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Moosomin Minor Hockey

Managers Handbook

Welcome MMHA Managers!

First off, a sincere thank you to you for stepping up to the manager role. Your job is one of the most vital roles on the team. The season will run smoothly all thanks to you. You are responsible for the paperwork, scheduling and overall organization of your team.

Here are a few things you need to know. We suggest printing this package for future reference throughout the season.

1. The gate must be open at least one hour prior to the game start time. You can create a schedule for the season for who will work the jobs you need at each game. (Example: Gate, Clock, Announce/Gamesheet, Penalty Box)
2. The gate sheets are to be filled in completely and properly, and the refs must sign the sheet, or they will not get paid. They are to be placed in the safe, **in an envelope marked with your team name i.e. “Novice White” with game date**. Gate Sheet forms available on our website [www.moosominminorhockey.com](http://www.moosominminorhockey.com).
3. You and your coaching staff can designate who will attend the scheduling meeting to schedule games (please note that if you are a **U7 manager** YOU will be responsible for booking your own games. You do not attend this meeting. See tips and tricks page for more information. When games are scheduled, they need to be entered to the MMHA designated platform.
4. The MMHA room has a keypad entrance. You will be given the code at the Managers meeting. We suggest printing the Important Info page to keep track of this all season.
5. You are responsible for your teams float for each game. You have access to a loan from MMHA to help get your team started. This must be paid back by the end of the season, and all receipts, deposit books, and cheque books placed back in the safe. IF your team does not have the funds to repay this loan at the end of the season, you will have to collect funds from your team to pay the difference back. You may contact Cherish Easton(Executive Director) at [secretary@moosominrangers.com](mailto:secretary@moosominrangers.com) or 306-408-0000 if you have any questions. Please return ALL loans, deposit bags/books, etc. to Shayna or Cherish no later than April 15 of each season.
6. Each team/division is to host a tournament. If you do not, you will be fined **$500**.
7. Please ensure that the disclosure statement is read prior to **EVERY** home game. This is required by Major Hockey League.
8. A list of forms that will be needed, can be found on the MMHA website [www.moosominminorhockey.com](http://www.moosominminorhockey.com)

You can contact Cherish Easton(Secretary) at secretary@moosominrangers.com or 306-408-0000 or Shayna Kryger(Manager Mentor) at shaynalocken@hotmail.com or 306-434-7939 if you have any questions or concerns.

First Week Checklist:

* Parent Meeting – Example included in back of Manager Booklet
* Have **ALL** parents sign Parent Code of Conduct found on our website and return to Cherish Easton – Executive Secretary secretary@moosominrangers.com
* Have all Coaches sign Coaches Code of Conduct found on website
* Have all PLAYERS U13 and up sign PLAYER Code of Conduct on website
* Assign an equipment Manager who will be responsible for Jerseys and equipment needs all season. There are NO shared water bottles, each player will be responsible for their own water bottles. **Please ensure all parents are aware they are ultimately responsible for jerseys and will be charged $100 for lost or damaged equipment.**
* Collect your deposit book, cheques, and loan from MMHA – All will be returned at the end of the season

End of Season Checklist:

* Pay back loan from MMHA
* Ensure all Jerseys and Equipment are WASHED and returned
* Return all cheques and deposit books immediately!

Team Instructions (Please refer to Hockey Sask important dates document for deadline dates)

1. All games must be completed by set deadlines or teams may not enter playoffs. All league games are to be completed by MHL deadline.
2. All Coaches/Team Staff must have all mandatory certifications including criminal record check, completed by the designated date in each hockey season. Certification requirements & criminal record check form can be found on our website [www.moosominminorhockey.com](http://www.moosominminorhockey.com) under “Coaches” tab. Team/coach is responsible for any fees/fines incurred.
3. Each team must submit their team rosters with player numbers and all staff to **Cherish Easton** at [secretary@moosominrangers.com](mailto:secretary@moosominrangers.com) . This should be done immediately after teams are made and jerseys distributed. You will also have to submit this information to **MAJOR HOCKEY LEAGUE**. This **MUST** be done prior to your first league game. Failure to have these in will result in a loss of points for all games played, a forfeit of the team bond, a **$100+** fine to your team, probation for the association and the team, and discipline based on MHL/Hockey Sask by-laws.
4. All teams must have an AP list and proof of receipt by Hockey Sask in to the MHL before any AP players play with the team. Failure to do so will result in a loss of points for all games played, a forfeit of the team bond, a **$100+** fine to your team, probation for the association and the team, and discipline based on SHA by-laws.
5. **ALL** exhibition games must be sanctioned by SHA

