

## MAHA Manager Info

### Parent Contact Information

At your first parent meeting obtain coaches and parent's names, phone numbers, and email addresses. Share this information with the coaches and parents on your team. It may be helpful to create a wallet sized card with all player's jersey #, name, parent's names and cell numbers.

### Rules

It is the manager and coach's responsibility to guide the team so it abides by the rules of USA Hockey, Minnesota Hockey, and MAHA. A rule book will be provided to you with your team roster book from the registrar.

### Information

It is your responsibility to check the website and your email for any schedule changes or other updates that involve your team. Relay all pertinent information to your team in a timely manner.

### Day to Day Expectations:

1. Keep open communication with the parents
2. Notify parents/players of changes in practice dates and times
3. Notify Brenda Christensen **as soon as possible if a practice is being cancelled**
4. Schedule games when necessary
5. Notify Brenda Christensen of home games so refs can be scheduled. Do this **ASAP** and at least two weeks ahead of the game.
6. Send weekly emails to your team. Include the week's upcoming schedule, any upcoming events, etc
7. Touch base with coaches on a regular basis. Let them know if there are any concerns, questions, or issues they may need to know about from parents, manager or MAHA.
8. Check the website. It is very important for the team manager to know what is going on in the association, but mostly with their team. Keep an eye on the web version of your team schedule to make sure it is what you have down as the 'Master'
9. Ensure your team book is up to date so that you have no last minute issues before away tournaments.

### Parent Volunteer Positions

Ask for parent volunteers at your first meeting to help with some of the team duties. Some examples of what duties you can delegate are listed below:

#### **\*Home Game Volunteer:**

Assign parents to fill scoreboard, scorebook, and penalty box positions for each home game.

Please make sure that all your parents are trained in every position. They will be asked to do all of these jobs for a home tournament.

#### **\*Away Game/Tournament Volunteer:**

Coordinate any team meals or activities while out of town.

#### **\*Home Tournament Director:**

Work with the tournament committee to fill volunteer positions for your home tournament.

**\*Treasurer:**

Deposit the check from MAHA and divide it up to the coaches according to the rules that accompany the check.

**\*Locker Room Supervisor:**

According to Minnesota Hockey and MAHA rules there must be an adult (that has completed a background check) in the locker room at all times. Coaches will be included in this.

**Practice Ice:**

Brenda Christensen will schedule practice times. Any changes to your scheduled practice times must be approved by her. Practice ice will be scheduled for your team at ASA and the Verizon Center. Other locations will be used as needed. Make your team aware that you will also be having dry-land and treadmill practices as determined by the coaches and MAHA. Check the website for schedules and any changes. Make sure your team is aware of these practices.

Please contact Stacey Schulz (507-380-8826 or stacem1172@gmail.com) to schedule ice time at Schulz Arena. Each team MUST clean up the hockey boxes, locker room, and lounge area after each practice. Donations of hot chocolate and paper products are always welcome. Make sure to let Brenda know when you schedule Schulz Ice so we can track it and she can add it to the calendar.

**Away Tournaments:**

\* Bring the team book to away tournament so that you can check in.

**Game Info:**

Team Rest – must have 2 hours between games

Game Start Date – Teams are not allowed to play games prior to October 27th

**Scorebook, Stickers, Awards and Team Book:**

You will need to make 4 roster stickers for the scorebook for each game. There is a template on the website on the manager page.

You will need to fill out an award form when a player gets a hat trick (three goals in a game), play maker (three assists in a game), or zero (no goals scored on goalie). Only one patch of each kind per player is allowed per season. The form is available on the website Teams>Team Managers.

**Scheduling Games on East/West Game Nights:**

Twice a year they play the boys and girl East/West games on the same night at All Seasons Arena. As we have found in the past, we want to keep our activity at the rink as minimal as possible due to parking and numbers issues. As a result, NO GAMES ARE ALLOWED TO BE SCHEDULED at ASA on those nights. No exceptions! We encourage you to alert your parents of these nights so they can perhaps car pool to practice.

**Fundraiser Opportunity**

\*Your team may want to do fundraisers to raise money for an extra tournament, etc. Some of those opportunities include:

- Chuck a Puck at your home tournament
- Pizza Ranch (team busses tables and then gets a % of sales)
- BW3
- Chipotle

**Other Info**

\***ALL** apparel orders must go through United Team Elite per an agreement MAHA has with them. There is a team option available.

\* All managers must have a background check every two years. Please see the website for the link on the Parents page if you haven't had one in the past two years.

\* Managers must also register for USA Hockey. You will click on the Membership tab then select Register Online link and then on Ice Manager/Volunteer link. It is free to register and the registrar needs your confirmation number.