

River East Minor Hockey Association Team Manager Manual



1 INTRODUCTION

The purpose of this manual is to assist new and returning Managers in carrying out their roles coordinating the day to day team management of the minor hockey team. For the most part this includes:

- financial management including collecting fees, paying out funds for ice and tournaments, etc.
- schedule management including practice ice, games and other events
- information management including rosters
- communication with coaches, parent reps and parents

The coach is kept very busy managing all of the on-ice activities for the team. Managers play a vital role in managing off-ice activities to ensure the smooth operation of the team.

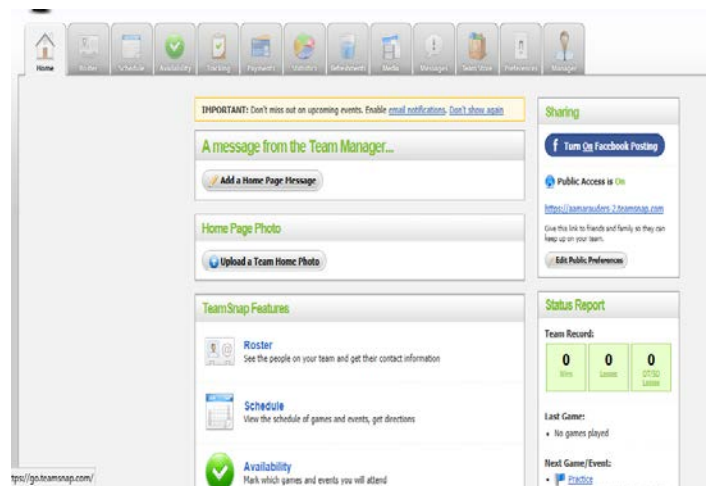
Managers are also integral in helping to create a positive atmosphere among parents by keeping them abreast of schedule information, instilling confidence in how team funds are managed and by providing open and clear communication about team activities.

2 SCHEDULE MANAGEMENT

Find an effective tool for managing rosters, schedules and contact information. Teamsnap (www.teamsnap.com) is one online team management program which works very well.

There is a free version of the app with basic functionality. For additional functions, you may choose to select the paid version.

An effective team management tool will contain a scheduling function to include all practices, exhibition games, league games, tournaments, dryland and other events such as team gatherings and wind ups. It usually also includes a roster section that contains contact information for each player as well as other functionality for tracking finances and other relevant information.



Whatever method you choose to enter the team schedule, be sure all parents have access to the current information and that they can be quickly and easily notified if there is a change in schedule.

The schedule of practice ice is sent out by REMHA. Coaches may opt to seek out additional ice for practices and exhibition games. Game schedules can be found on the Hockey Winnipeg website <http://www.hockeywinnipeg.ca/team-schedules>.

3 COMMUNICATION

The Manager plays a pivotal role in the communication of information to and from parents and coach. At the start of the season, the Coach should hold a brief parent meeting to kick off the season.

Subjects covered may include introductions, budget and finance, tournaments, fundraising as well as expectations around behavior and engagement with one another.

Ongoing communication is generally undertaken via email or using Teamsnap or similar such program. Suit your communication to meet the needs of the coach and the parents.

AGENDA

Parent Meeting

Saturday, September 27, 2014

1. Welcome
2. Introduction of Coaches and Manager
3. Budget and Financial Reporting (budget distributed prior to meeting)
4. Tournaments
5. Fundraising
6. Practices
7. Expectations of players, parents and coaches – conflict resolution
8. Closing - questions

4 ROSTERS

Once the team has formed your coach will provide you with the names and contact information for the players. The REMHA Registrar also has this information. At the start of the season each team is required to complete the Hockey Winnipeg roster form, which is accessible on the Hockey Winnipeg website or from the Registrar (see appendix). The HW Roster requires information about each player including name, birthdate, address, email, and telephone number as well as Coach information including certifications. You will want to get this roster completed soon after the team is formed. Email the roster to the REMHA Registrar with a copy to your coach. For AA teams, provide same to the AA Director.

You may also want to produce a small pocket-size roster that lists player names and jersey numbers. This can be handed out to parents at the start of the season so they get to know the players. Sample attached in appendix.