**U7 December 1-December 31**

**U9 November 15-December 31**

**And both divisions start league play January 1  
  
U11 League begins November 15**

**U13-U18 League begins November 1**

1. Rescheduled games - you have **seven** days to pick a new date. You must notify the league statistician of the new game time within this time. The game must be played within four weeks of the original game date, except during the month of December – you will have six weeks. If teams are not able to reschedule within seven days, contact your commissioner who will pick a date for you.
2. The league statistician **MUST** be notified of **ALL** game changes; be it change in time, date, or venue. Please visit <https://www.majorhockeyleague.ca/forms> for all game change requests.   
   Please also notify the following for **ALL** local game changes for scheduling purposes. The Town of Moosomin requires **48 hours notice** or the team will be charged directly for ice.  
   Mike Schwean [msmn.rec.brd@sasktel.net](mailto:msmn.rec.brd@sasktel.net)  
   AND   
   Tim Skulmoski/Mike Bratton/Chris Mannle [refassignor@moosominrangers.com](mailto:refassignor@moosominrangers.com)

1. All game sheets are to be faxed or e-mailed to the league statistician within 4 hours of game end. Game sheets must be completed correctly, completely, and be legible. Failure to do so will result in a fine to your team. If you fail to remit on time another time, you will be fined higher amounts for subsequent times and you may have your team bonds revoked if numerous offences. **ALL game sheets MUST have player lists on LABELS and not be hand written. NO EXCEPTIONS** [gamesheets@majorhockeyleague.ca](mailto:gamesheets@majorhockeyleague.ca)
2. HOCKEY SASK TOURNAMENT Game Sheets must also be provided to HOCKEY SASK. E-mail ALL tournament Game Sheets to [lisas@sha.sk.ca](mailto:lisas@sha.sk.ca). KEEP these Game Sheets until she has confirmed that she has received. Make sure PERMIT number is on the sheets being sent in. SHA prefers sheets to be sent with Page 2 of the permit. Failure to do so, will result in **$100** fine to your team(s).
3. Teams are to forward their questions and concerns to their coach or manager FIRST. If further attention is needed towards any matter, please refer to MMHA website for conflict resolution form and submit to your division director.
4. All suspensions will be posted on the MHL website. Ultimately it is the managers responsibility to ensure no serving active suspensions. \*Major Hockey League may or may not be up to date\*
5. U9 & U11 have a seven goal mercy rule. Once the score exceeds seven goals in the third period, the remainder of the game will be straight time. If the game is within seven goals, the game will revert to stop time.
6. Games **CANNOT** be scheduled on SaskFirst Tryout and/or Tournament weekends or ALL-STAR GAME weekend for U15 & U18.

U9 & U11 Games CANNOT be scheduled on the following weekends due to CARDED WEEKENDS  
  
**• 2nd weekend in December  
• 2nd weekend in January  
• 3rd weekend in February  
• 4th weekend in March**

1. RAMP APP will be used by all teams going forward. This subscription is paid for by MMHA, so it is mandatory that teams utilize it.
2. All managers are responsible for having each team player, staff and parent sign according ‘Code of Conduct’ which can be found on our website.
3. **\*\*NEW 2023\*\*** Managers are PROHIBITED from working in CASH. The only CASH that should be handled is your FLOAT for 50/50 and GATE. We recommend about $150 for 50/50 and $250-$400 for GATE. If you are U13 up please keep a door float on the HIGH end because you will have to pay ADULT officials CASH after each game. Please remember if paying these officials CASH you will need to have them sign the GATE SHEETS! NO other CASH is allowed to be used. Each team has a bank account at Conexus and an e-mail attached to it for e-transfer purposes. You will be provided with an expense sheet template that you will keep track of all monies in and out and **YOU MUST SUBMIT IT TO THE SECRETARY BY THE 10TH OF EACH MONTH!**
4. **\*\*NEW\*\*** Canvassing businesses for donations for team fundraisers, raffles or Tournaments is STRICTLY PROHIBITED(with the exception of Co-op for the oranges/drinks that some teams do). MMHA conducts our own team sponsorship program with businesses locally as of 2023-2024 season and NO soliciting businesses for donations of any kind is allowed.
   1. Manager – duties MAY include
      1. Attend mandatory Hockey Canada training courses
      2. Criminal Record Check as per Hockey Sask rules
      3. Collect Conduct Codes from Parents (and players in U13/U15/U18 age divisions) and provide to Administrator
      4. Distribute and collect Coaching Evaluation forms.
      5. Organize exhibition games (including time, location and jersey color)
      6. Be a liaison between the parents and coaches
      7. Coordinate the booking of away tournaments and team transportation if required
      8. Inform the scheduler of away tournaments and exhibition games booked
      9. Make a worker schedule for home games and ensure duties are understood and schedule distributed to your team.
      10. Arrange for team photos
      11. Co-sign the team bank account
      12. Have the combination of the team locker
      13. Organize team meetings and make sure an Executive member is present if required
      14. Be familiar with the contacts within the League and the MMHA
      15. Aid in organizing the fundraising required
      16. Provide travelling directions if needed
      17. Organize the collection of gate fees if required
      18. Develop a master schedule
      19. Plan team social functions, windup functions and gifts
      20. Cleaning of the team jerseys
      21. Report all suspensions
      22. Monitor off ice conduct
      23. Be a liaison to the registrar over team registration duties
      24. Confirm scheduled away games
      25. Collecting Code Of Conduct forms

