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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.
2. The gate sheets are to be filled in completely and properly, and the refs must sign the gate sheet, or they will not get paid. (Officials 18+ will be paid in cash by you) They are to be placed in the safe, in an envelope marked with your team’s 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 your league games (please note that if you are a **U7 manager** YOU will be responsible for booking ALL 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, RAMP and ALL home games must be submitted online to Major Hockey League, https://www.majorhockeyleague.ca/leagues/front\_pagePro.cfm?leagueID=0&clientID=6687&link=Pro
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 loan must be paid back by the end of the season, and all receipts, deposit books, and cheque books placed back in the safe. You may contact Randi Thorn (Treasurer) at treasurer@moosominrangers.com or 306-435-9518 if you have any questions.
6. Each team is to host a tournament. If you do not, you will be fined by MMHA. ($500) NO EXCEPTIONS. Tournament Dates can be found on the MMHA Website or Hockey Sask website.
7. Please ensure that the disclosure statement is read prior to **EVERY** home game. This is required by SHA. Disclosure statement can be found in the sound booth.
8. A list of forms that will be needed, can be found on the MMHA website [www.moosominminorhockey.com](http://www.moosominminorhockey.com)

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
* **NEW\*** 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. You as the manager are responsible for collecting them at the end of the season!**
* Collect your deposit book, cheques, and loan from MMHA

End of Season Checklist:

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

Team Instructions (Please refer to SHA 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 SHA 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. 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 SHA by-laws.
4. All teams must have an AP list and proof of receipt by SHA 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. AP list must be submitted by November 1 at the latest.
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   
   Deon Gagnon [refassignor@moosominrangers.com](mailto:refassignor@moosominrangers.com)

1. All game sheets are to be 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 **$100** fine to your team. If you fail to remit on time again, you will be fined higher amounts for all 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 handwritten. NO EXCEPTIONS** [gamesheets@majorhockeyleague.ca](mailto:gamesheets@majorhockeyleague.ca)
2. SHA TOURNAMENT Game Sheets must also be provided to SHA. E-mail ALL tournament Game Sheets to [lisas@hockeysask.ca](mailto:lisas@hockeysask.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 subsite 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. U9 & U11 Games CANNOT be scheduled on the following weekends due to CARDED WEEKENDS  
   **Carded Weekends will be 2nd week in December, 2nd week in January, 3rd week of February and 4th week of March.**
7. RAMP APP will be used by all teams going forward. This subscription is paid for by MMHA, so please utilize it.
8. All managers are responsible for having each team player, staff and parent sign according ‘Code of Conduct’ which can be found on our website.

If you have any questions, please don’t hesitate to call or text Manager Mentor Randi @ 306.435.9518 or email [randinthorn@gmail.com](mailto:randinthorn@gmail.com) or treasurer@moosominrangers.com

* 1. **Manager – duties MAY include**
     + Attend mandatory Hockey Canada training courses
     + Criminal Record Check as per SHA rules
     + Collect Fair Play Codes from Parents (and players in U15/U18 age divisions) and provide to Administrator
     + Distribute and collect Coaching Evaluation forms.
     + Organize exhibition games (including time, location and jersey color)
     + Be a liaison between the parents and coaches
     + Coordinate the booking of away tournaments and team transportation if required
     + Inform the scheduler of away tournaments and exhibition games booked
     + Make a worker schedule for home games and ensure duties are understood and schedule distributed to your team.
     + Arrange for team photos
     + Co-sign the team bank account
     + Have the combination of the team locker
     + Organize team meetings and make sure an Executive member is present if required
     + Be familiar with the contacts within the League and the MMHA
     + Aid in organizing the fundraising required
     + Provide travelling directions if needed
     + Organize the collection of gate fees if required
     + Develop a master schedule
     + Plan team social functions, windup functions and gifts
     + Report all suspensions
     + Monitor off ice conduct
     + Be a liaison to the registrar over team registration duties
     + Confirm scheduled away games
     + Ensure all parent volunteers know how to fill out a game sheet properly, work score clock, run music and collect gate and 50/50 fees.
  2. **Team Treasurer** (Usually this is part of team Managers job but can be assigned to another person) – duties MAY include
* Co-sign on team bank account
* Ensure the loan (if taken) is repaid to MMHA on time
* Maintain ledgers on income and expenses throughout the year and give access to parents
* Aide and be aware of fundraising within the team and the MMHA Fundraising Policy
  1. **Tournament Organizer – duties MAY include**
* Determine fundraising for the tournament
* Print programs
* Aide in the scheduling of volunteers
* Maintain continuity for any ticket sales
* Establish a tournament draw (in conjunction with the Head Coach); a copy is to be posted at the rink and in the program
* Aid/be aware of the rules of the tournament
* Determine with the team, based on the number of tournaments attending and extra ice needed, the amount of funds needed
* Assigning a team registration fee & game guarantee for tournament
* Finding & Registering teams to attend your tournament
* Advertising posters, Facebook, etc.
* 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
* 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

