



**SOOKE MINOR HOCKEY
MANAGER'S QUICK REFERENCE
GUIDE**

MANAGER Quick Resource Sheet

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 on-line 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)
8. Complete game sheets and ensure the game sheet is delivered to the game referee at least five minutes before every home game. We are in a transition period as we begin the move to the electronic game sheet system. 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 my expectations 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. 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!

- Fill out the online form to request referees.

Requests should be submitted as soon as possible and at least 72 hours prior to the start of the game.

Receipt of Exhibition Game Slot at Home (Novice and Initiation)

Submit referee request by filling out the online form
Requests should be submitted as soon as possible and at least 72 hours prior to the time allotted.

Pregame (Away) U11 and up

- Submit roster
- Submit proof of vaccination to opposing team manager
- Ensure everyone on your team is aware of away rink rules

Pregame (Home)

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

Hi-Sport

- Enter scorekeeper and Timekeeper
- Enter referees

- U11- 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.

VACCINE PASSPORT

Each manager is to carry an electronic and/or paper copy of the "verified" check list on them and can show in person or email to opposing team managers before away games (if they are required to). They've all also been told that each individual is still responsible to provide their own proof if questioned at any venues.

Parents can then either email a screen shot/pic of the spectator's proof of vaccine and picture ID OR show in person at their next practice. The managers will cross/check each off their compiled spectator list until the team is done in full. Anyone without, can't attend games.

Player's families are to email the manager a list of their potential spectators including any sibling or grandparents who might drive out once a month. One offs can be dealt with as they arise.

Don't be afraid to ask questions!

Kala Chaulk

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