



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

Team Manager Handbook

Flyers Mission and Values

Flyers Mission

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

Flyers Values

WMHA and all of its participants will agree to and promote the following Flyer values:

- Safety
- Good sportsmanship and fair play
- Truth, honesty and integrity at all times
- Development of hockey skills and knowledge
- Value of hard work, determination, the pursuit of excellence and success in all activities
- Promotion of teamwork, and the belief that what a group can achieve as a whole is greater than that which can be achieved by individuals
- Community involvement

Flyers Logo with Mission



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Table of Contents

Team Manager Checklist	5
Team Manager Checklist Guide	6
Parent Meeting Guide	12
Manager Workbook Guide	15
Coop Gift Card Fundraiser Guide	23
Game Sheet and Time Keeping	25
Social Network Policy	31

Team Manager Checklist and Guide



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

WMHA created the Team Manager Checklist to aid team managers in having a successful season as a team manager. Please see the Team Manager Info Guide following the checklist with more detailed information in each category.

WMHA Team Manager Checklist



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

WMHA Managers Checklist	
Attend WMHA Coach/Manager meeting	
Collect:	Gamesheets
	Locker Keys
	Tournament/Ref Cheques
	Home Tournament Info Book
Schedule and Facilitate a Team Parent Meeting	
	Date/Location
	Complete WMHA Parent Meeting Guide
League Prep	
	Assign jersey numbers
	Send jersey list to WMHA so names bars and roster stickers to can be completed
	Schedule up to 2 exhibition games
Home Games	
	Confirm date, time, location and jersey colour with opposing manager
	Find a time keeper and scorekeeper for the game
	Bring and fill out a game sheet, once complete, pass to the opposing manager to complete
	Make sure the timekeeper box gets the game sheet prior to the game
	Collect the game sheet after the game
	Keep the white if your team wins or ties and send a clear pic/scan to your covenor
	Pay refs and have them sign off the Ref Pay Sheet
WMHA Manager Excel Workbook	
	Read the Manager Workbook Manual
Ice Schedule	
	Email icewmh@gmail.com with ice schedule questions/concerns
	Ice scheduler will enter all practices and home games
	Enter all away games after the scheduler has confirmed your schedule
Winkler Flyers 50/50	
	Arrange parent volunteers (3 or more)
	Have parents arrive 30 mins prior to the game
	Make sure players have access to their jersey
Tournaments	
	Home Tounament Date
	Book/Pay Away Tournaments
	Hotel Blocks for Away Tournaments
	Find 2 Reps for Home Tournament Committee
	Inform Ice Scheduler of tourament dates
Attend PVMHA Scheduling Meeting	
	Typically 3rd Sundady in Oct
	Use slots provided by the Ice Scheduler to schedule first half games
Away Games	
	Confirm date, time, location and jersey colour with opposing manager
	Bring team stickers for the game sheet
Playoff Games (U11 and up)	
	Confirm playoff format with convenor
	Contact WMHA Ice Scheduler for ice times
	Schedule games with opposing team manager
Provincials	
	Location/Date found on Hockey MB website
	Register through WMHA Registrar if you are interested in qualifying
	Provincial Playdown (Qualifying) games are typically played during the week and need to be completed by late Jan
	Book hotel rooms if required
Convenor	
	PVMHA convenor name:
	Covenor issued manager contact list
Player Finances	
	Enter info on Player Names Tab
	Enter Coop Fundraiser info
	Deliver Coop Fundraiser money/cheques with master list to WMHA Treasurer
	Email Player Balance at end of the season
	Collect/Payout player balance
Team Pictures	
	Contact Ryan Sawatzky to arrange a date



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Team Manager Checklist 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.pembinavalleyymha.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 along-side 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 Guide** (Found on page 12) 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



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Parent Meeting Guide

This guide is prepared to assist Managers/Coaches in running a success parent meeting at the start of the season. The meeting carries value in several areas not limited to but including:

- Manager and coach introduction
- Parent introduction
- Discussing away tournaments
- Manager expectations for communication and parent volunteering
- Coaches ground rules and expectations for players and parents

The Flyers Mission and Values are expected to be shared at every parent meeting.