aa. Attend a Manager Meeting  
bb. Assign tasks for parents as required  
cc. Prepare a team roster  
dd. Ensure parent volunteers know how to fill out game sheets, work the score clock, run the music and collect gate fees  
ee. Ensure there are no color conflicts of team jerseys with opposing teams ff. Arrange for a second dressing room if needed for co-ed teams  
gg. Contact parents of scheduling changes  
hh. Be aware of the MMHA, Hockey Sask and League rules and regulations  
ii. Email game sheets to Hockey Sask/League  
jj. Make sure all games, tournaments or other events are properly sanctioned before entering. Enter Tournaments and make sure you have **TRAVEL permits for anything outside Saskatchewan or Canada**(travel permits are applied for by MMHA. Please contact the Secretary if you require one.

* 1. Team Manager/Treasurer(Usually this is part of team Managers job but we recommend it be assigned to another person so you have TWO managers for the different jobs) – duties MAY include
     1. Co-sign on team bank account
     2. Arrange for the opening and closing of the team bank account
     3. Ensure the loan (if taken) is repaid to MMHA on time
     4. Maintain ledgers on income and expenses throughout the year and give access to parents
     5. Aide and be aware of fundraising within the team and the MMHA Fundraising Policy
  2. Tournament Chair – duties MAY include
     1. Determine any needed fundraising for the tournament
     2. Print/create programs
     3. Aide in the scheduling of volunteers
     4. Maintain continuity for any ticket sales
     5. Establish a tournament draw (in conjunction with the Head Coach); a copy is to be posted at the rink and in the program
     6. Aid/be aware of the rules of the tournament
  3. Tournament Organizer – duties MAY include
     1. Determine with the team, based on the number of tournaments attending and extra ice needed, the amount of funds needed
     2. Discuss different fundraising ideas
     3. Coordinate and plan fundraising events
     4. Be familiar with the MMHA Fundraising Policy
     5. Coordinate with the Treasurer on incoming funds
  4. Equipment Manager – duties MAY include
     1. Cleaning and caring for team jerseys
     2. Ensuring jerseys, pucks, goalie equipment, and water bottles are at each and every game
     3. Monitor the condition of the equipment and if anything needs replacing inform the Manager and or Head Coach

**Conducting the Mandatory First Parent Meeting**

**Scheduled Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Introduction**

* Introduce yourself (manager), coach, assistant coach, etc.
* Give a brief explanation of the importance and purpose of the meeting.

1. **Coaching Overview / Expectations for Players**

* Discuss expectations of the player (and parents)
  + Time Commitment (importance of being present at practice, etc.)
  + Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
  + Expected conduct/behavior – games, practices, locker room, events.  
    Examples of what you might wish to discuss:   
    -Dressing Room rules(only healthy snacks between periods, no Gatorade during games, no parents in locker room between games, etc.   
    -Games: How early to arrive before a game, if any dress code is required, etc.  
    ***Whatever rules you and your coaching staff wish to implement this season, discuss these now.***
  + Discipline

1. **Budget**

* Outline any possible extra expected or optional costs for the season

-Team Photo Packages  
-Tournament Prizes/Giveaways – again – NO donations from businesses unless parents on your team own/work for one and offer a donation. NO canvasing businesses for these items   
-Attending Tournaments  
-Team Gear/Clothing  
-Name Bars for Jerseys

1. **Expectations of the Parents / Volunteers**   
   Inform parents that you will need volunteers for the following jobs throughout the season and if you do not have parents speak up, that jobs will be designated by you and your coaching staff. Inform parents that a schedule will be made for shift workers for all home games and tournaments. This is mandatory and if schedule conflicts arise it is parent’s responsibility to switch shifts with another parent

