

SBMHA

Manager's Guide



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Introduction

The team manager is an integral part of the machine that is a minor hockey team. Raising your hand for this important position was the first step... but that is usually followed by the “ok what now?” question. That is the purpose of this document - to help new and even experienced managers understand their role and ensure that things run as smoothly as possible throughout the season.

Roles and Responsibilities

The team manager is responsible for the administrative duties of the team including working with the team treasurer to manage the finances. The manager may choose to delegate certain duties, but overall they will oversee the vast majority of team matters. Being organized, planning the long term outline and keeping in communication with coaches and parents of your team will be key. A checklist of duties and responsibilities can be found in Appendix C at the end of this document.

The overall duties of the team manager are as follows (many of these will be elaborated later in the document):

- Organizing the parent meeting
- Presenting a budget to parents for approval, outlining payment intervals and collecting funds
- Working with coaches to secure practice ice beyond what is allocated
- Determining if and what fundraising ventures the team will undertake
- Book tournaments, obtain travel permits, make travel arrangements, book hotels, etc.
- Provide parents with a schedule of practices, games and tournaments
- Becoming familiar with the Hockey Winnipeg Rules and Regulations

Communicating with the coaches and parents is perhaps the most important responsibility you have as a team manager. SBMHA utilizes the TeamSnap app to facilitate this duty. Ensure you are familiar with the app as it is an easy tool for team schedules, rosters, tracking availability, updating final scores and communicating with parents. Make sure your profile is set up with your email address and phone number.

Meet with the Coaches

To ensure everyone is on the same page, meeting with the team coaches in the first week is a great way to discuss the overall plan for the year.

Make sure all mandatory items are completed:

- Child abuse registry
- Respect in Sport for Activity Leaders
- Head and Assistant coaches training and certifications
- Safety person is assigned
- Select a parent liaison

Discuss items such as:

- Exhibition games
- Practice ice (ex. frequency)



- Tournaments
- Dryland Training

Meet with the Parents

A meeting with all the parents/guardians of the players will help get everyone on the same page and start the season on the right foot. Typically and ideally done in person, the parent meeting can be conducted after a team practice early in the year. The topics should include expectations for players and parents, budget and any other pertinent information that will keep parents and guardians up to speed (ex. Team pictures and apparel). You can find SBMHA's "Conducting the First Parent Meeting" outline in Appendix B of this document.

In addition, the parent meeting is a good time to speak to the need for parents to complete the "[Respect in Sport - Parent](#)" online course. Every parent in Manitoba that has a child playing minor hockey must complete this course or their child will not be permitted on the ice.

Roster

It is usually the team Manager's responsibility to submit the team roster to the SBMHA registrar. Ensure that your roster is correct and up to date in TeamSnap and coordinate with SBMHA as necessary. If they have provided a copy for you to review, ensure it is correct and reply with confirmation or changes necessary. The roster will need to include all bench staff with their full name, DOB, mailing address, phone number, email address. The bench staff positions that need to be filled include:

- Head Coach ([certification information](#))
- Assistant Coaches ([certification information](#))
- Team Manager ([Respect in Sport for Activity Leaders](#))
- Treasurer (or second person for financial purposes)
- Safety ([certification information](#))

Scheduling and Game Procedures

Practice Ice: Practice ice is secured through an ice draft process where teams will claim ice on several dates. The ice draft will be run by the ice director at a predetermined date. Once you have "drafted" the practice ice, your team will be responsible for paying for all the ice that is procured. If you cannot use ice at any point the team will be responsible for selling or trading the ice with other teams in the association.

Teams can also search out ice in other arenas and book it on their own. Available ice can be found on different arenas websites.

Note: U7 and U9 House league will be provided with a weekly practice contract meaning they will have one hour of half ice once a week (generally weekend) for the duration of the season. This will be handed out by the age director once it is provided by the ice director.

Exhibition Games: Some teams will choose to schedule exhibition games before the league schedule starts. These require teams to fill out the Exhibition Game Request form on the Hockey Winnipeg website. You will also need to find referees and a timekeeper for your games, which can be done by contacting our referee and timekeeper assignor at



joycewebinger59@gmail.com. Teams will generally split the cost of the ice and officials needed for the game.

ice

League Games: The league schedule is released by Hockey Winnipeg in two halves and will be posted on their website. The first half schedule, for November and December, is generally posted sometime between the middle and end of October. The second half schedule, for January and February, is posted near the end of December. Once received, you will need to update your team's schedule in the TeamSnap app that you use.

