



# Eastern Shore Minor Hockey Association

## Managers Manual

Welcome to a very important position within our hockey association. The team manager is a busy but rewarding position. A team manager must be organized and have solid communication skills. This manual is a guide for the hockey season. We have tried hard to include as much information as possible. If you have any questions or concerns, please contact Ashley Halloran at [ice@esmariners.ca](mailto:ice@esmariners.ca)

### First two weeks of hockey

- ☐ Set up your Grayjay account. You will receive an email with the instructions on how to set up your account, if you do not, you will need to message to be added.
  - ☐ Enter all players names and numbers along with team staff
  - ☐ Enter games/practices/events
- ☐ Make sure you are checking the web site often ([esmariners.ca](http://esmariners.ca)). There is a lot of information regarding leagues, rules, important dates, etc.
- ☐ Make sure you are following the ESMHA Facebook page and encourage your families to as well. There will be lots of general communication on the page.
- ☐ Each team will receive a login for [esmariners.ca](http://esmariners.ca) website. You will have to add your roster to this website(including birthdays). You are to include all information on this site. You are not allowed to delete practices. If you are not using ice, it is up to the team to sell it. If you sell or trade ice, please let the ice scheduler know so he/she can change it in her schedule and for billing purposes.
- ☐ Create a group email distribution list for families. Make sure you have asked families to confirm that they have received the test email. *Please use BCC when sending emails to keep parents emails confidential*
- ☐ There are various team apps to use for communication as a group. Team linkt is highly recommended as group chats can take place. The team schedule can also be uploaded in this app. It is important to always send emails with important information as group chats can be hard to follow.
- ☐ When the team is created, you will have to create a team roster. This consists of the players first and last name along with their player number. Please send your roster to the registrar. Tip-keep this list handy as you will use it (digitally) several times throughout the year)
- ☐ The ice scheduler is Ashley Halloran. [ice@esmariners.ca](mailto:ice@esmariners.ca) Please make sure you have her in your safe email list.
- ☐ Set up an HCR Hockey Account if you don't already have one – as a manager you need an HCR Hockey account for obtaining travel permits so your team can travel to games and tournaments or participate in exhibition games. This is also where you will check your qualifications and sign off on waivers.
- ☐ Schedule a team meeting with coaching staff and the treasurer to review the plans for the year, tournament intentions (you need to start applying now!), desire for extra practice ice, etc. in order to start a rough budget.
- ☐ You will also need to confirm that the coaches and team staff have the requisite certifications. December 1st is the deadline for all certifications. ie: Child Abuse Registry and Criminal Records Check, etc.. If you have any questions, contact your level coordinator.

- ☐ Schedule a team parent's meeting to review plans for the year, tentative budget, fundraisers and confirm their volunteer roles. This is often done in the dressing room during a practice. The head coach attends the meeting and the assistant coaches run the practice.
- ☐ A suggestion is to have all parents sign up for at least one volunteer role for the season. For example: time keepers(if not hiring someone to do it), Gray Jay, Music, help for parties, help for tournament coordinating, help with fundraising planning. Everyone does this a little differently. Chat with your coaches/families for ideas of how to make sure everyone contributes to the season.

