



MANAGERS HANDBOOK

Congratulations and thank you for stepping into the position of team manager. Deciding to be the manager of your child's team will be busy, but at the same time can be a very rewarding experience.

This handbook shall become attached to and form a part of Sundre Minor Hockey Rules & Regulations.

As the position of manager changes season to season, Sundre Minor Hockey Association (SMHA) has put together this handbook in hopes that it may assist you along the way with guidelines, tips and resources. At the end of the year, please remember to leave this handbook in your mailbox for next year's managers.

Some of you have managed before and may know what needs to be done; this handbook was designed as a reference guide for all managers.

As the manager you will be the one in charge of scheduling exhibition games and tournaments, you will also be responsible for rescheduling league games and organizing your own teams' home tournament. You will be working closely with your coach, parents and players. You are an essential part of the team.

Information about our Association: Our Dynamite and Novice teams belong to West Country League (WCL). This league consists of Bowden, Caroline, Innisfail, Eckville, Rocky Mountain House, Spruce View, Winfield, Olds and Sundre. The balance - Atom, Pee Wee, Bantam and Midget belong to North Central Minor Hockey Assoc. (NCMHA). SMHA has a league director

for these leagues. Please refer to www.sundreminorhockey.ca for your director's information. He or she will be the person to go to if you have questions or concerns about your league.

GETTING STARTED

To get things started for the year, you will need to call a meeting with your parents very early in the season. This is a good time to get to know who all the parents are and establish what everyone would like to see happen throughout the year. How many tournaments do you want to attend- when and where is good for everyone? How many exhibition games do you want to schedule? Tournaments will vary depending on the cost of each tournament, and how much your team wants to spend. An out of town tournament will vary in cost, but you can expect anywhere from \$600 and up. If you are planning a sleep over tournament, you will have to look into accommodations as well. It is important that you communicate with your parents for each of these issues. There will, of course be cases where you do not have the time to contact each parent and this is where you and your parents will have to set the guidelines. The only person you will need to touch base with in this would be your coach to ensure dates work. You will want to make sure that the coaching staff will be available for any event prior to making a commitment. You will also want to have someone to assist the team by looking after the jerseys, first aid kit and water bottles. (This is addressed further on in the manual).

**** START LOOKING FOR AWAY TOURNAMENTS IN OCTOBER IF YOU WANT TO BE SURE TO GET IN ONE!! - THEY FILL UP FAST!!**

ICE ALLOCATION

The **ice allocator is a major part** of SMHA as he or she is the one responsible to schedule all home games and tournaments for all teams. It is important that you keep in close contact with the ice allocator regarding any ice you may or may not need. The ice allocator is also the one who will ensure you have referees for your games (league, exhibition or tournament). If the ice allocator is unaware of a game you have scheduled, you will not have refs or dressing rooms. **If, for any reason, you will not require a scheduled home ice, let the allocator know** and he or she will handle this accordingly. SMHA website is very helpful for open ice and a link to the allocators email is on the site as well - www.sundreminorhockey.ca

PLEASE remember to confirm any changes you may have with the ice allocator, whether it is a newly scheduled exhibition/league game, a game cancellation/reschedule, or even a practice change/cancellation.

SMHA Ice Allocator: Jamie Thompson

jameslee7605@yahoo.com

403-636-4183

BANK ACCOUNT

SMHA has set up bank accounts for each team. This account will start with \$75. \$50, is allotted for each manager to cover some of the start up costs (phone, photocopying, etc.) It is up to your team to decide who will look after the account and any monies. (You need two people to be on your account). Your 50/50 monies and your tournament will be your source of money to pay for tournaments. As the manager you, and a designated parent for your team and the Treasurer for SMHA will be the only ones with signing authority on the account and all bank statements will be sent to the SMHA Treasurer. If you are not sure who the treasurer is, please refer to the SMHA website. At the end of the season, you need to make sure that **\$25.00** you started the season out with is the only monies left in the account. **It is imperative that these accounts be maintained in an orderly fashion and returned to SMHA Treasurer no later than April 30th of each year. Any monies left in any account will become property of SMHA.**

50/50 and RAFFLE LICENSES

For each home game you host you may want to have 50/50 draws. Half of these proceeds go to your team. Due to new gaming regulations set out by Alberta Gaming Commission, it is imperative that we keep complete records of **all** 50/50 draws. There is a blue binder in the concession for this purpose. **Whoever is doing your 50/50 draw for a game needs to record the date, amount of deposit and sign in this binder.** There is a section for each team. The container for the 50/50 is also in the concession. **(Please ask at the concession counter for the 50/50 supplies).** You are responsible to purchase your own 50/50 tickets. You will need the double tickets; they are available at the dollar store or drug stores.