5 GAMES

SCHEDULES

Hockey Winnipeg develops the schedules which are broken up into 1st Half and 2nd Half (Christmas being the dividing period). Schedules and standings can be found on the website. (<http://www.hockeywinnipeg.ca/>)

AA Schedules are issued for the entire season and can be found at <http://aahockey.hockeywinnipeg.ca/schedule>

REPORTING SCORES

Following each game, you must contact the Hockey Winnipeg Scoreline at 204-222-5292 to report the score. Both home and away teams must make this report. Leave a voice mail message at this number indicating: division, date of game, teams played and the score. Unreported scores are listed on the Hockey Winnipeg site at <http://www.hockeywinnipeg.ca/missing-scores>

DIVISION	DATE	ARENA	TIME	HOME	VISITOR
AA Bantam	Oct 11	St Vital	7:00	Victorias	Marauders
AA Bantam Female	Oct 11	Garson	7:45	Eastman	Interlake
AA Bantam Female	Oct 11	Selkirk Rec	8:15	Predators	Twins
AA Minor Bantam	Oct 9	Eric Coy	9:00	Rangers	Twins

GAME LABELS

For each game, teams are required to complete a game sheet and submit to the timekeeper. It requires roster information including player names, jersey numbers and coaching staff. This form is in triplicate. You may opt to complete the form in hand-writing or print labels ahead of time (see appendix). The coach will receive a package at the start of the season which includes several game sheets.

6 TOURNAMENTS

There are innumerable options for hockey tournaments over the course of the season. It is best to identify options early, discuss with the coach and include input from the parents before final selection of a tournament(s). However, tournaments and accommodations fill up very fast so this should be a decision made fairly quickly upon team formation.

Some tournaments use a hotel booking company and require teams to book lodging through these companies rather than direct with a hotel. This process can actually make things easier for the manager doing the booking, although it may also mean that you don't get the hotel you may want.

When booking accommodations directly with a hotel, ensure they know that it is a hockey team you are booking for and request that your group have rooms in the same wing of the hotel. This just helps to keep noise complaints at bay. Most hotels with experience booking youth sports teams understand this well.

Hotels with a breakfast bar and/or restaurant options nearby are good amenities to look for. Tournaments can be expensive trips so try to save money when you can.

When selecting a tournament, particularly in the US, be sure that you are selecting a level that is appropriate for your team's age group.

With respect to travel and requirements, be sure to consult the appropriate guidelines that your team may fall under. For example, AA teams are subject to specific rules around travel and transportation.

7 SCHEDULE EXEMPTION / TRAVEL PERMIT

If you are considering entering your team into tournaments, be mindful of the Hockey Winnipeg exemption deadlines which are posted on the Hockey Winnipeg website. There is generally a first half exemption deadline in September and a second half deadline in December. It is imperative that you complete the exemption/travel permit forms before the deadlines or your team will not be allowed to travel. The application is to be completed online at the Hockey Winnipeg website (<http://www.hockeywinnipeg.ca/schedule-exemptiontravel-permit>)

Once the online application form is complete, Hockey Winnipeg will return approved travel permits along with a copy of the approved team roster to the person who applied for the permit (usually you the manager). There is no charge for a travel permit within Manitoba, however, if the team

The image shows a screenshot of the Hockey Winnipeg website's 'Team Travel Permit Request' form. The website header includes navigation tabs for HOME, NEWS, STANDINGS, SCHEDULES, PLAYOFFS, GAME CENTER, EVENTS, FORMS, and RESOURCES. The main content area is titled 'Hockey Winnipeg Schedule Exemption' and features a progress bar with steps: 1 INSTRUCTIONS, 2 TEAM INFORMATION, 3 CONTACT DETAILS, 4 EXEMPTION DETAILS, 5 APPROVED PLAYERS, 6 TOURNAMENT DETAILS, 7 TERMS, and 8 REVIEW/UPLOAD. Below the progress bar, there are radio buttons for 'Schedule Exemption', 'Travel Permit', and 'Travel Permit/Schedule Exemption'. The 'INSTRUCTION' section is partially visible. The 'Team Travel Permit Request' form itself has a title with the Hockey Winnipeg logo and asks for the team's association. It includes fields for Contact Name, Phone, and Email, with a note that the email address will be used for all future contact. There are also fields for Name of Team Travelling, Category/Division, Destination, Departure Date (mm/dd/yyyy), and Return Date (mm/dd/yyyy). A red text prompt states 'You must process payment here.' Below this, there is a note: 'Once payment for the travel permit is complete, please enter in your Transaction ID (found on the receipt emailed to you) below to complete your travel permit request.' A 'Submit Travel Request' button is located at the bottom of the form.