* Assign Equipment Manager(1-2 people)  
  -Fill & Wash Water Bottles for each Game  
  -Bring Jerseys and/or team equipment to and from each game and tournament  
  -Wash jerseys throughout the year  
  -Organize and purchase name bars for the team(you can decide if you wish to put this job on the Equipment volunteers or take care of it)

1. Assign a **tournament committee** (these people will be responsible for ALL the organization of your Home Tournament and for running things smoothly the weekend of your Tournament – if you are in U13 and below you will be splitting this up with the other team(s). Many teams have done this before so feel free to reach out to other teams for suggestions on some of their tips.  
   **\*\*\***HOCKEY SASK TOURNAMENT Game Sheets must also be provided to SHA. E-mail ALL tournament Game Sheets to [lisas@sha.sk.ca](mailto:lisas@sha.sk.ca). KEEP these Game Sheets until she has confirmed that she has received. Make sure PERMIT number is on the sheets being sent in. SHA prefers sheets to be sent with Page 2 of the permit. Failure to do so, will result in **$100** fine to your team(s)**\*\*\***   
     
   **The following to do items are done by SUMMER HEIDE – Tournament Director. Please reach out to her for your list of teams who have reached out and for the advertising posters.   
   tournaments@moosominrangers.com**

-Assigning a team registration fee & game guarantee for tournament  
-Finding & Registering teams to attend your tournament  
-Advertising posters, Facebook, etc.  
-Booking Hotel blocks for out of town teams

**Jobs to be assigned to committee members include things such as:**  
  
-Booking Refs   
-Make a worker schedule for shifts with all parents working equal shifts  
-Create tournament programs and tournament poster for teams  
-Organize floats and other money matters such as gate fees  
-Purchasing/Borrowing items needed such as: 50/50 tickets, bucket, pens, paper, tape, markers, poster boards, cash box, etc.  
-Making tournament draw/pools(coaches who have done this before are more than willing to help out with this task)  
-Contacting Co-op for donation of snacks/water if you wish  
-Zaylie has mentioned they are willing to donate Gatorade for player of the game in exchange for thank yous and advertisement so this is one business you MAY contact for a donation if you wish but if you do please be sure to put tags saying Player of the Game sponsored by ZAYLIE on each one  
-Purchasing packaging/bags to distribute snacks to teams  
-Organizing and/or purchasing player of the game and other applicable awards  
-Organizing and/or purchasing team awards(medals, dog tags, whatever you choose)  
-Purchasing & Organizing Raffle table prizes and money makers(You **CANNOT** ask local businesses for donations as MMHA already gets donations from local businesses for our team sponsorships. If you have your own business or know someone outside the community who does and you/they choose to donate prizes for raffle this is fine but **canvasing the local businesses is strictly PROHIBITED**)  
\*Examples\*  
- Loonie Stick, Pick A Player, Progressive 50/50  
- Hockey Jerseys, Tablet, Movie Night Package, Hockey Equipment, etc.  
  
**F. Questions**

* Allow additional questions, parent concerns, etc. Distribute materials and any forms that need parent’s attention. **U7 & New Managers Tips and Tricks**
* Things YOU will need  
  -50/50 Float $100-$200($5 bills) – you also have to provide your own tickets & bucket  
  -Door Float $250-$400  
  -Keep an extra envelope of $5’s with you and maybe extra change in case you run out of bills – trust us, it happens! (In the past kitchen has not been able to help with this, so this one is IMPORTANT)
* MMHA gives a loan to each team to start off the year that must be paid back at the end of the season. They start at $600. This is typically not enough. Go for $750-$1000 to cover your start up costs of tournaments and other things.
* Make sure all changes of your schedule are e-mailed immediately to both Mike Schwean & our Ref Assignor (e-mails provided on important info sheet). They need to know all changes for the scheduling of other games/practices and the refs.
* MMHA will be using **RAMP APP** as a communication and schedule app for the season. This is an easy way to get all your schedule information and have an easy group chat in one place. You will need a password and login, which will be emailed to you from MMHA.
* You are responsible for entering ALL games & practices into RAMP during your season. This is how parents and fans and even Jake/Mike/Tim who schedule the refs can see schedules. (The original games and practices MAY be entered for teams at the start of the season, but ALL changes are up to you!)
* All clothing and gear orders – jackets, sweaters, etc. are up to you. Moosomin Minor Hockey has an online team store each season with awesome apparel options. This is not Mandatory, just an option if you want some RANGERS GEAR! You are welcome to get it somewhere else if you choose to as well.
* Share all information on other team contacts and tournaments with other U7 Managers. We suggest also joining SE SK Managers & Coaches group on Facebook for this.