Flyers Mission

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Flyers Values

WMHA and all of its participants will agree to and promote the following Flyer values:

- Safety
- Good sportsmanship and fair play
- Truth, honesty and integrity at all times
- Development of hockey skills and knowledge
- Value of hard work, determination, the pursuit of excellence and success in all activities
- Promotion of teamwork, and the belief that what a group can achieve as a whole is greater than that which can be achieved by individuals
- Community involvement

Below are topics that are recommended to discuss at the Parent Meeting.

Sports Signup Play

Great app to stay in the loop with everything happening with our team. Please confirm your child's attendance well in advance so coaches can plan practices / games accordingly. I will use the app chat & group email through the Si app to relay all info to you. Parents emails, phone numbers etc. can be found by your child's picture under the roster tab. You can sync your teams calendar to your phone/computer.

Winkler Co-op Gift Certificate Fundraiser.

Deadline to hand form and money into me is _____ All cheque's are to be made payable to Winkler Minor Hockey. This is the easiest way to cover your players extra expenses...sell those gift certificates!! You receive 10% of your sales from Co-op gift cards.

Pictures

I will arrange booking a day for team pictures with Ryan Sawatzky, same format as last year. **Cost per team is \$350, this is divided equally amongst team.** All of your child's images will be on Ryan's website for you to download. If you wish to order anything extra that Ryan has listed, it is your responsibility to contact him and arrange ordering. I will attach a link to his poster on the app showing additional things you can order .

Raffle Book

Raffle book. This has been pre-paid by you when you registered. It is your choice if you wish to sell these raffle tickets to family & friends or fill in your own name. Either way return booklet stub to the booth before the WMH AGM for your chance to win some great prizes!

Your Child's Finances

I will keep track of all your child's finances for the season using the WMH's Manager's team spreadsheet I have been given. You have each already paid \$150 for tournament fees when you registered for hockey this season. As you all know this likely will not cover all the expenses that the season will incur (pictures, wind up, coaches' gifts etc.) Potential additional profits for your child will be things such as, Winkler Flyers 50/50 portion, home tournament profit & 10% co-op gift card sales. Any profits earned for your child will remain in their bank account until the end of the season. Holding back these monies until the end of the year refrains from me having to ask you for additional money throughout the season. At the end of the season I will give you your players individual spreadsheet showing all your profits & expenses, at this time you will either receive money back or may be needing to pay additional. If at any time during the season you want to know what your child's account balance looks like, please contact me.

Booth shifts.

DON'T miss a shift. \$80 charge if you miss a shift and child will not play next league game. Booth shifts will be emailed to you as normal

Tournaments

Home Tournament – Date_____

Away Tournaments - Dates _____, _____, _____

For any overnight tournament I will take care of reserving a section of rooms for all of us. I will relay info to you on how to book your room when details are confirmed. If your child will not be able to attend a tournament, please let myself or one of the coaches know asap. Tournaments costs are split evenly amongst the team. An exception to not paying would be if well in advance notice is given that your child would not be able to attend due to a holiday etc.

Volunteers

There are many ways that we will be asking all parents on the team to volunteer throughout the season. It is important that we spread this amongst all of us and work as a team!

Score Keeping / Time Keeping.

Our Team will be responsible for the Game Sheet & Time Keeping for all of our home games, Winkler & Plum Coulee. I will be asking for 2 people per home game. When I know our game dates, I will email the team with these dates, from there Score Keeper & Time Keeper spots will be filled on a first come first serve basis. I will keep track of which parents have signed up and those that have not signed up will be contacted to fill a spot before the list starts over again.

Winkler Flyer games 50/50.

Each of our kids receives a profit from these 50/50 sales at the end of the year, so it is important that we all come out to help. Parent & child get into the game for free, great time for the kids & parents to bond as a team!

Home Tournament rep.

You will work as a team with a rep from the other teams in our division to plan the Winkler home tournament. This person is needed ASAP.

Coaches

Give the Coaches this opportunity to discuss their expectations for the upcoming hockey season.