Game Sheets: You may need to assist the coach as the home team will need to supply a game sheet for all league games. These will be provided at the beginning of the season by SBMHA. The top section of the game sheet must be fully completed and any suspended player must be identified on the roster section.

For the roster section, it is common for teams to use pre-printed stickers rather than writing out each player and coaches name individually. Avery 48863 labels (2" x 4") are inexpensive and work well for this. Create a template in Word, fill out with roster info (player jersey number from lowest to highest plus coach, safety person and manager names, and then print sheets of labels as needed. Insert a G beside the goalie's name, C beside the Captain, and A beside Alternate Captain if applicable.

Ensure that all 3 pages of the game sheet have a label applied, not just the front sheet. White – Hockey Winnipeg, Yellow – Home, and Pink – Visitor.

After you have filled out the form and applied labels, have one of the coaches sign it under the label area, and then provide the game sheet to the opponent team at the arena. Once completely filled out, it is provided to the timekeeper to fill out during the game. The timekeeper will bring you or the coaches your copy to the dressing room after the game.

Reporting Final Scores: After each game, the final score must be reported to Hockey Winnipeg as outlined in the rule book.

REPORTING OF SCORES IS THE RESPONSIBILITY OF THE FOLLOWING WITHIN 24 HOURS OF THE COMPLETION OF THE GAME: AGES U9 A TO U18 (16-17) BOTH TEAMS EMAIL SCORE TO Hockey_Winnipeg_Score@shaw.ca. Please provide the following information: Date of Game Division & Category Teams Score

This is typically done by the coach but is a good thing to be aware of as the manager



Suspensions: If a player or coach is suspended for any reason, this must be documented on the game sheet. Their name must appear on the game sheet, indicating which game of the total suspension is being served. For example, John Doe Susp game 2 of 3 - indicating that John is serving game 2 of a 3 game suspension. The coach and manager are responsible for knowing if a player is suspended and that the suspension is being served accordingly.

Tournaments

If coaches and parents would like to register in tournaments throughout the season, this is another undertaking that would go through the team manager. Teams may choose to partake in tournaments in Winnipeg, in other Manitoba towns, in other provinces or in the US.

Ensure that the level is appropriate for your team as not all regions utilize the same tiering systems and language. If you are ever unsure of levels, differences in rules or have any other questions regarding a tournament, be sure to contact the tournament organizer directly.

Tournaments book up quickly and early, so don't delay your search. Tournaments with Manitoba can be found by following this link: [Hockey Manitoba Tournaments page](#) or [Hockey Winnipeg Tournaments page](#). For tournaments outside of the province, teams will need to search other organizations on the internet.

Schedule Exemptions and Travel Permits: If you plan to register in a tournament and/or travel outside of Winnipeg with the team, you MUST fill out a schedule exemption and travel permit form on Hockey Winnipeg's website before the deadline. Hockey Winnipeg posts deadlines for the first and second half in the [Rule Book](#) and WILL NOT accept requests after these dates. If traveling outside of Manitoba, a Hockey Manitoba travel permit will also need to be submitted as well. Receiving a schedule exemption means that Hockey Winnipeg won't schedule a game for your team between the dates you entered in the form. Once you receive the approval via email, provide a copy to the coaches. You are permitted one schedule exemption per half.

Finances

Keeping the team finances in order is extremely important for the team manager and is generally done in conjunction with a team treasurer but these positions are often combined for simplicity's sake. It is important to inform parents (in particular new parents) that registration costs cover IP skates, tryouts and league games and that things such as practice ice and tournament fees will require more funds to be collected. It is also strongly advised to wait until you have collected funds from everyone before paying invoices to avoid spending your own money and having the team owe you.

Budget: Creating a team budget to outline what is being paid for is essential for transparency and accountability. Create a plan (practices, tournaments, dryland, etc.) and then create a draft budget for the first and second half. Once you and the coaches agree with the final numbers, divide the total first half budget by the number of players to determine how much everyone needs to contribute. An example can be found in Appendix D.



