



MMAA Hockey Manager's Manual

last revised September 2017

THE TEAM:

- Attend Coaches/Managers meeting in the fall. Practice nights, game days and tournament dates are assigned on this date.
- In the case of player rostering issues:
 - Coaches/managers of the 2 teams involved should attempt to resolve the issue keeping the best interests of the player at the forefront
 - If no resolution can be reached the issue should be brought forward to the Conflict Resolution Committee of MMAA by the teams representatives
 - Final roster approvals are the Minnedosa Minor Hockey Board
 - The Conflict Resolution Committee will follow the MMAA conflict resolution policy
- Arrange a meeting with players and parents early in the season to distribute schedule for season, discuss tournament plans, team operation for season, review/handout MMAA Fair Play codes (please notify Hockey Chair of this meeting so it can be arranged for a Board member to attend to go over the MMAA Conflict Resolution Policy)
- Look after arranging for team pictures and send a photo to jersey sponsor with a note of thanks
- For managers of teams playing in the Brandon house league: parents and spectators will pay gate fees in Minnedosa; only parents of Brandon minor hockey players do not pay at Minnedosa for league games. Minnedosa Minor Hockey pays a bond to Hockey Brandon for all our teams in the league. We do not receive any funding from Hockey Brandon to offset the cost of our home games.
- If the music room is used during a game or tournament the team manager must ensure that the space is tidy and free of garbage, equipment and other items used by the team.
- Review fire exit procedures with players in case evacuation from players benches or dressing rooms is required.
- Please respect the game/practice in session if you choose to have players warm up on the stands. Minor Hockey will not accept responsibility for injuries that occur when persons are running on the stands.
- Managers should ensure players are supervised at all times in change rooms and on the ice.

SCHEDULING:

- Attend league scheduling meeting, if required.
- Arrange home and away exhibition games if your team is not in a league. Confirm that your opposition is registered with Hockey Manitoba
- Inform players and parents of the schedule for the team.
- Contact the visiting team to confirm that they are coming.
- Advise ice scheduler (Dan Bailey) of home dates for games and the name of the team that you are playing for the whole season as soon as possible. If there are any changes to the already scheduled game you must advise the **Ice Scheduler (Dan Bailey), Referee-in-Chief (Matt Rapsky), Concession Operator/Gate Worker Scheduler (Tara Wark/Jodie McVey)**. This should be done as soon as possible in advance of the cancelled game.
- **If you are not using your scheduled ice time you MUST let the Ice Scheduler know as soon as possible so that the ice time can be used by someone else. If your game slot has not been filled by 6:00 pm on the Friday of the preceding week, it will become available to other teams on a first come first serve basis.**
- Notify the Ice Scheduler when your team will be finished using their ice teams at the end of the season.

GAME / PRACTICE RESPONSIBILITIES:

- Complete a game sheet for each home game, including having scorekeeper, timekeeper and on-ice officials sign the game sheet.
- Give a copy of the game sheet to the visiting team and fax/email a copy of the game sheet to the league statistician.
- Ensure that the games start and end on time.
- Ensure that the referees get paid by completing the ref time sheet.
- Become familiar with the clock operation and train volunteers as required.
- Recruit parents to work the time box prior to the game (ideally create a season-long schedule)
- **Notify hockey chair (or a Board member in the event of a conflict) within 72 hours of a game ejection of a team staff member**

UNIFORMS/EQUIPMENT:

- Jersey Deposit: each team must give the Equipment Chair a \$150 damage deposit when they receive the team sets of jerseys for their team. These cheques may be post-dated to February 28 (close to the end of regular season play). Any repairs to or replacement of jerseys will be taken from this deposit. If jerseys are in good condition at the end of the season the cheque will be returned or destroyed.
- The Equipment Chair will make arrangements with each team manager to inspect the jerseys mid season and at the end of the season when the jerseys are returned.
- A jersey database has been created:
 - Managers will provide the Equipment Chair with list of what jersey has been assigned to which player
 - Un-used jerseys are to be kept with the team's set for the season and will be listed in database as well.
- Jerseys are to be kept by manager or coach in the jersey bag provided by Minor Hockey.
- Jersey sizing issues are to be brought to equipment manager's attention; all changes made have to be through the equipment manager and recorded in database.
- Jerseys are to be washed once per month in cold water and hung to dry - NO DRYERS.
- Name bars are to be hand-sewn on jerseys NO SEWING MACHINES (it damages material).
- Arrange for name bars to be removed at the end of the season by cutting the thread (not just pulling them off) to avoid damaging jersey
- Hand in the complete set of jerseys and all Minor Hockey equipment at the end of the season to the Equipment Chairperson.
- Return key(s) for equipment lockers to Equipment Chairperson at the end of the season.
- Managers will need to empty equipment locker as required for tournament weekends as required – will be notified by Tournament or Hockey Chairperson.

TOURNAMENTS:

- All tournaments must be sanctioned by Hockey Manitoba
- The team manager will notify Hockey MB of the date of the tournament, request sanctioning and pay the required fee
- Sanctions must be faxed to Cheryl Ernest at 204-476-5988 at least **3** weeks prior to the tournament date.
- If your team will not be using their tournament day(s), cancellation must take place at least 2 weeks prior. Manager must advise the **Ice Scheduler, Referee-in-Chief, Concession Operator/Gate Worker Scheduler** of a tournament cancellation.
- Encourage team families to donate baking/soup/chili to canteen for their home tournament – canteen profits help pay for refs and arena operation which benefits all minor hockey families; the canteen operator can provide suggestions for top sellers
- Provincials: MMAA Registrar will handle the sanctioning of provincial tournaments and tournament of champions hosted in Minnedosa. Minor will cover the bond that is to be paid. If the team fails to attend the tournament the team must be responsible for the bond.

FUNDING:

- MMAA will operate the gate and canteen for tournaments and keep all funds generated from the gate and canteen.
- MMAA will cover the cost of ice time and referees for regular home tournaments.
- MMAA will cover the cost of entry to the Tournament of Champions for the Major Atom and Bantam teams (PeeWee major team hosts a ToFC so don't require an entry fee); contact Treasurer to request payment be sent
- All home tournament entry fees that are collected from the teams are to be turned over to MMAA to offset the costs of home tournaments (ice rental, refs, etc).
- Make arrangements for the operation of 50-50 ticket sales if your team wishes to operate them. All costs related to operating 50-50 draws and raffles are the responsibility of the team. The team keeps 50/50 draws and raffle monies that are raised.

Value of team advances from MMAA (updated in Sept 2012):

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|---------------|-------|
| HIP | \$300 |
| Novice | \$300 |
| Atom* | \$400 |
| PeeWee* | \$500 |
| Bantam* | \$500 |
| Midget* | \$500 |

**if a team scheduled to host a 2-day tournament chooses to switch to a 1-day tournament this amount will be reduced to \$300
(does not apply to HIP and Novice)*

Suggested Home Tournament Entry Fees:

- HIP: \$125.00 per day
- Novice: \$150.00 per day
- Atom: \$175.00 per day
- Pee Wee: \$200.00 per day
- Bantam: \$225.00 per day
- Midget: \$225.00 per day

These amounts are only guidelines.

Please charge according to what you are being charged to go to their tournament.

- Trophies in the trophy case may be recycled and used in tournaments. Please confirm with a member of the Minor Board as to which ones to use.
- Provincials and Tournament of Champions may be a different rate – check with Tournaments Chair

COACHING LEVELS & SAFETY:

- All team officials must have proper credentials recognized by Hockey Manitoba.
- Anyone on the ice or bench for a game or practice must be listed on the team's Hockey Manitoba roster.
- All team officials and players must wear a helmet when they are on the ice.
- **First Aid Kits:** Minnedosa Arena has a first aid kit in the refs room and in the canteen; these are not meant to replace the kit that teams should have with them for both home and away games but to cover a gap for a visiting or home team

TEAM-PARENT COMMUNICATION:

- Review the fair play codes for coaches, managers, players and parents with players and parents at the start of the season.
- As well as organizing team activities the MANAGER acts as a liaison between parents and the coaching staff. It is the responsibility of the team manager to take questions and concerns from the parents to the coaches and to assist the coaches in forming a response to these concerns. Should a serious conflict arise between the parent(s) and coach(s) the manager should attempt to mediate the situation in arriving at a mutually agreeable solution. If the manager requires assistance in this regard they can request help from the Minnedosa Minor Board.
- These instances should be documented in writing to cover all the details of the conflict

Guiding Principles and Regulations of MMAA

Our Mission & Vision:

- To provide a safe, fun, and enjoyable opportunity for all minor hockey players, coaches, and volunteers.
- To allow all minor hockey players to participate equitably in minor hockey activities.
- To develop and encourage a sense of self, sportsmanship, fellowship, and community pride in all participants of Minnedosa Minor Hockey.
- To provide guidance and support to all coaches and volunteers.
- To provide optimum skill development for all minor hockey participants, and foster a healthy competitive environment.

MMAA Conflict Resolution Policy *(adopted April 24, 2017)*

Issues should be dealt with at a team level between manager's/coaches and parents. The next step would be to talk to the Hockey Chair to seek guidance or mediation. If a satisfactory solution can't be reached at that point the following conflict resolution policy should be followed.

Minnedosa Minor Hockey has a committee that will be formed to address complaints/concerns that may arise during the hockey season. Complaints/concerns are to be in written format, signed by the individual(s) and sent to the following:

Minnedosa Minor Hockey

info@minnedosaminorhockey.com

PO Box 184

Minnedosa, MB R0J 1E0

or delivered in person to the President or Vice-President of Minor Hockey

The conflict resolution committee will be comprised of three (3) executive members, including one of either the President or Vice President, the Hockey Chair, and one other Board member. The members of this committee will be chosen to avoid conflicts of interest with the issue at hand. Once the complaint/concern has been received, the committee will conduct their investigation within 7 days. (those complaints deemed to be severe will be dealt with more promptly)

In order to fully investigate your complaint, the Committee anticipates that it may be necessary to share information you have provided with the individual/group to whom the complaint is directed towards. The Committee may also share the information with other individuals where it is considered necessary for the purpose of conducting a full investigation of the complaint/concern. Personal information that could reasonably be expected to lead to your identity will be protected.

(adopted April 24, 2017)

Fair Play Code for Coaches and Managers

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials, and opponents.
3. I will ensure that all players get equal instruction, support, and practice time.

ICE TIME: Coaches are expected to give all players close to equal playing time as much as possible. There has to be a reasonable variance allowed due to the uncertainty in the frequency in stoppages of play, # of players in a certain position, ability/willingness of player to return to ice. During league or provincial tournament playoff games coaches may use the following discretionary ice-time guidelines: coaches may use select players in the following situations: (a) in all special team situations in the third period; (b) in the last five (5) minutes of the third period and (c) in any ensuing overtime periods. It is expected for coaches/managers to convey their plans for player ice-times with all players and parents – this includes plans for goalie rotation / game assignments.

4. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work in cooperation with officials for the benefit of the game, modelling respect for officials at all times.

Fair Play Code for Players

1. I will play hockey because I want to, not just because others or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper – fighting and “mouthing off” can spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends, and doing my best are also important.
7. I will acknowledge all good plays/performance – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect

Fair Play Code for Parents

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey activities.
10. I will respect and show appreciation for the coaches, managers and game officials who give their time to provide hockey experiences for my child.

Social Media Policy

MMAA will use the Hockey Manitoba Social Media and Network Policy as stated by Hockey Manitoba. The full document, including coverage, guidelines and enforcement is available at hockeymanitoba.ca

Excerpt from Hockey Manitoba policy intro:

The policy will be applicable to all members of the HOCKEY MANITOBA Community, including Directors, Teams, HOCKEY MANITOBA members and staff, on-ice and off-ice officials, billets, players, players' family members and supporters. HOCKEY MANITOBA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. HOCKEY MANITOBA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the HOCKEY MANITOBA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Hockey Association, League and/or HOCKEY MANITOBA.