

# Team Management Managers & Treasurers



Last Updated September 2024

1. Responsibilities of Managers and Treasurers
  - a. Manager—it is your responsibility to act as a liaison between the coach and parents. Please make yourself available to your parents. Your Director is there to help you and to answer any questions you may have. Please feel free to email them with any uncertainties. Manager must not be a relation to the coach, unless a parent liaison is appointed
  - b. Treasurer—it is your responsibility to keep the team budget and send the cheques for things such as tournaments, team clothing, team socks and other expenses. Treasurer and 2<sup>nd</sup> signor must not be related. Treasurer reports to team Manager finances and information to be reported to the parents. Team finances should be reported to parents monthly, or as requested.
2. Team Start up fees
  - a. Team start up fees should be discussed between the manager, treasurers and coaches. It should be weighed on the amount of fundraising your team plans to do vs the amounts you want to spend. it should be provided to parents with a detailed list of what it will be used for. Money returned to parents at the end of season **cannot** exceed the original team start-up fee
3. Team Bank Account
  - a. The MJMHA office upon request provides a letter for opening a bank account.
  - b. This should be set up by the Treasurer and Manager as signatories on the account if possible. All accounts will need to have 2 people with signing authority.
4. Replacement Cheque for Equipment
  - a. In most cases the coach will have given a personal cheque for the team's equipment. Once you receive your team cheques for your bank account, provide a replacement cheque to the MJMHA office. This needs to be done no later than November 15<sup>th</sup>. Any personal cheque not replaced by this date will be cashed.
  - b. This bond will be returned to the team at the end of the season providing the equipment and jerseys are returned in good condition with a budget sheet. It will be less any team fines accumulated during the season.
5. Team Budget
  - a. There is a team budget template on the MJMHA website: About MJMHA tab → Forms
  - b. Download and open form and save for your use, this is made so that you can just enter the numbers and it will automatically do the figuring for your team.

- c. E-mail to your Director a preliminary budget by November 15<sup>th</sup> and a follow up January 1<sup>st</sup>. A copy of your final team budget needs to be sent to the Minor hockey office by April 20<sup>th</sup>, this should include a final bank statement

### [Budget Sheet](#)

## 6. Medical Forms

- a. Please ensure that all players have one of these filled out and they are given to your team trainer. The trainer is required to have these with him/her at all times in case of an emergency.

### [Player Medical Form](#)

## 7. Sharing the “team work”

- a. There are a number of jobs that can be given to other parents to make your jobs easier, you do not have to do it all, spread out these jobs around the parents on the team. Some suggestions for spreading out the jobs are:
  - Wash and keep jerseys—this parents job would be **to collect the jerseys after every game** and wash them. All jerseys must be kept by a parent for the season, players cannot keep them in their bags. There is too much damage that occurs when jerseys are kept by the players. Also to ensure they are at all team games.
  - Organize 50/50- home team can run if they wish
  - Time and Score Keeper – each team should provide 1 person from each team to work the box during the game
  - Team clothing—this parent would be responsible for looking into what clothing the team would like to order, getting quotes for them, getting the sizing for the kids.
  - Tournament Committee—your team is required to have 1 person for the home tournament committee. They will be required to attend the tournament meetings and spend a lot of time during the tournament at the rink helping to run the tournament. They will also be the main contact between your team and the committee. They will be responsible for collecting donations from your team, and other information that is needed. All parent on your team will also be required to volunteer to work the prize table, 50/50 or timekeeper for the tournament. Missed shifts may result in fines.
  - Score sheets & Team stickers—this person would be responsible filling out score sheets, supplying team stickers and in-putting the score sheet for home games into the website, they are also responsible for verifying the away score sheets. **ALL SCORE SHEETS MUST BE PUT ON THE WEBSITE WITHIN 12 HOURS**

## 8. Website

- a. Log-in—from the main MJMHA web page you will click on the Admin login tab and insert your supplied user name and password. The division director will supply each team with this. a. RAMP Admin—you can navigate your team website from this page

- b. Staff—you will need to put in the name and contact information for your team staff—Head Coach, Assistant Coaches, Trainer, Manager and Treasurer.
- c. News—this page is will show up on your team’s home page, this is where you can keep everyone up-to-date and informed on your team. Again you can use various fonts, colors, and sizes. Your team logo can also be posted on this page.
- d. Ice Times
  - You will be able to find your teams schedule through your team site, by clicking on the practice – Schedule link
  - You can also access your ice through the QUICKLINKS link on the main page of the MJMHA Website.
- e. The returning of scheduled ice is not permitted. If for some reason you deem that you cannot or may not be able to use the ice scheduled for your team, you will need to get permission from the Director to be absent from that ice time. This is done to insure that no ice sits unused during the season. Directors work many hours trying to insure a fair distribution of ice, allowing teams to opt out of ice makes this too difficult, with fair warning the Director may have time to make alternate arrangements, keeping everyone happy
- f. Game Sheet Entry – U11 to U18 MJ League
  - Home Team manager or designate is responsible to input all game sheets from regular season and playoffs games onto the appropriate area of the MJMHA website within 24 hours. These include goals, assists, penalties, suspensions, and parent ejections in their entirety for both teams. A photo of the Game sheet must also be uploaded as well
  - Once the Home team has entered the game sheet the Visiting team logs in and clicks on VERIFY if the agree with the entry. If there is an issue or concern there is an area that you can dispute

