



INTRODUCTION

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

As the position of manager will change from 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.

There are some of you that have managed before and may know what needs to be done. This booklet is designed for those of you who are new or for those that may only know a few things.

As the manager you will be the one in charge of scheduling exhibition games and tournaments, rescheduling league games and organizing your own tournament among other very important things. You will be working closely with your coach, parents and players. You are an essential part the team.

First, what is 2 & 27? It is a league within the North Central Region designed to reduce travel time for parents and players with the same caliber of game play as the North Central League. All Associations within the league lie within the boundaries of Highways 2 & 27, they consist of: Bowden, Cremona, Carstairs, Didsbury, Kneehill (to include Trochu and Three Hills), Olds, Sundre and Torrington. The league also has a board made up of one representative from each association that meet regularly throughout the season and govern 2 & 27. If you are unsure of who your 2 & 27 representative is, please refer to the SMHA website.

No doubt the season is now off and running and you may be feeling a bit overwhelmed – don't panic, everything will fall into place in no time.

GETTING STARTED

To get things started for the year, it would be advisable that you call a meeting with your parents very early in the season. This can be held in the dressing room during practice. 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? – this will depend on how much money you have in the account (this will be addressed later). For every exhibition game or tournament you schedule you will be expected to pay for ice fees and tournament fees. Attending a tournament out of town will cost the team anywhere from \$500 and up. 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 case would be your coach. You will want to make sure that the coaching staff will be available for any event prior to making a commitment.

ICE ALLOCATION

The ice allocators are major part of SMHA as they are the ones responsible to schedule all home games and tournaments for all teams. It is important that you keep in close contact with these people regarding any ice you may need. They are also the ones who will ensure you have referees for your games (league, exhibition or tournament). If they are 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 allocators know and they will post it on our website as open ice. The website is very helpful for open ice and a link to the allocators email is on the site as well – ice@sundreminorhockey.com

BANK ACCOUNT

SMHA has set up bank accounts for each team. This account will start with a very minimal balance. It is up to your team to decide how you will “make” money for your team. Please keep in mind any out of town exhibition games or tournaments will have ice fees attached. Exhibition ice fees may be split between the 2 teams or either team can pick up the entire cost. Your tournament will, of course, be your major fundraiser – see Tournament section for more info. As the manager you 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 Treasurer. If you are not sure who the treasurer is, please contact the SMHA website. At the end of the season, you want to make sure there is no money left in account except what little there might have been to start. If you have cash left over, distribute it equally back to your parents.

50/50 AND RAFFLE LICENSES

For each home game you host you will be doing 50/50 draws. Half of these proceeds go to your team. Due to new gaming regulations set out by the 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 in the second draw on the back wall. Whoever is doing your 50/50 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. 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 store.

For your tournament you are required to obtain a raffle license. This can be purchased from Penny Agencies motor vehicles for approximately \$20.00. 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 should be the one to purchase the license and complete the return forms. Before you mail the return back to Alberta Gaming, please take a photo copy and put in the 50/50 binder in the concession. There is a plastic page protector at the back of the binder that has a copy of the license, please insert your copy in behind the license.

TRAVEL PERMITS

Alberta is divided into different Zones, Sundre is in Zone 6. While traveling within our zone, you have insurance coverage through Hockey Alberta. If you are traveling outside of our zone, you will need to arrange for a travel permit to ensure your team has insurance coverage. Basically, zone 6 is Sundre to Trochu/Three Hills and South of Hwy 27. If you are traveling north of Hwy 27, you will most likely need a travel permit. Please refer to the zone map at the back of this handbook. You can get your travel permits through the website – www.hockey-alberta.ca. Your Username is: Sundre and Password is Sun.

SCOREKEEPER/ TIME CLOCK

All home games or tournaments you will need to arrange for one of your parents to keep score and another to run the clock. 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 a board member for assistance. As you move up in hockey, this job gets bigger. It is best to learn it now than leave it until later. The refs depend on reliable score and clock people.

As the manager you are responsible to have your scorebook ready for the other team. 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.

Prior to each game you will need to have the visiting team fill in their roster. Coaches from each team must sign the scorebook before the game. This verifies the roster. If for some reason a player is not on the roster, the time keeper should ring the buzzer and call over the ref and explain the situation, and the ref will take care of it. If this is not done, a potential goal could be disputed by the other team. After the game, the referees also need to sign. Usually the pink copy is for the home team, yellow is for the visiting team and the white will need to be faxed to the 2 & 27 governor. Please check with your 2 & 27 representative for current governor and fax #. The originals need to be mailed to this person as well.