For you tournament you are required to obtain a raffle license for your prize table. This can be purchased from Penny Agencies motor vehicles for approx. \$35. You will be required to list the prizes and their values to complete the license, so you will want to be prepared. Once your tournament is over there is a portion of the license that needs to be completed and mailed back to

Alberta Gaming Commission. As the manager, you or a designated person from your team should be the one to purchase the license and complete and return the reporting form.

TRAVEL PERMITS

Alberta is divided into different Zones, **Sundre is Zone 6**. While you are traveling for a league scheduled game, you do not have to worry about a travel permit. The only time you will need to make travel permit arrangements is if you will be outside of Zone 6 for an exhibition game or tournament. Please refer to a Zone map to clarify when you would require a permit. (A Zone Map can be found on SMH website under Information). To obtain a travel permit, please contact your Travel Permit Coordinator. You need to print this off and take it with you!!

TRAVEL PERMIT COORDINATOR: Stacey Johnson

rskjohnson@telus.net

403-638-9069

SCOREKEEPER/TIME CLOCK

For all home games or tournaments you will need to arrange for one of your parents to keep score and another to run the clock and perhaps the penalty gate. It is recommended that each one of your parents becomes familiar with score and time clock. If there is no one on your team that has done this in the past, please contact an SMHA board member for assistance. As you move up in hockey this job gets bigger so it is best to learn it earlier than later. Anyone in the score box is considered an off-ice official. As the manager you are responsible to have your scorebook ready for each game and take it to your visiting team for their roster completion. You may find it easier to print your roster on labels and use 3 labels per game (one for each of the 3 sheets). You can purchase labels at the drug store or any other stationary supply outlet. The Avery Labels 4"x2" work the best. Avery also has an easy to use website with templates to download for label printing - www.avery.com. Coaches from each team must sign the scorebook before a game, this verifies the roster, please remember whoever signs the roster must be carded to the team. The ref will also verify the game sheet before the game. At the end of every game your score and time keepers will need to sign the game sheet, as will the refs and linesmen.

GAME SHEETS/REF REPORTS

Ensure you give a copy of the game sheet to the visiting team (yellow copy). For NCMHA, each home team is responsible to enter their game sheet on the NCMHA website. You have a 48 hour window in which to do this. If you do not get it entered within the 48 hours, you will need to fax the game sheet to your governor and he or she will then have to enter the sheet. Please make every effort to enter your game sheet - your governor is very busy!! If you have a referee report

with your game sheet, still enter it on the website and then fax the game sheet and ref report to your governor. Any ref report should be faxed immediately. (Refer to NCMHA website to confirm who your governor is for your tier). Your governor keeps track of all suspensions and if warranted by the rules and regulations of NCMHA may hand down a further suspension. If this happens you will be notified. If you have a player suspended in an exhibition game/tournament, you will then need to fax the game sheet and ref report to our Zone 6 Disciplinary - refer to Hockey Alberta website for Zone Teams. WCMHA - need to fax and/or email there game sheets to their governor.

GAME RESCHEDULES

You may, at times, run into a situation where you have a regular league game scheduled during the same time you would like to attend a tournament (or vice versa for the other team). You will need to contact the other team and make arrangements for a reschedule on the game. If the game you need to reschedule is a home game, the onus is on you to provide the ice or make arrangements with the other team for ice and pay the ice fees if you do not have ice available for the reschedule date. This is usually not a big issue and you will find most people are quite flexible where this is concerned. If you are unable to reschedule and do not play a league game, it counts as a loss for your team and you may become disqualified from League Playoffs. A Change of Game Form (You can find a copy of this on the SMH website under Information) will need to be completed with scheduled game information as well as rescheduled game information. This is to be completed by the team requesting the change. Fax this to the other team for their signature and then it is to be faxed to your Governor. If this is not done, the game will not be rescheduled and will count as a loss for the requesting team.

EXHIBITION GAMES

An exhibition game is a game outside of your regular scheduled season games. Tournaments will count as exhibition. It is up to you and your coach if you want to schedule exhibition games or not. On SMHA website you will be able to look for "open" ice. This is available on a first come first serve basis. This is where you will find your ice for an exhibition game. You may schedule exhibition games with any minor hockey team; they do not have to be in your league. If you choose to travel to a tournament or exhibition game, remember to make arrangements for your Travel Permit.

HOME TOURNAMENT

Hosting a tournament is mandatory.

