input a parent's or player's email address they are automatically sent an invitation to join the team. Create your roster and play around with TeamLinkt to get the hang of it. There is no need to purchase the upgraded version as the free version works just fine.

Next, add practice times into the schedule. Check the ice schedule sent to you by the ice scheduler and find when your team has practice. This practice time will most often be the same time every week or on a two-week rotation.

Once the Ice Scheduler sends an email saying the league schedule has been created, you can then add all the league games into the schedule. If you use TeamLinkt it is really easy to sync all the games. If you use another app you will need to manually input all the games. Make sure you include the location, date & time, who you are playing against, what jersey colour, and a reminder to show up 30 minutes early. Extra notes can also be included at the bottom of each individual booking.

Once you have your full roster, roster stickers are VERY helpful for games. The best stickers to purchase are: 4inches x 2inches. Rosters are asked to be written (ideally printed off your computer) by jersey numbers from smallest to biggest and first name, last name. Please refer to the EMH (Eastman Minor Hockey) handbook for more extensive details.

Paying Refs: Cheque Books

A cheque book will be assigned to you by the treasurer. Paperwork will be provided to add your name and signature to your team's specific bank account. This account will be monitored regularly by the treasurer and is only to be used to pay refs at home league games plus two exhibition games. This account is not used for any deposits (50/50 earnings etc.) but rather only accessed with this cheque book.

Exhibition Games

Exhibition games are "practice games" that do not count in your league standing. These games are to be organized by team managers and paid for by the team. The MMHA allows each team to have **TWO** home exhibition games where the refs are paid for with the team cheque book assigned to the team manager. If you play more than two games, then the refs are to be paid for by the parents or money fundraised by the team (e.g 50/50).

Process to book an exhibition game: Start by reaching out to a team you would like to play against. On the Eastman website (eastmanhockey.ca) select the tab "TEAM CONTACTS". This will give you contact information for all the Eastman teams. Send an email or text to the team manager and ask if they would be interested in playing an Exhibition Game. Please note, the MMHA insurance requires teams of the same level to be playing against one another. For example, A U9 and a U11 team cannot play one another.

If they agree to play, reach out to the Mitchell Ice Scheduler for a list of ice times that are available for an exhibition game. Once they respond with 2-3 options, return to the other team's

manager and present the options. If any of these work, let the ice scheduler know ASAP. As soon as you receive confirmation from the Ice Scheduler, send an email with the following subject line to Shannon Normandeau, Landis Loepky, Mitchell Ice Scheduler, & Away team manager.

Exhibition Game – Level – Date – Time – Away Team @ Home Team

Exhibition Game – U9B- Oct 30 – 6:30pm- Niverville U9B @ Mitchell U9B

Body of the email: An exhibition game planned for Oct 30 Niverville U9B @ Mitchell U9B

Payment of the exhibition games: Each team receives TWO free home exhibition games.

Jerseys

As team manager you get to assign jerseys to the players. Start by going through the team jerseys and noting the numbers and sizes. Next, ask the players to request the number(s) they hope to receive and their sizes. Finally, go through the sizes, numbers, and requests and try to fulfill as many requests as possible. Please make sure to assign the correct size jerseys to your players. If you need larger sizes, please reach out to the Equipment Coordinator about your jersey needs.

Once the jerseys are assigned, add this to your spreadsheet. Send the players names and jersey numbers to the Equipment Coordinator so they can also keep track in case a jersey needs replacing at the end of the season. ****Assigning a team jersey volunteer is very helpful****

Poll your team and ask if the players would like name bars on their jerseys. The team needs to either ALL have name bars, or NOBODY has name bars. It must be consistent across the team. Remember, name bars will be put on both Home and Away jerseys.

Finally, jerseys live in the team lockers. They do not go home with the players. Having another team volunteer to help with washing of the jerseys is helpful, but make sure they always stay together and go back to the locker.

For away games, the manager or team jersey volunteer is required to bring the jerseys to the away game and bring them back to the team locker.

Game Day Responsibilities

Game days are the busiest for managers. Please thoroughly read over this checklist to become familiar with your responsibilities.

1. Before game day assign volunteer roles: timer, game sheet, penalty box if necessary, 50/50
2. Get home jerseys (blue) out of the locker for the team.
3. Get the scoresheet from the equipment room. Stored in a little cubby on the right when you go into the room behind the door.
4. Fill it out. Game info is found on the Eastman Hockey website in your schedule.
5. Put your roster sticker on or write out your roster. Cross off the players and coaches not there. Put a G beside who is playing goalie.
6. Get the head coach to sign it. Bring it to the other team manager and get them to fill out their roster and their coach to sign.
7. Get the canteen key and puck box key both located in the locker room near the score sheets. Go up to the canteen freezer and get 4 game pucks out and the timing booth key (hanging by the mailboxes).
8. Go make sure the milk crate of pucks is already out. If not, open the puck box (looks like a food donation bin at the bottom of the timing stairs behind the benches) with the puck box key and get the pucks out.
9. Unlock the timing booth.
10. Knock on the refs' door and pay the refs. Write the cheques out to each ref and ask them how much you owe them- they will know. YOU sign the cheques.
11. **U7 and U9** Ensure you have parent volunteers to put up the half boards-this is NOT the responsibility of the RM employees.
12. Get 50/50 ready if the volunteer needs help. This is in the canteen.
13. Put all the keys back.
14. Game time!!
15. In third period/ with 10 minutes left 50/50 winner should be announced and found
16. Manager takes the team's 50/50 portion for safe keeping
17. After the game: get the refs to sign the score sheet
18. Collect jerseys and put them away
19. If you can, put game pucks back in the freezer, but not always necessary.
20. Take a CLEAR picture of the game sheet straight up and down with no glare.
21. Email the picture of the game sheet to Shannon Normandeau within 24 hours of the game being completed. Cc the Away team manager. This subject line is:

Game Sheet- Level- Game #- Date- Away team@ Home team

Body of email: Please find attached game sheet.