Questions

Give parents the opportunity to ask any questions



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

Managers Workbook Guide


This guide will assist managers using the Manager Workbook provided by WMHA to control team finances for the season. WMHA recommends use of the Workbook to control all player wallets and team income and expenses. Below you will find a sheet by sheet breakdown of how to use the Workbook. ***Note that you only need to enter data in the grey shaded cells as the remainder of the cells will auto-populate.***

Master List Sheet

The Master List spreadsheet gives you a summary of each player's income and expenses for the season and is sometimes referred to as the player's account or wallet. All information with exception of the Home Tournament Silent Auction Gift cell will be populated from information found on the following spreadsheets. Tournament Organizers will often ask each player to provide a gift or \$10 donation towards purchasing a gift for the tournaments silent auction which can be a huge fundraiser for the team. If a gift is not provided you will need to enter \$10 under the players account on this sheet as the amount will be deducted from the player's wallet.

Once the season has ended and all bills have been paid, this sheet will tell you who owes the team money or who the team owes money to. A player with a positive balance is owed that sum and a player in with a negative amount owes the team. The sample below only shows 6 players as the sheet is too large to fit below. You'll notice Player 1 owes the team \$5.88 and Player 2 sold more Coop Gift Cards and will receive \$444.13 back at the end of the year. From past experience most players have enough in their wallet at season end to cover their portion of the expenses and managers don't have to chase people down for funds.

Master List Sheet Example


 <p>Start with a Dream, Achieve your Goals, Flyers for Life</p>						
Income	Player 1	Player 2	Player 3	Player 4	Player 5	Player 6
Initial Tournament Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Coop Fundraiser	\$ 50.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 31.00
Home Tournament	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13
Flyers 50/50	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 320.38	\$ 770.38	\$ 270.38	\$ 270.38	\$ 270.38	\$ 301.38
Expenses						
Tournaments:						
Morden	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25
Devils Lake	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Portage	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75
Niverville	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses:						
Pictures	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88
Coaches Gift	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75
Wind Up	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Home Tournament Silent Auction Gift						\$ 10.00
Total Expenses	\$ 326.25	\$ 326.25	\$ 326.25	\$ 326.25	\$ 326.25	\$ 336.25
Surplus/Deficit	\$ (5.88)	\$ 444.13	\$ (55.88)	\$ (55.88)	\$ (55.88)	\$ (34.88)

Income Sheet

This sheet will list a team's inflow of money which will typically be Home Tournament and Winkler Flyers 50/50 revenue. Two extra rows have been added if something else comes up, if they are not needed leave them blank. Steps to completing the sheet are:

- Number of Players – enter the number of players on your team
- Source – enter the source of the money coming in
- Amount – enter the amount of money coming in
- \$ per Player – these amounts will populate to the Master List sheet

The tournament funds from each player's registration will be placed on the Master List sheet and the Coop Fundraising total for each player will populate from the Coop Fundraising sheet. See the sample below:

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Numbe of Players:	16			
Souce	Amount	\$ per player		
Home Tournament	\$ 1,026.00	\$ 64.13		
Flyers 50/50	\$ 900.00	\$ 56.25		
N/A	\$ 500.00			
N/A	\$ 1,600.00			
Total Expenses	\$ 3,000.00	\$ 56.25		

Expenses Sheet

This sheet will list a team's expenses which typically include tournament entry fees, pictures, team functions and gifts. There is room for five Tournaments and seven Other Expenses which should be plenty as most teams don't attend that many tournaments or occur that many other expenses. If you have extra rows, leave them blank. Steps to completing this sheet are:

- Number of Players – enter the number of players on your team
- Source – enter the location of the tournament or other expense under the appropriate header
- Amount – enter the total amount of the expense
- \$ per Player - these amounts will populate to the Master List sheet

See sample below


		
Start with a Dream, Achieve your Goals, Flyers for Life		
Numbe of Players:	16	
Expenses	Amount	Cost per Player
Tournaments:		
Morden	\$ 900.00	\$ 56.25
Devils Lake	\$ 600.00	\$ 37.50
Portage	\$ 700.00	\$ 43.75
Niverville	\$ 850.00	\$ 53.13
N/A		
Other Expenses:		
Pictures	\$ 350.00	\$ 21.88
Coaches Gift	\$ 300.00	\$ 18.75
Wind Up	\$ 320.00	\$ 20.00
N/A	\$ 2,400.00	
N/A	\$ 3,600.00	
N/A	\$ 1,200.00	\$ 75.00
N/A	\$ 4,800.00	
Total Expenses	\$ 16,020.00	\$ 326.25