Send a message to parents that summarizes the budget and request that everyone pay their share. E-transfers are usually the easiest for everyone. Giving a deadline of approximately two weeks is reasonable. Give everyone a head's up that this is for the first half only and that you will send out details for the second half later. As payments are received, record who paid, which player they are paying for, the amount, and date. Send a reminder after one week, and again after two weeks if all payments are still not received.

Bank Account: All teams need to open a team bank account at the institution of their choice. It is also strongly recommended that a 2nd parent be nominated for each team to have access to the team's bank account for verification purposes. The manager and review person cannot be from the same family. Use the bank authorization letter provided by your age director or the SBMHA treasurer (treasurer@sbmha.ca) to open an account for your team.

****Team funds CANNOT be managed in a personal bank account. A separate team account MUST be used.****

At the end of the season refunding any residual balance left in the team account after all expenses are paid in equal payments back to each team member may be required. Finally, ensure that you are reconciling the team's bank account to show cash inflows and outflows, netting to zero at end of season. This must be documented in an Excel spreadsheet and sent to all team members at the conclusion of the season.

Fundraising: Fundraising can be very effective at offsetting the costs incurred by the team and lowering the amounts that each family needs to contribute. Fundraising is done on a team by team basis and is not mandatory. You will likely be too busy to coordinate this, so ask if any of the parents are willing to coordinate this. Delegate all fundraising tasks and keep in communication with them as they collect funds. Encourage them to follow all necessary rules with fundraising including getting licenses if applicable. Update your financial spreadsheet accordingly before requesting second half fees.

Communications

Communicating with the coaches and parents is perhaps the most important responsibility you have as the team manager. Making sure everyone knows what's going on is really important and parents really appreciate being kept up to date with all the relevant information.

You may be pulled into dealing with some difficult situations with upset parents. There are a few ways to deal with these types of situations:

- Implement the 24-hour rule. If someone is upset, they need to wait 24 hours before coming to talk to you or the coaches.
- Defer to the parent liaison. They can talk to the parent and relay the message to the coaches.
- Talk to them directly in a calm, polite manner, listening intently to their concern. Discuss the issue with the coaches and try to work towards a solution.

Remember, nobody has the right to verbally abuse you or anyone else on the team. If



someone is creating a problem, try to resolve it. If you feel they have already crossed the line, discuss it with SBMHA immediately and determine next steps.

Additional Duties and Ideas

Team Photos: Most teams will want to get team photos as a keepsake for the season. This is an optional activity and is something that should be discussed with parents at the first parent meeting. Plan to have the photographer come during a practice and ensure ample notice so that families can ensure they are present for that date. A google search for photographers or asking parents or other teams who they have used in the past is a great way to find someone to fulfill this task.

Wind Up Activity: At the end of the season, a great wrap up is a team wind up activity. Another optional activity that should be discussed with parents at some point during the year, options vary from more simple (ex. Renting a gym and playing floor hockey, pizza parties, etc.) to more elaborate activities (ex. Laser tag, arcades, etc.). Whatever is decided should be age appropriate and communicated in advance to all parents.

Good luck in your season and HAVE FUN!



Helpful Links

St. Boniface Minor Hockey Association <https://www.sbmha.ca/>

Hockey Winnipeg <https://www.hockeywinnipeg.ca>

Hockey Manitoba <https://www.hockeymanitoba.ca>

Hockey Canada <https://www.hockeycanada.ca/en-ca/home>

Minor Hockey Tournaments:

<https://www.hockeymanitoba.ca/teams/tournaments/minor-hockey-tournaments/>

Hockey Canada Manager's Manual

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/MHA/downloads/minor-hockey-team-managers-manual-e.pdf>

Respect in Sport <https://www.respectgroupinc.com/respect-in-sport/>



Appendix



Appendix A

Hockey Equipment Checklist

- Under shirt
- Jock pants/shorts with protective cup
- Skates (sharpened)
- Towel to dry skates
- Shin pads
- Hockey pants
- Shoulder pads
- Elbow pads
- Practice socks
- Game socks (black)
- Practice jersey
- Black/home jersey
- White/away jersey
- Gloves
- Neck guard
- Mouth guard
- Helmet
- Stick tape
- Sock tape
- Spare laces
- Stick(s)
- Water bottle