Tournament ice is not paid for by SMHA, you will need to pay for the ice as well as referees. SMHA Treasurer has information available as to cost of refs.

REMEMBER TO PURCHASE YOUR RAFFLE LICENSE for your prize table. Your cost to run the tournament is what you will charge as a tourney fee. This should include total cost of ice, refs, medallions, trophies etc., goodies or other little extras.

Invite your teams. Who you invite is your choice and how you decide to run the tourney is also your choice. Most are on a round robin with 3 games for each team guaranteed. You may want to make a leader board for the lobby with all of your teams listed and the final score of each game.

Notify the arena of who your visiting teams are to ensure they will have a dressing room ready for them.

Visitors are responsible to make their own travel and hotel arrangements.

Get together with your parents and decide on what you would like to have as prizes for winners/thank you for attending. Ideas for this can range from toques for everyone, hockey music CD's, chocolate pucks, medallions, trophies etc.

You may want to provide each team with a box of goodies in the locker room - bottled water with a granola bar or whatever else you like.

Hot Dog and Drink vouchers are paid for by SMHA, you just need to make arrangements with the concession as to how many you will require and you will also need to print your own player vouchers for these. Tournaments are very busy for the concession; please consult the concession manager for an "order voucher" to assist in the process.

Coupons from Subway, Aqua-plex and Museum are always good as well.

You will have to call on all of your parents to help with the 50/50, raffle table, scorekeeper, timekeeper, dressing room goodies etc.

Your raffle table will make you money. You will want to decide with your parents how many prizes you want, who will do the shopping, look to your parents to perhaps donate prizes for raffle table. Lastly you will want to make sure you have a minimum of 2 people on your raffle table at all times during the tournament. Some parents may not want to work while your team is playing, others would prefer to work while they are scheduled to be there for a game to save time and trips into the arena. This is between you and your parents.

Raffle draws are usually held on the last day of the tournament, so you may want to schedule in your teams so they are all back for a game on the final day. Depending on that will determine when you make your draws.

For you raffles, an easy way to keep track for Alberta Gaming and Liquor is to sell tickets in bunches. For example: number your tickets from 1 - 300 in bunches of 10. So you would have 10 #1, 10 #2 and so on. In the record book you will have #1 - 300 with space for name, address and phone # of the purchaser. This record must be kept according to raffle license rules and regulations.

You will need to purchase poster board (works best) and list your prizes and leave a column to insert the name of the prize winner. In a separate binder or duo tang, you will need to have all raffle purchasers.

Enter their name, address, and phone number on corresponding book of tickets.

You will also need to have a poster board set up for your 50/50 winners and the amount won. This is also a raffle license rule.

You will also want to do posters for each of your teams with each players name on it. This could range any where from a poster board with players names in hockey sticks or pucks. Or maybe banners, things along that line.

The money you make from your tournament is for you team to use for whatever you want. It may be to pay for an away tournament or you may want to decide on something else.

DRESSING ROOMS

All scheduled home games will ensure dressing rooms for you and your visitors. However, if you are hosting an exhibition game or a rescheduled league game as well as your tournament, please remember to notify the ice allocators/arena of whom your teams are and when they are scheduled to play, doing this will ensure your visitors will have a dressing room when they

arrive. This is something you will always want to remember. For tournaments, please provide the arena staff with your schedule and dressing rooms will be assigned accordingly.

MEDICAL FORM/INJURY REPORT

You will also need to have your parents complete medical form (You can find a copy of this on the SMH website under Information). These are to be completed in full and must be at each and every game. If there is an injury on the ice, this form must go with the paramedics if the player is transported to hospital. There is also an Injury Report (You can find a copy of this on the SMH website under Information) which will need to be completed by the doctor and yourself and then sent into Hockey Alberta.

COURSES

There are three courses which are recommended to be taken by Hockey Alberta; they are the Coach Level Courses, Safety Course and Speak-Out.

Coach Course - Each coach is required to have their appropriate Coach Level course completed.

Speak-out - course assists in training on how to handle an unruly parent or visitor in the stands. You will want to have a parent with this course look after this situation.

Safety -course is just that. You will also want to have at least one parent with the safety course. Your safety person will be the one designated to call an ambulance if required. Your coach will need to know who your "Safety" is so that he/she can be signaled to call 911 if need be. Give the medical form to the safety who will then give it to the paramedic.

It is a Hockey Alberta requirement that all 3 courses be on the bench. To find out more about the courses, please contact the Coach Coordinator or refer to the Hockey Alberta website (see references at the back).