Statement of Account Sheet

This sheet will show your team's money in and out, along with a running balance. Start by filling in the Starting Balance cell which will likely be \$0.00. As money comes in or leaves the account complete a line starting with:

- Date – Enter the transaction date
- Memo – Enter a description of the income/expense
- Money In – Enter the amount of money received
- Money Out – Enter the amount of money leaving the account
- Balance – This column will populate as you enter your money in and out.

See a small sample below:

 Statement of Account				
Start with a Dream, Achieve your Goals, Flyers for Life				
Starting Balance: \$ -				
Date	Memo	Money In	Money Out	Balance
5-Oct	Players tournament money from treasurer	\$ 2,400.00		\$ 2,400.00
20-Oct	Morden Tournament Entry		\$ 900.00	\$ 1,500.00
25-Oct	Devils Lake Tournament Entry		\$ 600.00	\$ 900.00
31-Oct	Coop Fundraising Money (Team Total)	\$ 581.00		\$ 1,481.00

Coop Fundraising Sheet

This sheet will track your team's efforts in selling Coop Gift Cards and will be handed to the treasurer via email or with your money/cheques from gift card sales. Steps to completing the spreadsheet are:

- Total Sold column (D) – Enter each player's total sales
- Denomination of Gift Cards Sold columns (E-J)– Enter each player's total cards sold of each denomination
- Accuracy Check column (K) – This column will total the sales of each denomination for each player. The Total Sold cell and Accuracy Check cell for each player should equal the same amount before you submit to the treasurer.
- To Player Amount column (M) – WMHA treasurer will send the team total for this column to the manager to disburse among players wallets. Each player receives 10% of their cards sold and this amount will populate on the Master List spreadsheet.
- Cash Totals (Q) – Enter the amount of each denomination of cash you are providing the treasurer when handing in the funds raised.
- Cheque Total cell (S15) – Confirm the total value of cheques you are handing to the treasurer equals the amount populated in this cell.
- Grand Total Cell (S17) – Should equal the Team Total cell (K25) under the Accuracy Check column.

See example below:

Co-op Gift Card Fundraiser - Winkler Minor Hockey										
Team: _____										
Player Name	Total Sold	Denomination of Gift Cards Sold						Accuracy Check	To Player Account	
		10	25	50	100	500	1000			
Player 1	\$ 500			4	2	3		\$ 500	\$ 50	
Player 2	\$ 5,000				20	2	2	\$ 5,000	\$ 500	
Player 3								\$ -	\$ -	
Player 4								\$ -	\$ -	
Player 5								\$ -	\$ -	
Player 6	\$ 310	1	12					\$ 310	\$ 31	
Player 7								\$ -	\$ -	
Player 8								\$ -	\$ -	
Player 9	\$ 500				5			\$ 500	\$ 50	
Player 10								\$ -	\$ -	
Player 11	\$ 10,000					4	8	\$ 10,000	\$ 1,000	
Player 12								\$ -	\$ -	
Player 13								\$ -	\$ -	
Player 14								\$ -	\$ -	
Player 15								\$ -	\$ -	
Player 16								\$ -	\$ -	
Team Totals	\$ 16,310	1	16	2	28	6	10	\$ 16,310	\$ 1,631	

Cash Totals			
Dollar Value	Amount Received		Totals
\$5 x	4	=	\$20
\$10 x	4	=	\$40
\$20 x	56	=	\$1,120
\$50 x	20	=	\$1,000
\$100 x	8	=	\$800
Total			\$2,980
Cheque Totals			\$ 13,330
Grand Total			\$16,310

Gift cards cannot be used to pay on account - must be used at the time of purchase

Gift cards may be used as form of payment at point of sale in any department with the exception of bulk fuel, cardlock, agro and bulk propane

Players Names Sheet

Enter your player's names starting in the cell that says "Player 1". This will populate the players name in the correct cells for both the Master List and Coop Fundraising sheets. Note, these are not the player's jersey numbers. Delete any extra player cells you have, for example, if you have 13 kids on your team you can delete the cells that say Player 14, Player 15 and Player 16 on this sheet. If you have less than 16 players, you will also need to delete the extra columns on the Master Sheet. To delete columns on the Master Sheet highlight the columns you don't need and press Delete on the keyboard.