\*Examples\*  
- Loonie Stick, Pick A Player, Progressive 50/50  
- Hockey Jerseys, Tablet, Movie Night Package, Hockey Equipment, etc.

**\*\*\***SHA TOURNAMENT Game Sheets must also be provided to SHA. E-mail ALL tournament Game Sheets to [lisas@hockeysask.ca](mailto:lisas@hockeysask.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)**\*\*\***

* 1. **Equipment Manager – duties MAY include**
* Cleaning and caring for team jerseys
* Ensuring jerseys, pucks, goalie equipment, and water bottles are at each game
* 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 Donations  
- 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)
* Assign Tournament Committee (4-6 people)

1. **Questions** – allow parents time to ask questions at the end of meeting or if they would like to address any concerns privately where they can do so.

**U7 & New Managers Tips and Tricks**

* Things YOU will need  
  -50/50 Float $75-$100($5 bills) – you also have to provide your own tickets & bucket  
  -Door Float $150-$200(Keep change too because seniors rate is not an even number)  
  -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 & Murray Gray (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 given out at managers meeting.
* You are responsible for entering ALL games & practices into whatever Online Application is being used by MMHA during your season. This is how parents and fans and even Murray/Mike/Kennedi 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 a team store each season with awesome apparel options via Source for Sports in Brandon. LEO at GL APPAREL also sets up a pop up shop during EDGE2EDGE at the rink for other amazing local options! Each parent will order their own gear but Managers will be responsible to collect and distribute. If you wish to put an order together for your team outside of this – we suggest contacting Leo at GL Apparel for your options. This is not mandatory, just our suggestion. His prices are good and so is the quality. He is quick and local. Collect orders of sizes, names, etc. and the money from your team and send the organized order all at once to whatever business you choose. It is your responsibility to collect and distribute orders. We suggest you do this within the first month so people can use at Christmas gifts if they want, and so they can be used throughout the season.
* 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 SHA 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:   
MMHA Safe Code:

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

Kristjan Hebert(President) [president@moosominrangers.com](mailto:president@moosominrangers.com)  
Jamie McMullen(Vice) [vicepresident@moosominrangers.com](mailto:vicepresident@moosominrangers.com)  
Cherish Easton (Executive Secretary) [secretary@moosominrangers.com](mailto:secretary@moosominrangers.com)   
Randi Thorn (Treasurer)[treasurer@moosominrangers.com](mailto:treasurer@moosominrangers.com)

Randi Thorn (Manager Mentor) 306-435-9518

Summer Heide (Tournament Mentor) 306-434-7961  
  
Mike Schwean: [msmn.rec.brd@sasktel.net](mailto:msmn.rec.brd@sasktel.net)

Deon Gagnon (Ref Assignor) [refassignor@moosominrangers.com](mailto:refassignor@moosominrangers.com)

Murray Gray (Ref in Chief): [murraygray@sasktel.net](mailto:murraygray@sasktel.net)

League Statistician: Jason Stevenson:   
[stats@majorhockeyleague.ca](mailto:stats@majorhockeyleague.ca)

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

SHA: [www.hockeysask.ca](http://www.hockeysask.ca)

MHL: [www.majorhockeyleague.ca](https://www.majorhockeyleague.ca/)

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

SHA Tournament Game Sheets: [lisas@hockeysask.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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