



SOOKE MINOR HOCKEY MANAGER QUICK GUIDE

September 2025

The team manager is an important component in creating the flow of communication, not only with the team (players, parents & coaches), but between the Divisional Managers, other teams, referees, officials, and the Sooke Minor Hockey Association. The role of team manager can be complex and thus organizational skills, tact and courtesy are essential qualities.

By taking on the operation aspects of a team, the manager enables the coaches to focus on player development and on-ice instruction. The manager may also act as a coordinator within the team if there are other parent volunteers involved (i.e.-treasurer, safety person, phone person, etc.). The manager reports to the head coach.

Once teams are chosen, if you are interested in becoming a manager, submit your name to the coach.

1. All Managers must have the [Respect in Sport Course](#) for Team Leaders which can be taken online by clicking on this link. **Be sure to complete the player/coach bench staff RIS and not the parent one. Failure to do so will make you ineligible.**
2. All Managers/Coaches/Safety or anyone else involved with the team must complete a [criminal record check](#).
3. All parents wishing to enter the dressing room with their child must complete their [Respect in Sport Course](#) and have a current [criminal record check](#).
4. CATT (Concussion Awareness Training Tool) www.cattonline.com

Regarding the [Respect in Sport Course](#). SMHA will reimburse the cost of this course for those directly involved with the team i.e. coaches, managers, safety once completed and copy of receipt and certificate is turned in to the treasurer. Coaches courses will be reimbursed by SMHA only after the course is completed, i.e.-the homework portion as well.

BASIC MANAGER DUTIES:

1. Team Meetings
2. Volunteers/Delegation
3. Team Rules/Safety
4. Organizing Games (i.e.-timekeeper, scorekeeper, referees)
5. Applying for Tournaments
6. Organizing Travel
7. Team Activities (obtain sanctions for events/activities) (Team Safety/Manager- [Special Event Sanction | BC Hockey](#))
8. Complete game sheets and ensure the game sheet is delivered to the game referee at least five minutes before every home game. Please ensure that your parents are aware and have reviewed the [electronic game sheet documentation](#).
9. Liaise between coaches, parents, divisional managers.

10. Please email the Website Manager for a login and ID to update your team's information/stats/schedule/etc...

IMPORTANT ICE RETURN EXPECTATIONS:

Excluding the first couple weeks of hockey, with a stable ice schedule it is THE expectation that all teams will need to give 72 hours' notice in order to hand back ice. Less than 72 hours it is up to the team manager to find a team to fill the ice slot or utilize it for a practice. If it goes blank then the team should have to pay for it. With a two week ice schedule being posted there really isn't any excuses.

In saying that it is important that the managers of each team keep the ice allocator informed of all away games as soon as possible so I can schedule around those games.

Please email the ice allocator at least 72 hours prior to the ice slot being returned ice@sookeminorhockey.ca

RECEIPT OF EXHIBITION GAME SLOT AT HOME (U11 AND ABOVE)

- Find opposing team to play
 - Email appropriate Island League Managing Director/Commissioner to request a Game Number
- No games may be played without a Game Number!**

If no opponent is scheduled to play, you MUST email RIC to inform them. They will inform the referees that they are not required.

RECEIPT OF EXHIBITION GAME SLOT AT HOME (NOVICE AND INITIATION)

- Find opposing team to play
- Update RAMP to name opponent

If no opponent is scheduled to play, you MUST email RIC to inform them. They will inform the referees that they are not required.

PREGAME (AWAY) U11 AND UP

- Submit roster
- Ensure everyone on your team is aware of away rink rules

PREGAME (HOME)

- Verify away teams roster
- Submit Roster to Hi-Sport, verify away team has submitted as well

HI-SPORT

- Enter scorekeeper and Timekeeper
- Enter referees
- U11-U15 manually change periods to 15-15-20
- Hit start game once timekeeper and scorekeeper go into the box.
- Manually release players from penalty box
- Scratch pads - many coordinators are asking Managers to keep them as they will be used officially if a discrepancy is noticed upon game completion.

RAMP

- Ensure you enter away games as soon as possible to avoid scheduling issues
- Enter opponent for exhibition games at home

COMMUNICATION

- Inform coaches and players of any new information/rules/guidelines
- Email Sooke Minor Hockey Divisional Coordinator to inform them of any incidents/accidents or questions.
- Remind parents about the 24 hour rule!
- Ensure 1 parent from each household has completed the Respect in Sport for Parents

JERSEY DEPOSIT AND FORM

- Collect a cheque for each player for the amount of \$150 and fill out the appropriate form to ensure all jerseys are received and returned in same condition.

Don't be afraid to ask questions!

Kala Chaulk

U15-U18@sookeminorhockey.ca