Individual Income/Expense Sheets

The remaining sheets in the workbook are individual Income/Expense spreadsheets for each player. Information for each player should be emailed or handed to the parents at the end of the season along with the refund or invoice of how much is required to zero out the account. As mentioned earlier, we usually see player refunds at the end of the season. Example below:

Players Name:		Player 1
Income		
Initial Tournament Fee	\$	150.00
Coop Fundraiser	\$	150.00
Home Tournament	\$	64.13
Flyers 50/50	\$	56.25
N/A	\$	-
N/A	\$	-
Total Income	\$	420.38
Expenses		
<u>Tournaments</u>		
Morden	\$	56.25
Devils Lake	\$	37.50
Portage	\$	43.75
Niverville	\$	53.13
N/A	\$	-
<u>Other Expenses</u>		
Pictures	\$	21.88
Coaches Gift	\$	18.75
Wind Up	\$	20.00
N/A	\$	-
N/A	\$	-
N/A	\$	-
N/A	\$	-
Home Tournament Silent Auction Gift		
Total Expenses	\$	251.25
Surplus/Deficit	\$	169.13

WMHA will provide you with a cheque at the Manager/Coach meeting to cover ref costs for the majority of the season. Each home game you will need to pay the refs officiating your game and may incur some travels fees if the game is in PC or the scheduler needs to get out of town refs. Game and travel costs will be established by the executive annually and relayed to the managers.

U13 Gold and U15 divisions have a head ref while U11 uses a mentor. The rest of our divisions will have a two ref system and can ignore the Headman/Mentor categories on the sheet. See example below:

22 | Page



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

Co-op Gift Card Fundraiser Guidelines – Winkler Minor Hockey

I'll start by saying thanks for volunteering to be a manager for your son/daughters minor hockey team. We appreciate your help in filling this role to help guide your team. The bullets below outline important instructions for our Coop Gift Card Fundraiser.

- All cheques must be made out to: **Winkler Minor Hockey**. Cheques made out to Coop, the players name or something else will be shredded and the player/team will not receive credit for the funds raised. We will NOT accept postdated cheques.
- Coop will only issue gift cards in denominations listed on the spreadsheet
- A template will be emailed to you for distribution to your parents for the purpose of recording the players fundraising efforts. Note: When printing, only print Page 1 as the accuracy check will print on Page 2.
- You will tabulate player fundraising totals and enter this information on the Coop Fundraising Tab of the Manager Workbook. There is a sample along with the information from the Manager Workbook Guide below to assist with filling this out.
- **October 17th** is the deadline to return your master list and cash/cheques. I will email you with a location and time frame to have this dropped off. If you can't make it in that time frame, leave it with another parent that can make the delivery.
- Coop has pretty quick turnaround time in getting the cards ready and I will let you know when they are ready to be picked up.
- WMH will not be keeping \$5 per player this year as we have done in the past.

Coop Fundraising Sheet (From the Manager Workbook Guide)

This sheet will track your team's efforts in selling Coop Gift Cards and will be handed to the treasurer via email or with your money/cheques from gift card sales. Steps to completing the spreadsheet are:

- Total Sold column (D) – Enter each player's total sales
- Denomination of Gift Cards Sold columns (E-J)– Enter each player's total cards sold of each denomination
- Accuracy Check column (K) – This column will total the sales of each denomination for each player. The Total Sold cell and Accuracy Check cell for each player should equal the same amount before you submit to the treasurer.
- To Player Amount column (M) – WMHA treasurer will send the team total for this column to the manager to disburse among players wallets. Each player receives 10% of their cards sold and this amount will populate on the Master List spreadsheet.
- Cash Totals (Q) – Enter the amount of each denomination of cash you are providing the treasurer when handing in the funds raised.
- Cheque Total cell (S15) – Confirm the total value of cheques you are handing to the treasurer equals the amount populated in this cell.
- Grand Total Cell (S17) – Should equal the Team Total cell (K25) under the Accuracy Check column.