**SQUIRT SPECIFIC TIPS**

* Ask immediately for coaches to give an approximate amount of games and tournaments they would like to play and any dates they know they cannot be there so you can properly schedule your games. If you have too many conflicts – you choose and book them yourself and the coaches will have to figure things out. This is your job and it gets complicated if you try and work around 2 or 3 people all the time. ALL GAMES ARE YOUR RESPONSIBILITY. Yes, you! You must search around to find your own games and tournaments all year in Squirt. We suggest asking a previous manager for previous contacts to get in touch with surrounding communities or searching online or on Facebook for Minor Hockey pages to ask who to contact for Squirt (also known as Initiation or Pre-Novice) in their area. Try to book a home for you and home for them. Book IMMEDIATELY when you know you are a manager – things book up fast and you will end up struggling to find games and especially tournaments if you wait. You can attend any tournament you wish. As a start you can find any Hockey Sask sanctioned Tournament listings here <https://sha.sk.ca/members/mha-toolbox/tournament-listings?search=initiation>
* Half ice games mean two home teams play at once. This means you will be splitting your 50/50 pot 2 ways in this situation. 50/50 proceeds are ALL yours, make sure you really push it at your games to make back the money to cover your expenses for the season. Door goes to MMHA always.
* You are required to schedule jobs amongst your team. In squirt you require the following for each home game..  
  -50/50  
  -Door  
  -Clock  
  It makes things a lot easier when splitting jobs amongst 2 teams for home games if you have a quick manager meeting with other Squirt managers at the first practice of the year and split them together evenly.

**Important Contacts, Websites & Information**

KEEP THIS IN A SAFE & SECURE PLACE!! This page is provided for simplicity in your life this season. Important Information, Secure Codes, Contacts and more are provided here. Always keep this with you and ONLY YOU!

**Your MMHA website log in information**  
ID:  
Password:

MMHA Locker Room Code: 6642  
MMHA Sound Room Code: 2497  
MMHA Safe Code: 4146

MMHA Website: [www.moosominminorhockey.com](http://www.moosominminorhockey.com)  
MMHA Facebook Page: [www.facebook.com/moosominminorhockey](http://www.facebook.com/moosominminorhockey)  
MMHA Instagram: @moosominminorhockey

Jamie McMullen(President) [president@moosominrangers.com](mailto:president@moosominrangers.com)  
Tim Skulmoski(Vice President) [vicepresident@moosominrangers.com](mailto:vicepresident@moosominrangers.com)  
Cherish Easton(Executive Secretary) [secretary@moosominrangers.com](mailto:secretary@moosominrangers.com)  
Summer Heide(Tournament Mentor) [tournaments@moosominrangers.com](mailto:tournaments@moosominrangers.com)  
Shayna Kryger(Manager Mentor) shaynalocken@hotmail.com   
  
Mike Schwean: [msmn.rec.brd@sasktel.net](mailto:msmn.rec.brd@sasktel.net)

Tim Skulmoski/Mike Bratton/Chris Mannle(Ref Assignor) [refassignor@moosominrangers.com](mailto:refassignor@moosominrangers.com)

Jake Weidenhamer(Ref in Chief):

League Statistician: Jason Stevenson:   
[stats@majorhockeyleague.ca](mailto:stats@majorhockeyleague.ca) or fax 866-650-7014

Game Sheets: [gamesheets@majorhockeyleague.ca](mailto:gamesheets@majorhockeyleague.ca) (Game Schedule here too)

Hockey Sask: [www.hockeysask.ca](http://www.hockeysask.ca)

Major Hockey League: [www.majorhockeyleague.ca](https://www.majorhockeyleague.ca/)

Game Change Requests: [www.majorhockeyleague.ca/forms](https://www.majorhockeyleague.ca/forms)

SHA Tournament Game Sheets: [lisas@sha.ska.ca](mailto:lisas@sha.ska.ca)

**SHA REQUIRES THAT THIS BE READ AT THE BEGINNING OF EVERY GAME.**

**Please be a part of ensuring a positive hockey experience for all involved.   
Major Hockey League and all of its member associations will not tolerate verbal or physical abuse of players, coaches or officials. Inappropriate behavior will not be tolerated and may result in the removal from the premises and further sanctions.**

A screenshot of a social media post of a person

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