SCORESHEETS

Each home team is responsible to maintain the score sheet. After the game you will need to fax or call in your final game score to your governor. Please check with your appropriate representative as to whom this person is. These sheets are then mailed to the governing body to maintain stats.

GAME RESCHEDULES 2&27

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 that 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.

GAME RESCHEDULES – NORTH CENTRAL

The above also applies to North Central. The only difference is North Central has a Change of Game form that needs to be completed with scheduled game information as well as rescheduled game information. This needs to be signed off by both managers and then faxed into North Central. If this is not done the game will not be rescheduled and will not count as a league game and will count as a loss for the home team.

DRESSING ROOMS

Whenever you are hosting an exhibition game or a rescheduled league game as well as your tournament, please remember to notify the 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.

MEDICAL FORM / INJURY REPORTS

You will also need to have your parents complete medical form (copy at back of handbook). 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 player is transported to hospital. There is also an Injury Report (copy at back) which will need to be completed after the fact and sent into Hockey Alberta.

COURSES

There are 3 courses which should be taken; they are the Coaches course, Safety and Speak-out. Any coach, assistant coach or other person on the bench is required to have one of these 3 courses – one with the coach course, one with the safety course and one with speak out.

The 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.

The 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 person who will then get it to the paramedics.

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.

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 from fading and to keep the colors from running, please ALWAYS WASH THE JERSEYS IN COLD WATER, HANG TO DRY – NO DRYER. This person is also the one to make sure the pucks and first aide kit are in the dressing room as well, whether home or away. (see instructions at back)

MAIL BOX

Each team also has an assigned mail box slot in the concession. 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.

NAME BARS

It is up to you and your parents/players if you want name bars on your jerseys. Name bars help the parents identify who is on the ice and not have to remember jersey numbers. Name bars are an additional cost to your parents and you will require 2 bars, home and away jersey. Name bars can be ordered through Smarts Trophies or Threadsetters. The name bars stay with the player throughout hockey from year to year.

WATER BOTTLES

You will find that there are water bottles in the locker rooms. You may want to have one person assigned to maintain these bottles. This means washing them in the dishwasher every game and refilling them and having them at each game – home or away. It works well to tape hockey tape around the neck of the bottle and write the names on the tape.

TOURNAMENTS

This is huge. You will need to sit down with your parents and establish how many tournaments you would like to attend and where. Depending on scheduling you may only be able to take in two away tournaments plus you will be hosting your tournament. As mentioned before, you can expect to pay approximately \$500-\$600 per team for a tourney. You will then have to start phoning and looking for tournaments for your teams' level of play. These can be found on the Hockey Alberta website under the heading Tournaments. These are a lot of fun for the kids and you may want to choose a tourney as a "sleepover" tourney (kids love these; you may want to make sure there is a pool). These tournaments do not have to be part of the 2 & 27 league.

You will also be hosting your tournament. This is a big job and you will be delegating a lot of the work.

- Tournament ice is not paid for by SMHA, you will need to pay for the ice as well as refs. SMHA treasurer has information available as to cost for refs.
- Your cost to run the tournament is what you will charge as a tourney fee. This should include total cost of ice, medallions, trophies, 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 your teams listed and 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 cds, 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 concession as to how many you will require and you will also need to print your own voucher.
- Coupons from Subway and the Aquaplex 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 your 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 your 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 your team to use for whatever you want. It may be to pay for an away tournament or you may want to decide on team jackets, hoodies etc.

This concludes the tournament section.

AFFILITATIONS

SMHA is affiliated with Hockey Alberta and provides our insurance coverage. Sundre also has our Fun Team (rec league) Association who is affiliated with Fun Team Alberta who provides them with their insurance. As there are two separate affiliations between these leagues, there are two different insurances involved. Basically this means that our SMHA teams cannot play a hockey game against the Fun Team teams as it will void any insurance coverage provided by either league.

RESOURCES

www.sundreminorhockey.com - 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 main page. 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 as well as your travel permit, injury reports etc.

www.ncmha.com - This site also contains information useful for managers and coaches.

That about sums things up in short form, if you need any 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.

Just because you have stepped up as team manager does not mean you have to do it all. Delegate what you feel you can to your parents.

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

Sundre Minor Hockey Association