See example below:

Co-op Gift Card Fundraiser - Winkler Minor Hockey										
Team: _____										
Player Name	Total Sold	Denomination of Gift Cards Sold						Accuracy Check	To Player Account	
		10	25	50	100	500	1000			
Player 1	\$ 500		4	2	3			\$ 500	\$ 50	
Player 2	\$ 5,000				20	2	2	\$ 5,000	\$ 500	
Player 3								\$ -	\$ -	
Player 4								\$ -	\$ -	
Player 5								\$ -	\$ -	
Player 6	\$ 310	1	12					\$ 310	\$ 31	
Player 7								\$ -	\$ -	
Player 8								\$ -	\$ -	
Player 9	\$ 500				5			\$ 500	\$ 50	
Player 10								\$ -	\$ -	
Player 11	\$ 10,000					4	8	\$ 10,000	\$ 1,000	
Player 12								\$ -	\$ -	
Player 13								\$ -	\$ -	
Player 14								\$ -	\$ -	
Player 15								\$ -	\$ -	
Player 16								\$ -	\$ -	
Team Totals	\$ 16,310	1	16	2	28	6	10	\$ 16,310	\$ 1,631	

Cash Totals			Totals
Dollar Value	Amount Received		
\$5 x	4	=	\$20
\$10 x	4	=	\$40
\$20 x	56	=	\$1,120
\$50 x	20	=	\$1,000
\$100 x	8	=	\$800
Total			\$2,980
Cheque Totals			\$ 13,330
Grand Total			\$16,310

Gift cards cannot be used to pay on account - must be used at the time of purchase
 Gift cards may be used as form of payment at point of sale in any department with the exception of bulk fuel, cardlock, agro and bulk propane



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

Game Sheet and Time Keeping

Winkler Minor Hockey is giving parents, siblings, relatives etc. the opportunity to take part of the game day activities through working the clock and game sheet. We believe that volunteers are our strength and the more opportunities we can provide for you to be involved, the stronger we are. Benefits to helping with the clock and game sheet is the chance to learn something new about the game and see it from a different perspective.

Game Sheet

Manager Duties for Game Sheet

- Home team Manager is responsible to complete the top right section of the game sheet with their teams' roster prior to game time
- Home Team Manager will then bring the game sheet to the Visiting team Manager for them to complete the top left section of the game sheet with their teams' roster

Teams can also use preprinted stickers to apply to all three copies (White, Yellow, Pink) of their teams section. Stickers must include all information (Jersey number aligned with players full name, Coaches, Manager, Safety/Trainer)

Visiting Team (Top left) and Home Team (Top right)

- POS = Position of player
- NO = Jersey number of player
- NAME = Name of player
- Home team Manager will bring the Game Sheet to the Timekeepers Bench (located between the penalty boxes)
- At the end of the game, the home team Manager will retrieve the Game Sheet. They will ensure names of Scorekeeper, Timekeeper and Officials have been completed. If not, take to the Officials (Refs) to sign and complete / add any other notes as required
- Home team Manager will then bring a copy to the visiting teams Manager.
 - Winning team will keep the White and Yellow copies
 - Losing team will keep the Pink copy
- Winning team manager to forward a copy to their PVMHA Convenor

Scorekeepers Duties for Game Sheets

1. Scorekeeper to complete the top center section of the game sheet Division, Tier, Date, Time, Played At, Game # (Important for playoffs)

2. Goals and Assists

- Print names of both the Scorekeeper and Timekeeper located on the left side of the sheet towards the center
- Record all scoring for both home and visiting teams in spaces located in the center of the sheet, Visiting Team in left column, Home in right column

P = Period the goal was scored

Time = Time the goal was scored

SC = Jersey number of the player that scored, provided by the officials

ASST = Jersey number of the player(s) that assisted the goal, provided by the officials

- At the end of the game, draw a line across the column so nothing can be added and write the total score of each team below the line. Then complete the FINAL SCORE boxes located below the scoring columns (Between the red M's)