is travelling outside of Manitoba, they are required to obtain a Hockey Manitoba Travel permit at a nominal fee. Go to <http://forms.hockeymanitoba.ca/travelpermit/> to obtain the Hockey Manitoba Travel Permit. The team should keep a copy of the permit with them when they travel to the tournament. Most tournaments will also ask for the team's approved roster when registering. This is the approved roster you will get back in a PDF form from Hockey Winnipeg.

You must also report to the REMHA Ice Director when you apply to Hockey Winnipeg for an exemption. This will ensure your team is not assigned practice ice during the time of your exemption.

8 FINANCES

You will need to open up a bank account to manage the team funds. Most financial institutions will have the option to open up a non-profit or team account; the service charges are usually less than a traditional account. You may be asked to provide a letter from the coach and/or parents authorizing you to open the account as well as a team roster. Check with the institution. If a letter from REMHA is required, contact Sherri at Gateway at gatewayrec@shaw.ca

In accordance with REMHA guidelines there must be two signatories on the bank account. You'll also need to order cheques so that you can make payments for ice, tournaments, etc. Do not use cash for any transaction as it is more prudent to use credit card and cheques.

Develop a budget at the start of the year taking into account revenue sources (largely fundraising and parent contributions). Expense categories will include:

- Practice ice
- Exhibition games
- Tournament fees
- Practice jerseys
- Administration (cheques, bank fees, postage, pucks, first aid kit)
- Cost of fundraising (printing of raffle tickets for example)

Financial reports should be prepared and shared with the team on a monthly basis. See Appendix for a sample of a budget and sample of a financial report.

Ensure that at the end of the season a final financial report for the entire season is produced and share with the team, any used cheques are shredded and the bank account is closed.

9 FUNDRAISING

Fundraising activities can be a great way to bring the team together and to help offset some costs associated with ice, tournaments, etc. Some suggestions might include:

Bingos organized by Sport Manitoba with Manitoba Liquor and Lotteries are a good way to raise relatively easy money. This requires submitting the team's name with MLLC expressing an interest in the bingo fundraiser. It requires 4 volunteers and they must all show up. It is usually a 3-hour commitment at one of the Casinos where volunteers will sell bingo cards to patrons. Within a couple of weeks of bingo, the team will be mailed a cheque for \$500. See MLCC's website for contact information <http://www.mbl.ca/content/bingo-volunteer-program>. Other fundraising ideas may include:

- 50/50 draws at home games
- Bud, Spud and Steak or Socials
- Raffle draws (Grey Cup, Superbowl, gift card draws)
- Bingo bowls

Sponsorship might be an option your team would like to explore. Refer to REMHA's guidelines for the acknowledgement of sponsorship / advertising.

It is very important that you obtain a licence from Manitoba Liquor and Lotteries for any fundraising your team does, including 50-50 draws at home games. The application can be found at the Liquor and Gaming Authority of Manitoba <http://lgamanitoba.ca/liquor-gaming-applications/charitable-gaming-licence/raffle/>

In your licence application you will be required to obtain a letter of approval from River East Minor Hockey Association. This letter can be requested by contacting Sherri at Gateway at gatewayrec@shaw.ca

10 JERSEYS

GAME JERSEYS - REMHA will send out notices immediately after teams are formed to set up jersey fittings. Players are responsible for the cost of their jerseys as well as socks. Players should bring shoulder pads to the fittings and goalies their chest protectors. At the fitting the manager should track which player ordered what so that when the invoice comes in, they can request payment from each player. Duplicate requests for numbers are settled through a coin toss.