COACH COORDINATOR: Ken Callow

kcallow@gmail.com

403-638-6909

LOCKER ROOM

Each team has an assigned locker room to keep the goalie equipment, jerseys, pucks and first aid kit. Please contact the SMHA equipment manager if you have not yet received your keys

for your locker room. The keys are signed out at the beginning of the year and returned to the Equipment Manager at the end of the season.

EQUIPMENT MANAGER: Sherri Blackhurst

sherrblackhurst@yahoo.com

403-638-0121

MAIL BOX

Each team also has an assigned mail box slot in the concession just behind the door. This is where you can keep your 50/50 tickets and scorebook. This is also used to distribute information to managers and coaches. It is recommended that you check your mail box each time you are at the arena.

JERSEY GIRL

As the jerseys need to be washed, it is required that one person is in charge of your jerseys. They will be the one to make sure the jerseys are in the dressing room and ready to go for any home or away game. This person is also the one in charge of washing the jerseys. To maintain color and keep colors from running, please **ALWAYS WASH THE JERSEYS IN COLD WATER, HANG TO DRY - NO DRYER!!! Putting the jerseys in the dryer will melt the numbers and ruin the jerseys.** A set of jerseys is very expensive to replace.

AFFILIATED PLAYERS

SMHA uses the Player Affiliation Process for all levels of play - (Atom - Midget). If your team is using an affiliated player, the player must be listed on the game sheet accordingly using (AP) behind his/her name and number. All affiliated players may play as often as determined until January 10. After January 10th, affiliates are only allowed to play 5 games up and on the 6th game the player would become a permanent player on the upper roster. It is imperative that your team keep track of your affiliated players and how often they play up after January 10th. Please also inform the registrar of when an affiliated player is playing up.

SMHA Registrar: Diane Larsen

ddlarsen@telusplanet.net

403-638-3436

AFFILIATIONS

SMHA is affiliated with Hockey Alberta, they provide our insurance coverage. Sundre also has a Fun Team (rec league) Association who is affiliated with Fun Team Alberta who provides them their insurance. As there are two separate affiliations, there are two different insurances involved.

Due to the separate affiliations, we are unable to schedule games against any team in Fun League, as it will void our insurance coverage as well as theirs.

That about sums things up. If you need further assistance with any of the material contained within this handbook, please do not hesitate to contact one of the board members for clarification.

If you come across other information that has been missed or anything you come across that you feel needs to be added to the handbook please contact a board member. We are always looking for new ideas and information.

Just because you have stepped up as team manager does not mean you have to do it all..... delegate some duties. The more everyone does, the less one has to do.

Thank you for your help and have a fun and safe hockey season.

Sundre Minor Hockey Association

SMHA - TOURNAMENT SCHEDULE

2010 - 2011

DYNAMITES - February 19 - 20

NOVICE - November 13 - 14

ATOM - January 21 - 23

PEE WEE - December 10 - 12

BANTAM - January 7 - 9

MIDGET - November 26 - 28

RESOURCES:

www.sundreminorhockey.ca - This is a very informative website. You will find a complete listing of all board members and contact information as well as scheduling for each team. Any open ice will be posted on the calendar. You will also find a link to the current Bylaws and Regulations.

www.hockey-alberta.com - This site will assist you in finding out of town tournaments for your level of play. You can also obtain Forms for this site (injury reports).

www.ncmha.com - This site also contains information useful for managers and coaches about the league. This is also where you will enter your game sheets as well as league standings and individual team/players stats are available.

www.innisfailminorhockey.com - WEST COUNTRY - Dynamite & Novice

This site will provide the league schedule and team stats.

www.cahlhockey.com - This site is reference for teams in the Central Hockey League (Carstairs, Didsbury, Cochrane etc.) for exhibition games or teams to invite to your home tournament.

SMHA Board Members

2010-2011

PRESIDENT - Connie Anderson

VICE- PRESIDENT - Tara Tooth

SECRETARY - Stacey Johnson

TREASURER - Lee Dyer

REGISTRAR - Diane Larsen

ICE ALLOCATOR - Jamie Thompson

COACH COORDINATOR - Ken Callow

REFEREE IN CHIEF - Paul Isaac

FUNDRAISING - Brenda Price

EQUIPMENT MANAGER - Sherri Blackhurst

LEAGUE DIRECTORS - Tara Tooth & Diane Larsen

CONCESSION MANAGER - Brenda Price / Jeanette Lee

WEBSITE - Jamie Thompson

For all contact information please visit www.sundreminorhockey.ca