- Dry change of clothes
- Positive attitude 😊



Appendix B

Conducting the First Parent Meeting

Schedule meeting shortly after team is formed, recommend coaches and manager meet shortly before that to review agenda, get on the same page

Purpose of Meeting (5 minutes) - MANAGER

- Introduce yourself, coach, assistant coaches, treasurer, etc.
- Give a brief explanation of the importance and purpose of the meeting

Coaching Overview (5 minutes) – HEAD COACH

- Provide background (previous experience, credentials, philosophy) Discuss information on the goals and objectives for the season

Introductions (5-10 minutes)

- Everyone (name, how long has child played, etc)

Details of Program / Player Expectations (15 minutes) – HEAD COACH

- Present specific information on the operation of your hockey program (changes from previous years, ice size, basic rules, etc)
- Discuss expectations of parents and players
- Fair play, distribute Fair Play Codes from Hockey Canada
- Expected conduct
- Respect for themselves, opposition and all officials
- Time commitment
- Discipline

Budget (10 minutes) - MANAGER

- Outline of expected costs
 - Practice ice, tournament(s), name bars, wind up
 - Other considerations: travel, off-ice training, other social events, team apparel, coach gifts, exhibition games (officials' fees)
- Fundraising options (if majority of team votes to participate)

Parent Volunteer Roles (10 minutes) - MANAGER

Volunteer roles are essential to minor hockey; every family should be involved in some way.

- Necessary Roles
 - Safety Officer
 - Communications Officer
 - Treasurer
 - Other Roles
 - Social Chair(s), Fundraising Chair(s)

Next Steps (5 minutes)

- Upcoming important dates
- Tournament/exhibition game dates (establish availability to register early)

Questions (5 minutes)

- Allow additional questions, parent concerns, etc
- Distribute materials and any forms that need parent's attention



Appendix C

Manager's Checklist

- Discuss with coaches:
 - What your budget will be
 - How you will collect fees – parent contribution or fundraising
 - Which tournaments you will attend
 - Any mandatory clothing
- Sign up for tournaments
- Complete the schedule exemption for weekends you have tournaments
- If you are traveling out of Manitoba for a tournament, complete the travel permit
- Plan your parent meeting including an agenda
- Prepare a budget to present to parents
- Open a bank account and order cheques
- Complete your roster and send to the Registrar
- If you are doing fundraising, obtain a lottery license
- Schedule the team photos (Ensure you will have your jerseys in time)
- Ensure your team has game sheets
- Print game sheet labels
- Pay for your ice bills after you receive
- At the end of the season clear up the bank balance
- Prepare a final financial report and sent to the team



Appendix D

Sample Budget

Below is an example of what a team budget could look like. The example is based on 15 players. These are not concrete dates or amounts and this is solely a guide. Teams should be in agreement with the proposed cost and budget based on the discussion at the parent meeting. Most teams will not exceed 900\$ per player for the season unless the team is in agreement. If need be, the percentages of the cash calls can be altered and payment plans agreed upon between the team and families.

PRACTICE ICE (235\$/hour, 1-2 practices per week)	Cost per player	Team fee
1st half practice ice (ex. 19 hours)	298\$	4465\$
2nd half practice ice (ex. 13 hours)	204\$	3055\$
Exhibition game ice (based on 2 games shared)	16\$	235\$
Exhibition game official and timekeeper fees	10\$	150\$
TOURNAMENT FEES (based on 3 tournaments)		
Winnipeg tournament	53\$	800\$
Holiday tournament	53\$	800\$
Out of Town (Rural, out of province or US) <ul style="list-style-type: none"> • Within Cdn about 800\$, US about 1300\$ plus exchange) 	87\$	1300\$
SOCIAL		
Team Windup/Team building	50\$	750\$
Total	771\$	11555\$
1st Half Payment 70% (due end of Oct)	539\$	Collect 540\$ (round up)
2nd Half Payment 30% (due beginning of Jan)	231\$	Collect 235\$ (round up)