Game Sheet Entry - U9 Division

- Home team shall upload a photo of the game sheet. The Score should be left empty and GAME COMPLETED needs to be checked off

IN THE EVENT THAT THERE HAS BEEN A GAME EJECTION, A 5 MINUTE MAJOR ASSESSED, AND/OR ANYTHING WRITTEN IN THE CENTER OF THE SCORE SHEET/ON THE BACK OF THE SCORE SHEET BY THE OFFICIALS

- THIS GAME SHEET MUST BE UPLOADED TO THE WEB SITE
- IT MUST ALSO BE DELIVERD DIRECTLY TO THE MOOSE JAW MINOR HOCKEY OFFICE
- WHEN IN DOUBT REPORT OR CALL FOR CLARIFICAITON 306-693-4900

- Failure to input games will result in a \$25 fine per infraction from their team’s performance bond.
- Coaches are responsible for their team’s game sheets. (Regular season, exhibition games and tournament games) and must give white copies for all games to the office or respective division coordinator

9. Tournaments

- a. U13, U15 and U18 teams are allowed to participate in a maximum of six (6) SHA sanctioned tournaments (including the home tournament), only two (2) of which can be overnight.
- b. U11 teams are allowed to participate in a maximum of 5 (5) SHA sanctioned tournaments (including the home tournament) only two (2) of which can be overnight.
- c. U9 teams are allowed to participate in a maximum of four (4) SHA sanctioned tournaments (including the home tournament) only one (1) of which can be overnight.
- d. U7 teams are allowed to participate in a maximum of two (2) SHA sanctioned tournaments (including the home tournament), of which none can be overnight.
- e. Additional tournaments may be added with board approval
- f. Teams must be available for playoffs. No playoff games will be re-scheduled or traded to accommodate tournaments. U11, U13, U15, and U18 teams are not allowed to book tournaments after March 1st.
- g. All teams registered with MJMHA must receive approval from the office to book and host a team run tournament.

10. Travel Permits – If your team is traveling out of the province you must apply for a travel permit to attend

[Travel Permit Application](#)

11. Exhibition Games

- a. Sanctions must be applied for through MJMHA – Form is on the Website

[Exhibition Game Sanction Application](#)

12. Care of Equipment

- a. No alterations to the Jerseys at all, this includes **but is not exclusive to hemming**
- b. Name Bars are not allowed
- c. **Players are NOT allowed to keep jerseys with their gear, teams are to use the jersey bags provided with the jerseys and collect them after each game. If any of the Jerseys become damaged to the point of repair, contact the MJMHA Equipment Director.**
- d. **All items borrowed from MJMH shall be returned in good condition; jerseys shall be laundered before they are returned at the cost of the team**
- e. **Jerseys shall be returned in numerical order**
- f. **Players are not to use jerseys for practices**
- g. **If it comes to the attention of MJMH that jerseys are being used for practices and non-sanctioned events, the team will lose their complete performance bond**
- h. **teams may use their apparel supplier of choice, but all suppliers must be approved by MJMH equipment director**

13. Codes of Conduct/Social Media Policy
- a. There is a Social Media Policy and Codes of Conduct that are very important for everyone on your team to be aware of, these apply to all team staff, parents and players. Please insure that everyone is aware of them there are some important consequences for those that do not abide by them. They can be found under the Policy and Procedures tab on the website.

### Codes of Conduct Documents – Under Policy and Procedures Tab

14. Policy Manual
- a. The MJMHA policy manual is a living document changes may occur at any time. For that reason a hard copy is not provided in this manual, rather the most current version of policy is available on the Moose Jaw Minor Hockey Web Site.

### [MJMHA Policy](#)

15. MJMHA Logos
- a. All tier teams are required to use the MJMH tier names and logos
  - b. U7, U11, U13, and U15 B and C division team names and logos must be sent to and approved by the MJMH equipment director. This process generally takes 2-3 days. Email team names and logos to [equipment@mjhockey.com](mailto:equipment@mjhockey.com) for approval prior to use
  - c. U9 must use the MJ Warriors logo on all coach and player apparel
  - d. For use on apparel and team printing needs, the MJMH, Tier and Mavericks logos need to be requested from the MJMH equipment director. The logos will then be sent directly to the supplier for use.
  - e. These logos cannot be altered and are the property of MJMHA.

16. Team Sponsorship
- a. Teams can have a team sponsor.
  - b. If part of a division with a sponsor (U9- Warriors, U11-McDonalds, U13-Crushed Can, U15-Mad Greek) additional sponsors **cannot** be in direct completion with primary sponsor.
  - c. These teams' sponsors cannot be put onto jerseys in any way, but can be placed on team clothing and recognized on the team website.

17. Provincial Qualifying Games
- a. U13 B and U15 B teams will compete to represent MJ in SHA Provincials
  - b. Format of Provincial Qualifiers will be determined based on the # of teams in division
  - c. All teams will be required to fill out the SHA approved roster, they will be held at the office
  - d. Provincial Reps will be selected by mid-February

- e. All ice and officials are covered during provincial qualifiers
- f. Once a team has advanced to the SHA Provincial competition, MJMHA will cover the cost of ice for games, teams will be responsible to pay for officials for games and travel associated with away games
- g. Officials fees will be listed in the SHA online handbook