The jerseys will be ordered and usually the coach or manager will pick up the box of jerseys and socks. An invoice will be included in the order. REMHA pays the vendor and invoices the team. Payment will be remitted by the team to REMHA.

Practice jerseys are ordered by the team separately, on their own. The coach will advise colors for goalies, forwards and defense.

11 PUCKS AND FIRST AID KITS

During jersey fittings teams will be given pucks and first aid kits for the season. Coaches / managers should bring a bucket or container of some kind to carry out the pucks. Teams will be invoiced by REMHA for the purchase of pucks and first aid kits.

12 TEAM APPAREL

Players can proudly wear their team colors in the form of hats, hoodies, jackets, etc. These are optional for teams with the exception of the AA Marauders (refer to Marauders Guidelines). REMHA may facilitate fittings for apparel sold by an external vendor but teams are free to look at alternative vendors. Consider cost and what is appropriate for the team. Where coaches may choose an item that they would like all players to wear (eg. hats or hoodies), it is important to ensure that families are comfortable with such purchases and that it doesn't become an unnecessary financial burden.

13 ICE

REMHA coordinates practice ice for the teams and sends out dates, times and locations to your coach. Teams are invoiced by REMHA for practice ice 3 times in the season. Ensure you pay these invoices on time.

Pre-Season - November

1st Half - December

2nd Half - February

Some coaches will also seek out additional ice which they can pick up from other teams who are selling ice or on sites such as www.icetraders.com City of Winnipeg arenas can be booked by contacting 311. Icebay is also a good resource for sending out ice for sale or seeking out ice for purchase and other hockey related information. Icebay e-mail contact is shane.grusko@intel.com

14 CONTESTS

If you are interested in registering your team for the Winnipeg Jets Flightdeck where the team may win seats to a Winnipeg Jets game see <http://www.mbl.ca/content/flight-deck>.

Esso Medals will provide your team with medals and certificates as well as fuel cards. See <http://www.essomedals.com/>

Best Western Fun on the Road – Winning teams can win \$1,000 in Best Western Travel Cards <https://secure.itinio.com/funontheroad/index.html>

The Manitoba Moose have several opportunities for minor hockey teams including the Big Ice where minor hockey teams have the opportunity of playing a game at the MTS Centre pre-game or post-game at a number of selected Manitoba Moose regular season home games. See <http://moosehockey.com/seats/groups/>

15 TEAM PHOTOS

It is a good idea to try and book team photos early in the season as many families like to purchase photos in time for Christmas. Select a photographer that will come out to the rink to do the photo shoot on ice. Pick a date when you know the whole team is available and work with the coach to select a night when practice is already scheduled. The shoot usually takes up half of the practice time.

When you receive a price list from the photographer, circulate it in advance. Depending upon what the photographer requires, you may need to collect order forms and payment the same night as the shoot.

16 POLICIES

It is prudent to familiarize yourself with REMHA policies that guide the operating of the minor hockey skating programs as well as Hockey Winnipeg policies:

River East Royals A1 Policies and Guidelines

<http://www.remha.ca/Programs/A1/RoyalsProgramGuidelines.pdf>

River East Marauders Program Guidelines

<http://www.remha.ca/Programs/AA/MaraudersProgramGuidelines.pdf>

Hockey Winnipeg Respectful Hockey Policy

<http://hockeywinnipeg-28b0.kxcdn.com/wp-content/uploads/2015/12/respectful-hockey-policy.pdf>

17 LINKS

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

River East Minor Hockey Association <http://www.remha.ca/index.shtml>

REMHA Policies, Bylaws and Guidelines <http://www.remha.ca/Policies/policies.shtml>

River East Minor Hockey Association Executive Contacts
<http://www.remha.ca/Contacts/Executive.shtml>