22. NOTE: Exhibition games do not count towards league standings, therefore game sheets do not need to be sent to the Normandeaus after exhibition games. As manager, you can always take a picture of the game sheet after away games.

Away Game Responsibilities

Away games are much easier for managers, you get the chance to really sit and watch the games, enjoy this!

Make sure Away jerseys (whites) are being brought to the game by either another volunteer or yourself.

Have a roster sticker or a pen to write out the roster for your team. If using a roster sticker, cross off the players who are not present. Once your roster is on the Game Sheet, have your head coach sign it.

Ask the other team manager to include you on the email to Shannon Normandeau so you have a picture copy of the scoresheet for your records. Or you can take a picture of the game sheet.

Tournaments

It is up to each team to decide if they would like to play in a tournament, and if so, how many. Tournaments are an extra fee that are to be paid for by parents, fundraising, or sponsors.

At the very beginning of the season, visit hockeymanitoba.ca and watch for tournaments to start showing up in your age division. Decide as a team how many tournaments, and if away (hotel weekend) or close is the preference. Using Survey Monkey / Jotform etc. for anonymous surveys is always a very easy way to keep any awkward conversations from arising. Majority rules.

When you see a tournament you want to register for, register ASAP before they sell out. Payment in full is required at time of registration. If you are coordinating the money, encourage your parents to send you e-transfers in a timely manner. Many tournaments also are paid for by e-transfers, so if this is too stressful for you to pay for up front, require payment from parents prior to registering.

Some teams choose to collect team operational funds at the beginning of the season, eliminating the need for many small transactions throughout the season. If you choose to go this route, estimate how much each player will owe for tournament entry fees, wind-up and other activities, etc. (could be \$250 for example). Have each family send you the chosen

amount and then keep track as this money is spent. At the end of the season, if there is extra you would just refund back to the families. No matter which method you use, if you ever have trouble collecting from families please feel free to reach out to the MMHA Board for assistance.

***** Going above and beyond ***** If booking an away tournament that requires a hotel, see if the tournament has any deals with local hotels. It is always fun to agree on a hotel as a team. As manager, it is nice if you call and ask to reserve a block of rooms for your team. Then, simply give the parents the hotel phone number, and team name for their booking to help expedite the process.

Rescheduling Games

Once you book tournaments you are required to go through your schedule and see what league games overlap with the weekends your team is playing in tournaments.

Rescheduling Home Games

Start by reaching out to the Mitchell Ice Scheduler for your home games and let them know all the games you are required to move. The Ice Scheduler will get back to you with options for dates and times to move these games. As the home team, it is your responsibility to then reach out to the Away team managers and ask if any of those times work for them. If one works, let the Mitchell Ice Scheduler know ASAP. If they do not work, the Mitchell Ice Scheduler will propose other options.

As soon as the Mitchell Ice Scheduler confirms, it is then YOUR responsibility to send an email to Shannon Normandeau, Landis Loeppky, Mitchell Ice scheduler, & away team manager. The email subject line should read:

Game Change- Level- game #- Date- Time- Away Team @ Home Team

Body of Email: Briefly explain the change. Ex: Date changed to.... , Time changed to.... Location changed to Etc.

Once you receive the confirmation email, you can update parents, players, and coaches in your chat. TeamLinkt should update automatically.

Rescheduling Away Games

Reach out to the Away team manager and explain you are unable to make XXXX game. They will reach out to their ice scheduler and get back to you with options. When you find an option that works, they will then send the game change email. TeamLinkt should update automatically.

Playoffs

THIS INFORMATION WILL BE UPDATED CLOSER TO PLAYOFFS FOR THE 2024/25 SEASON.

Extra team bonding, Wind-ups, Coaches gifts

As team manager you have the chance to really make the team's experience extra special. At the beginning of the season, a bonding event is often encouraged. A pizza party with some ice breaker games, or a team outing to do something together. Something that allows the players to see each other off the ice and to connect on a personal level.

In the same way at the end of the season, a wind-up is encouraged to bring the season to a final close. Going to a Moose game as a team, a parent vs child hockey game, a pool party. There are no wrong ideas, it is simply to celebrate the end of a fun season together.

Coaches' gifts are not necessary, but always appreciated! Our coaches are volunteers who give countless hours to our team. Collecting money from parents or using 50/50 funds can help pay for this.

**** Please note: if planning a parent-child game, the ice needs to be booked through the RM. MMHA ice time CANNOT be used for these games as the parents are not covered under the insurance.**

ONLY people on the approved rosters may be on the bench and ice during practices and games. If something were to happen on the ice when a non-approved roster member is on the ice (even if not involved in the incident), insurance will not cover the incident.

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