



Start with a Dream, Achieve your Goals, Flyers for Life

Team Manager Info Guide

This handbook is created to expand on the information found on the Team Manager checklist.

Book Away Tournaments

Find out when your Home Tournament is and then look for away tournaments, communicate with the coaching staff on which one's they would like to attend, and **BOOK THEM ASAP** (send in a cheque or e-transfer)

- 1. Pembina Valley Hockey website, www.pembinavalleyhma.com**
- 2. Hockey Manitoba website, www.hockeymanitoba.ca**

- Three tournaments are usually the typical per team. If too many tournaments are booked, league games and provincial playdowns (if participating in Provincials) become difficult to book
- Hotels in the tournament towns book up quickly on these weekends. If tournament is far away book a block of rooms ahead of time for your team. Some tournament organizers will have already reserved a block of rooms for you and will give you a "hotel block number" to use when team will be calling. Ask the tournament organizer what hotel arrangements are when booking tournament
- A few weeks before the tournament you will need to send the tournament organizer a copy of your official team roster (provided by WMHA exec) and list of jersey #s if they're not already on the roster. Each tournament is unique, and organizer will contact you with information that is needed

Attend WMH Coach/Managers Meeting

- Winkler Minor Hockey will contact you with date / time / location of meeting
- You should receive the following;
 - Introduction to current WMH Executive
 - Game sheets & keys for your team's locker
- Cheques for both your team's Tournament fees and Ref fees
- Emailed WMHA Financial Spreadsheet
- Emailed WMHA Managers Handbook
- Tournament Coordinator's booklet
- WMH approved Team Photographers contact information

Schedule and Facilitate a Team Parent Meeting

- Discuss with the head coach and pick a date for meeting.
- Send an email to the team introducing yourself as well as the coaches. Inform team of meeting date. Provide as much info as possible in the email
- Meeting is normally held after one of the first practices
- Ask for a Safety Manager. Safety Manager is required to be at all games and needs to have Safety Manager course certification through Hockey Manitoba website
- Ask for a Equipment Manager. Equipment managers are required to bring jerseys, goalie equipment, and safety kit to all games. If jerseys need washing, this is also their responsibility
- Ask for a home tournament rep. 1 to 2 people per team is required. This person will work alongside other parents from their division (gold/silver/bronze) and organize the Winkler Home Tournament. A tournament coordinators information booklet will be provided
- Hand out the fundraising forms given to you at the WMHA coach/managers meeting. They need to return them to you by a certain date with collected money
- Hand out raffle books. They have already been paid for in their registration fee. Parents may sell to family/friends and keep the money or just fill in their own names. Parents should hand in these raffle books to the booth before the end of the season
- Communicate with your team with all info through-out the season, more information is always better!
- **Use WMHA Parent Meeting Guideline** for parent meeting. Alter the Guideline with info specific to your team. Email or handout Guideline at parent meeting to team after your team info has been updated

Players Finances

- WMH will email you a Managers Workbook excel spreadsheet as well as a Handbook with full instructions on how to use the spreadsheets. Keep this up to date through-out the season.
- A separate bank account is recommended for players funds
- Reach out to an experienced manager or WMH exec member if you have any questions
- WMH Treasurer will give you a cheque at the managers meeting for each player's tournament fees (\$150 each)
- Throughout the season you will receive e-transfers or cheques from the WMH Treasurer for Co-op fundraiser proceeds & 50/50. You will also receive money from the proceeds of the home tournament.
- **DO NOT** distribute any money to the team until the season has ended.
- At the end of the season email or print each players individual wallet spreadsheet showing players income/expenses for the year. If player has a surplus owing to them, pay parent via e-transfer/cheque or cash. If player has a deficit, collect from parent. The wind up is a good place to tie up any financial loose ends with your team

WMH Ice Scheduler Communication

- Email WMH Ice Scheduler your team's tournament dates before the league scheduling meeting (early October). icewmh@gmail.com
- Ice Scheduler will enter all practices and home games into SI App. See WMHA Handbook for directions for use of SI App
- You are in charge of entering all away games into SI App. **DO NOT** enter away games until the ice scheduler has confirmed your team's schedule
- If anything changes with game times/dates, notify WMH Ice Scheduler asap via email
- Give WMH Ice Scheduler a list of players name and jersey numbers

Convenor

- Pembina Valley Minor Hockey will assign a Convenor for each division. They will contact you before the league scheduling meeting to let you know how many games you will be playing
- The winning team or the home team if the game is tied, will need to email the Convenor the white copy of the game sheet within 24 hours. If possible use a scanning app (ex: CamScanner). A scan is much clearer than a picture
- After the scheduling meeting, the Convenor will email a contact list of the managers that are in your division