3. Penalties

- Record all penalties for both home and visiting teams in the spaces located at the bottom of the sheet, Visiting Team in the left column, Home Team in the right column

P = Period the penalty occurred

NO = Jersey number of player who committed the penalty

SERV = Jersey number of player serving the penalty – can be different

OFFENSE = Penalty call made by Official – provided by Official

MIN = Length of minutes the penalty will be – provided by Official

OFF = Time the penalty was called

- At the end of the game, draw a line across the columns so nothing can be added. Write the total amount of penalties in each of the following categories;

Minor – 2 minutes

Double Minor – 4 minutes

Major – 5 minutes

Game Misconducts

- Time outs to be recorded in the Penalty section of each team as they are called (Period and Time)
- Have Officials print and sign names after game on the right side of the sheet in the middle, marked REFEREE NAME, LINESMAN NAME
- Give completed game sheet to home team manager.

Sample Game Sheet

VISITING TEAM:			PVMHA OFFICIAL GAME REPORT										HOME TEAM:		
POS.	NO.	NAME - PLEASE PRINT	DIVISION		TIER		DATE		TIME		PLAYED AT		GAME #		
G															
D		VISITING TEAM NAMES OR STICKER ON ALL 3 COPIES													
D															
C															
RW															
LW		TYPICALLY THE WINNING TEAM WILL KEEP THE WHITE + YELLOW COPIES AND EMAIL A COPY TO THEIR CONVENOR													
ALT															
ALT															
ALT															
ALT															
ALT															
ALT															
ALT															
ALT															
ALT															
COACH															
ASST. COACH															
ASST. COACH															
MANAGER															
SAFETY/TRAINER															

FINAL SCORE										GAME REPORT									
P	NO.	SERV.	OFFENSE	MIN	OFF	P	NO.	SERV.	OFFENSE	MIN	OFF	P	NO.	SERV.	OFFENSE	MIN	OFF		
1	7	7	TRIP	2	7:08	1	22	22	HOOK	2	4:21								
2	17	17	ROUGH	2	3:04	2	4	17	ROUGH	2	3:04								
3	19	19	UNSP COV	2	7:42	2	4	4	S.C.	2	3:04								
3	8	18	ROUGH	2	6:22	3	7	7	HEAD C	4	17:38								
3	8	8	ROUGH	2	6:22	3	17	17	ROUGH	2	6:22								
3	4	12	BOARDING	5	3:24														
3	4	4	GAME MISC	10	3:24														
5 MINORS 1 MAJOR 1 GAME MISC						4 MINORS 1 DBL MINOR						TIME OUT CALLED 3RD PERIOD @ 1:28							

SCOREKEEPER				4		3				REFEREE NAME	
TIMEKEEPER		PLEASE PRINT		PLEASE PRINT		PLEASE PRINT		PLEASE PRINT		LINESMAN NAME	

ALL MATCH AND MISCONDUCTS MUST BE WRITTEN IN DETAIL ON BACK OF FIRST PAGE AND FAX TO LEAGUE CONVENOR ☐ GAME REPORT
 EV. 06 WHITE COPY - CONVENOR YELLOW AND PINK - COACHES' COPY GAME SHEET SPONSOR: McDonald's OWNED AND OPERATED BY: Lyle & Scott Robertson

Game Clock (See manual below)



CONTROLLER OPERATION INSTRUCTIONS HOCKEY

HOCKEY	OFF	GAME TIME		PERIOD	HOME SCORE	HOME PEN	GUEST SCORE	GUEST PEN	
	SETUP	INT MODE			HOME SCORE +1	HOME TOL	GUEST SCORE +1	GUEST TOL	
	TEAM NAME	SAVED TIME				HOME SHOTS		GUEST SHOTS	
	STATUS	SHEET	PENALTY STOP/RUN	PENALTY HOLD		HOME SHOTS +1		GUEST SHOTS +1	

GAME TIME

Time on the scoreboard display will show mm:ss (minutes and seconds).

When game time is less than one minute the display will show ss:tt (seconds and tenths of a second).

To set Game Time:

- All timers must be stopped
- Press GAME TIME
- Enter Minutes on keypad, press ENTER
- Enter Seconds on keypad, press ENTER

INTERMISSION / BREAK / TIME-OUT TIMER

This timer can be used for intermissions, time outs, and any kind of break timer.