18 APPENDICES

Checklist

Hockey Winnipeg roster

Roster cards

Game labels

Budget

Financial report

APPENDICES

TEAM MANAGER CHECKLIST

- Receive roster information from coach including player names, addresses, parent contact information
- Select a schedule and communication system (may be Teamsnap or an email distribution list)
- Open bank account
- Develop budget and payment schedule
- Apply for Manitoba Liquor and Lotteries licenses
- Complete Hockey Winnipeg Roster and submit
- Game labels
- Roster cards for hand out
- Send email welcome email to team
- Jersey fittings and pick-up of pucks and first aid kit
- Apparel fittings
- Parent meeting
- Determine fundraising
- Select tournaments
- Block hotel accommodations
- Submit schedule exemption applications
- Schedule team photos
- Enter practice ice into schedule
- Enter games into schedule
- Create 50/50 schedule and advise parents



2015/16
River East Royals
10A1 White

Jesse Andrews	43
Keenan Blackburn	71
Nathan Canada	40
Logan Chartrand	10
Tavis Derksen	14
Mason Dubberley	27
Hayden Fortier	76
Brandon Funk	91
Brendan Melnic	21
Tessa Nachtigall	22
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River East Royals 9A1 Grey

1 Nathan Canada
 26 Carter Baxted
 35 Nate Butler
 4 Cashden Cochrane
 12 Jesse Dupas
 13 TJ Genaille
 11 Ryan Harris
 87 Eric Johnson
 27 Nathan Leclerc
 21 Brendan Melnic
 30 Keegan Sum
 88 Daniel Tokariwski
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<i>River East Royals 9A1 Grey - Preliminary Budget</i>		<i>End of Year Actual</i>	
<i>Revenues</i>	<i>Amount</i>	<i>ACTUAL</i>	<i>Comments</i>
Parent Contribution (\$500 pp)	\$ 6,500.00	\$ 7,150.00	\$50 more per player collected
Grey Cup	\$ 800.00	\$ 775.70	cost of printing
50/50	\$ 400.00	\$ 383.25	
Bingo	\$ 500.00	\$ 500.00	
Other Fundraising	\$ 2,200.00	\$ 1,561.00	Social
Sold Ice	\$ -	\$ 489.00	
TOTAL REVENUE	\$ 10,400.00	\$ 10,858.95	
<i>Expenses</i>	<i>Amount</i>	<i>ACTUAL</i>	
Tournaments	\$ 2,500.00	\$ 3,425.00	Dynamite, Gimli, Fargo
Ice	\$ 6,700.00	\$ 6,559.91	
Exhibition Games	\$ -	\$ 340.00	Not budgeted
Practice Jerseys	\$ 200.00	\$ 128.26	
Coaches Gifts	\$ 100.00	\$ -	Separate collection
Kids Gifts	\$ 200.00	\$ -	See Wind Up budget
Wind-up	\$ 500.00	\$ -	See Wind Up budget
Other (goalie coach)	\$ -	\$ 88.45	
Admin (team snap, bank, cheques,	\$ 200.00	\$ 201.10	
TOTAL EXPENSES	\$ 10,400.00	\$ 10,742.72	
DIFFERENCE	\$ -	\$ 116.23	Overage goes to wind up costs

River East Royals 9A1 Grey - Final Financial Report for 2014/15 Season

<i>Revenues</i>	<i>Amount</i>	<i>Comments</i>
Cash Call \$550pp	\$ 7,150.00	\$250 pp September; \$150 pp Jan 15; \$150 pp February 15
Grey Cup Fundraiser	\$ 775.70	\$1800 in sales; \$750 prize payout; 124.30 cost of printing
Social Fundraiser	\$ 1,561.00	
50/50	\$ 383.25	
Bingo	\$ 500.00	
Sold Ice	\$ 489.00	
TOTAL REVENUE	\$ 10,858.95	
<i>Expenses</i>	<i>Amount</i>	<i>Comments</i>
Tournaments	\$ 3,425.00	Dynamite, Gimli, Fargo
Practice Ice	\$ 6,559.91	
Exhibition Games	\$ 340.00	
Goalie Instructor	\$ 80.00	
Practice Jerseys	\$ 128.26	
Admin	\$ 201.10	Teamsnap \$67.32, Cheques \$38.03, pucks & safety kit \$73.50; bank fees \$22.25
Kids parties	\$ 8.45	Diff between \$260 collected from Parents in Gimli and cost of pizza party
TOTAL EXPENSES	\$ 10,742.72	
DIFFERENCE	\$ 116.23	