Attend League Meeting

- Typically, the scheduling meeting is held the 3rd Sunday of October in Miami
- Attendance to the meeting is **mandatory**. If you are unable to attend, you will need to find someone to represent your team
- WMH will provide you with home ice times for your team prior to this meeting. WMH Ice Scheduler will be there to assist you if you have questions
- All games for the first half are scheduled at this meeting.
- Second half of the season is scheduled in December after the first half of the season is complete. Your Convenor will decide how second half will be scheduled. From there it is usually done by email with one manager within your division volunteering to schedule your divisions second half

Before League Games Begin

- Distribute jersey numbers. Typically, the jersey numbers are 2-17. Ask for 3 preferences per player in your initial email to the team. If two players choose the same number, the major player will get the jersey number of choice
- Send list of jersey numbers to ice scheduler ASAP so the name bars can be sewn on the jerseys
- Make and print stickers of team roster labels (2"x4" size, need 3 for each game sheet).
- You will use these labels for all home/away/tournament games.
- Labels can be purchased at Staples.
- Schedule timekeeper/scorekeeper volunteers for home games. Making a schedule is easier than looking for volunteers for every game.
- Schedule 1-2 preseason games for U11 and up. Ask the ice scheduler for available dates as well as other teams within the league

League Games

To see your team's standings throughout the season, go to www.pembinavalleyymha.com

Home Games

- A few days prior to a home game confirm the date, time, location & jersey colors with the opposing manager (email or text,)
- Home games - White Jerseys
- Find a timekeeper and a scorekeeper for all home games, parents or older siblings, parents can hire this out to someone if they so choose.
- Bring and fill out a game sheet, have your roster stickers on the 3 copies. Get the "away" manager to stick their roster sticker on the game sheet
- Bring the game sheet to the timekeeper's bench.
- After the game collect the game sheet from the time keepers bench.
- Losing team takes home a colored copy and the winning team gets the white copy to send into the Convenor. If the game is tied, the home team sends in the game sheet
- Take a good picture/scan of white copy and email it to your Convenor
- Bring Ref payments for each home game & also Ref Signing Sheet provided by WMH
- Pay Refs after each game & have them sign the Ref Payment Sheet

Away Games

- Away games - Orange Jerseys
- For away games, ensure the other manager has confirmed date/time/location, if not reach out to make sure all game info is still correct
- Opposing team will have the game sheet ready, just bring your stickers

Home Tournament

- Stay in contact with your team's Tournament Rep(s) with info for your home tournament
- Give Tournament Rep the Tournament Coordinators booklet that you received at the manager's meeting
- **ALL** parents on the team will volunteer at the Home Tournament Parents will need to trade their shift if they do not work with their schedule

Team Picture Day

- Ryan Sawatzky will take team pictures
- His business card was given to you at the WMH Coaches/Managers meeting, arrange dates with him via email and notify team of picture day
- His preference is for these to be done at Plum Coulee rink due to lighting
- He will come to a practice for individual pictures and will come to a game for action shots. Ryan is willing to come to two games if there are two goalies on the team. Doing this at the beginning of the season allows for parents to order pictures, hockey cards early in the season
- Discuss with coaches if orange or white jerseys are wanted for team pictures

Winkler Flyers Jr A 50/50

- WMH Team volunteer times are usually once in first half of season and again in second half.
- Players need to attend to help sell 50/50. Players will wear their team jerseys
- Need 2 or 3 parents to operate 50/50 machines and supervise
- Be there and ready to start selling in the lobby 30 minutes prior to game time and in the stands during intermission
- WMHE will have the 50/50 machine set up and will do the cash out

Playoff Games

- U11-U15 will participate in playoffs
- At the end of league games your Convener will inform you of who are playing and format for playoffs
- Contact WMH Ice Scheduler for ice times for games
- Schedule playoff games with opposing team manager of team playing, all games must be scheduled before a series can start

Provincials

- U11-U15 can register for Provincials
- Locations & Dates for Provincials can be found on Hockey MB website.
- The category for the Bronze team is Rural A2, Silver team is Rural A1 and the Gold team is Rural AA
- Provincials are free, no tournament fee. Hotels etc would be at your own cost. There will be gate fees for spectators
- WMH will contact you prior to deadline to see if your team would like to register, WMH will register your team if you choose to participate. Discuss this prior with coaches/team to see if this is something your team would like to be a part of
- Provincial play-down games are normally played on weekdays starting in January (weekends possibly if your schedule is slower)
- If you advance past playdowns, Provincial weekend tournaments are at the end of league/play-off games in early March.

Organize a wind-up

- Discuss with your coaches & team wind up options,
- Book a wind up, notify team
- Wind up is a good place to hand out Coaches gifts

End of Season

- Have Equipment Manager wash all jerseys
- Manager/volunteer to carefully remove name bars from jerseys at the end of season
- Safety bag, jerseys and name bars to be in locker at the end of season.
- Return key to WMHE Equipment Manager