While in this mode, the controller screen will show the timer value in the upper left and the scoreboard game time display will show this value.

Maximum value is 99 minutes and 59 seconds.

To set Int. Mode time:

- All timers must be stopped
- Press INT MODE
- The last set time will appear
 - If this is okay, press ENTER twice
 - If not okay:
 - o Enter Minutes on keypad, press ENTER
 - o Enter Seconds on keypad, press ENTER
- Use game time switch to count down the INT MODE timer
- Press INT MODE to exit back to regular game mode

Int Mode : 0:00		0:00.00		PERIOD	
PENALTY	HOME			GUEST	PENALTY
0 0:00	0			0	0 0:00
0 0:00	0	---	SOG	---	0 0:00
0 0:00	0	---	TOL	---	0 0:00

SCORES

To set a team's Score:

- Press HOME SCORE or GUEST SCORE
- Enter number on keypad, press ENTER

To increase a team's Score:

- Press desired teams increment score button. For example HOME SCORE +1 will increase home score by 1

PENALTIES

The controller allows input of four penalty times per team. Only the penalty times 1 & 2 are active when the game time is running. Penalty times 3 & 4 will become active and shift up into penalties 1 & 2 when the active 1 & 2 penalties expire.

- The maximum Player Number is 99
- The maximum Penalty Minutes is 99, but the message protocol only sends out the last digit of minutes. So if the penalty time is 12:23, the scoreboard display will only show 2:23
- The maximum Penalty Seconds is 59
- To enter a penalty:
 - Press either **HOME PENALTY** or **GUEST PENALTY**. The first key pressed will put the cursor on the first empty penalty location.
 - When the same button is pressed repeatedly, the controller advances between the 4 penalties.
 - For each penalty, enter values of the player number, penalty minutes, and seconds on the numeric keypad and press **ENTER** after each.

NOTE: ENSURE CURSOR IS OFF BEFORE STARTING TIME OR PENALTY WILL NOT OPERATE PROPERLY.

- To clear a penalty:
 - While on any value of the penalty to be deleted, press the **CLEAR** button. This will clear the entire penalty and shift any lower penalties up.
 - **HOLD PENALTY** Feature
 - Needs to be enabled in Sport Configuration
 - If this activated from the keypad during normal operation, any penalty entered in Penalty 3 & 4 will not shift up when either or both Penalty 1 & 2 expired.
 - To toggle **OFF/ON**, press **HOLD PENALTY**. A small **HOLD** box will appear beside both team's penalty 3&4.
- **PENALTY STOP/RUN** feature
 - Needs to be enabled in Sport Configuration
 - Penalty time stop/run is controlled with the keypad. Game time must be running for penalty time to run.
 - To toggle **STOP/RUN**, press **PENALTY STOP/RUN**. A small **STP** box will appear beside both team's penalty 1&2 when penalty time is stopped.

SHOTS ON GOAL (SOG)

To set a team's SOG:

- Press either **HOME SHOTS** or **GUEST SHOTS**
- Enter value on numeric keypad
- Press **ENTER**

To increment a team's SOG:

- Press either **HOME SHOTS** or **GUEST SHOTS** twice
- OR
- Press either **HOME SHOTS +1** or **GUEST SHOTS +1**

NOTES: Reference Controller Manual for Password



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

Social Networking Policy

Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests. The WMHA understands and appreciates the importance of social networking as it relates to the personal lives of its members

Some common sense rules should guide WMHA members when using social media. Failure to follow these guidelines may result in disciplinary action from the WMHA executive.

Members should not make statements that are demeaning to WMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with WMHA

Members should not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential.

Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc. (Example, posting a fight on line would be considered inappropriate).

Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the WMHA.

Members should be advised that WMHA owns and maintains all legal rights to its email and network. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a corporate network and corporations have the right to monitor any and all use of their compute network.

Members should not contact other players, coaches, team officials or referees via any form of social media.

The use of cameras of any type is prohibited within team dressing rooms, washrooms and shower areas or other areas where privacy should be expected (i.e. hotel rooms).

As of March 2, 2020