



Team Manager Info & Checklist

**as of September 9, 2022*

The Manitoba Women's High School Hockey League (MWHSHL) website address is mwhshl.ca. Our general email address is: admin@mwhshl.ca

Our website is an important information hub. Team rosters, league games, players of the week and other important information is hosted here and regularly updated. Priority team info can be found on in the COACHES CORNER here: <https://mwhshl.ca/content/info-for-coaches-and-team-managers>

A few highlights:

1. MWHSHL Governance Documents

- All teams must abide by the MWHSHL Constitution and Policy & Rules Manual. Current versions are posted.

2. Mandatory Requirements

- **League Meeting Attendance.** One team representative with decision-making authority is required at each meeting, or a fine will be issued. We strongly recommend that both a Coach and Team Manager attend.
- **Annual Team Communication Requirements Form.** Teams are required to update core information with the League such as team contact information, Web & Social Media Information, and Team Logos by the date sent by the League. A private link to the Google Doc will be send by email.

Please note: The League Directory is PRIVATE & CONFIDENTIAL. It is to be used for League, Team to Team contact only. It is not to be disclosed or shared with any 3rd parties for example, non-League schools, tournaments, equipment suppliers etc. If you are approached for this info, please send that request or info to admin@mwhshl.ca and we will circulate as appropriate.

- **Pre-Season Division Alignment Tournament.** This annual event is organized by the Competition Committee to properly align teams into League Divisions. Coach Declaration is required before the Tournament. More information will be provided at the Opening Meeting.



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- **Rosters.** The first team Roster must be submitted electronically on or by September 28, 2022. NEW FOR 2022. New electronic Roster will be provided to each Team Manager, along with instructions for completion. The Team Manager must declare that they each coach and member of the team management listed on the Roster has the required credentials as per the policy manual (for example Coach Level I and RIS), and that at least 1 parent per player also has their RIS.
 - **Game Sheets, Results – Fines & Appeals**
 - **Labels:** Teams must affix labels to the game sheet as per League Policy and ensure all players not in attendance (playing or dressed in the case of goalies) are crossed out.
 - **Home Team Timekeepers:** Home team timekeepers must keep proper records including tracking shots on goal for each goalie and the time of the switch. This greatly affects goalie stats and award selection. Teams must check the game sheet for accuracy and communicate any errors within 24 hours; game completed; otherwise the results may stand (especially if under appeal).
 - **Game Sheet Verification -** Teams must check the game sheet for accuracy and communicate any errors within 24 hours of game completion; failure to do so may mean that errors stand. Errors should be emailed to admin@mwhshl.ca and copied to the VP.
 - **Game scores:** Must be texted to the **League Statistician** immediately following the game at (204) 250-2901; or teams subject to fines.
 - **Penalty Minutes.** Coaches must keep track of player penalty minutes/suspensions and report these to VP and League Statistician.
 - **Team & Player Photos.** Arrange for STAFFORD PHOTO to take pictures at home rinks. See website for deadline and submission instructions.
 - **Tournaments.** Teams wishing to host tournaments are required to complete the Tournament Application Form and send it to the President.
- ### 3. Team Promotion
- Send photos, videos and other info to the League especially when important events like tournaments, awards are held. Assigning a student volunteer (community service hours!) to perform this role also a good idea. Info can be sent to admin@mwhshl.ca for posting on the League site, and/or media distribution.



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General Guidelines Check List

** See corresponding Season Calendar for important meetings, deadlines and events.*

August & September

- Ensure that all pertinent School forms are ready for students to pick up for tryouts.
- Check supplies – practice and game jerseys, pucks, water bottles, name bars etc.
- Book potential Exhibition games (MWHSHL referees, school timekeepers).
- Organize an operating budget for the season including MWHSHL fees and team tickets to the Excellence & Leadership Awards Gala.
- Prepare for and attend MWHSHL Pre-Season Division Alignment Tournament.
- Prepare Player/Parent Packages.
 - o * Include MWHSHL Player Registration Information
 - o * Include info on Photo Day.
 - o * Include website, Team and League Social Media Hashtags.
 - o Provide deadline for return of forms and fees.
 - o Schedule Parent/Player Info Meeting as needed.
- Complete and/or update Team Requirements Form and submit to League via email to admin@mwhshl.ca

September/ October

- Create Initial Electronic Roster using template and instructions provided.
- Ensure Player Registrations are completed.
- Submit League Fees.

September end /October

- For Scheduling meeting – ensure that you bring your school calendar showing days off, conflicting sport or school events and so on for proper scheduling of games. It is difficult to re-schedule a game once the season begins.
- Distribute Team Schedules / Posters to School Officials, Coaches, Players & Parents.
- Arrange for Timekeepers for home games.
- Ensure all Coaches and other bench/team staff have required certification and/or are aware of associated deadlines to obtain it.
- Arrange to STAFFORD PHOTO to take pictures at home rinks. Watch for deadlines.

November

- Submit Final Roster to the Registrar. Check calendar for final roster submission deadline.



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December

- Begin planning for Play-offs (such as securing ice).

February & March

- Ensure Coaches have selected the players they wish to nominate for All Star Day. It is a good idea to bring player bios, stats and other information to the meeting so you can pitch your teams' nominees.
- Check the Policy & Procedure Manual to review Play-off requirements and rules.
- League Awards Meeting - Nominations for Excellence & Leadership Awards will be sought. Bring player bios, stats and other information to the meeting so you can pitch your teams' nominees. Each team will also have to advise the League of their team's MVP.
- Ensure that all parents and players (especially Awards nominees) are aware of and attend Awards Gala; confirm numbers with Executive Member at Large – Awards.
- Ensure that graduating players are aware of, and apply for, MWHSHL Scholarships.

April & May

- Attend the MWHSHL Excellence & Leadership Awards Gala.
- Graduating Players – Please let graduating players know that a great way to continue with the MWHSHL is to become a League Game Official. This is a paid position. Certification is required. Please contact the RIC for additional information.
- At the end of the season, please arrange for practice/game ice for the next season.
- Ensure that all outstanding payments have been made and that all monies owed by players have been collected.
- Attend the AGM.