### **First Month of Hockey(October)**

- ☐ Have your treasurer and 1 other signatories added to the bank account. All signatories will need to go to the Royal Bank to finalize this. *Create email for your team?*
- ☐ Ensure the treasurer submits the initial team
- ☐ Ordering name bars and sponsor bars should also be done as early as possible if you want them on the Jerseys for when games start. This is done through Soles Skate Sharpening in Gaetz Brook. You can contact them at [SolesSkateSharpening@outlook.com](mailto:SolesSkateSharpening@outlook.com) or 902-281-8888. Families must sew their name bars/sponsor bars on by hand to avoid damaging the jerseys. NO GLUE or IRON ON!
- ☐ Start booking tournaments as they tend to fill quickly. It is easier to pull out of a tournament than to scramble to find one. Hockey Nova Scotia has a list of tournaments on their website <https://hockeynovascotia.ca/admin-member/tournaments>. Not all tournaments are listed on this site. Check individual association pages as well. Information below regarding travel permits for tournaments.
- ☐ You will be given the medical forms for your players. Keep them together and bring to all events
- ☐ Hire a photographer for your team photos. This is often organized as a group event through the ESMHA Facebook page.
- ☐ Schedule a team builder. It is important the players become friends off the ice as well as on.
- ☐ You will be responsible for handing out game jerseys to the team. You will keep the extra jerseys for the season and hand everything back in together. It is helpful to send an email to families asking players to pick their top two numbers. It is not always possible for everyone to get what they want due to sizing and availability.

### **Second Month (November/December)**

- ☐ Continue working on fundraising. Stay in contact with the treasurer to ensure everyone has been working on this.
- ☐ Plan a Christmas event for the team if it is desired.
- ☐ Start thinking about the year end party. End of Year Trophy orders - Cole Harbour Trophy offers an online catalogue for their trophies. Prices are very reasonable and trophies can be ordered at any time. <https://www.coleharbourtrophies.ca/>. Purchase of Team Trophies is not limited to this company.
- ☐ Coaches for A and B will select affiliate players for your team during the season when a player is missing. APs must be approved and added to the team registration form. Contact our registrar to have them added to the official roster for HNS approval. Coaches of AP's team must be notified. APs have a max number of games. Exhibition and Tournament games do not count in the 10 game count. Max of 3 AP's per game.

### **Ongoing Responsibilities**

- ☐ Check the esmariners.ca website regularly. That is where practices and games will be posted.
- ☐ If your team decides to cancel a game/practice due to weather, it is important that you let Ashley Halloran know to avoid charges. Ref's need to be canceled.
- ☐ Remind families to bring both home and away jerseys to all games in case a color conflict happens with the other team.
- ☐ Before every game, you will have to log on to the Gray Jay app and confirm the roster for the game.
- ☐ Communicate with families on a weekly basis. It will help avoid confusion.
- ☐ An end of the season party is often planned

### **Fundraising Ideas - These are not inclusive**

- ☐ Sponsor bars
- ☐ 10-49 Lotto
- ☐ Gift Card Raffle
- ☐ Skate-a-thon
- ☐ Auctions
- ☐ Cookie Dough
- ☐ Raking leaves/Lawn Aeration
- ☐ Online fundraisers

### **End of Hockey Season**

- ☐ Have all jerseys returned clean with name/sponsor bars removed.
- ☐ Return jerseys to the Equipment manager by April 15th. Watch for emails regarding this.
- ☐ Finalize banking with treasurer

### **General Information**

- ☐ Teams play out of 2 different leagues for divisions U11, U13, U15, U18
  - ☐ Central Minor Hockey League(CMHL)- AAA, AA, A, B
  - ☐ Dartmouth Whalers Recreational League(DWRHL)-C
- ☐ All refs and timekeepers for games are booked by the association.
- ☐ If teams are arranging exhibition games, you need to contact the RIC. The RIC will book refs and the team will be billed. Also, let the ice scheduler know if you are booking exhibition game.
- ☐ Travel permits are required for exhibition games. These can be obtained through your account(coaches and managers). You will bring these to tournaments with you as the permit # should be on the game sheets. Outside of NS tournaments, teams are supposed to send a copy of all game sheets to the regional director within 5 days.
- ☐ All tournaments scheduled must be sent to Ashley Halloran. She will mark any games during those times as TBR and they will be rescheduled. If you do not let her know, you will be billed for any costs incurred(ice, refs, etc)
- ☐ All rescheduled games are marked as TBR. They fit in whenever the ice scheduler can find time. League games are only rescheduled due to weather and tournaments.
- ☐ Teams received 1 shared ice practice a week for 20 weeks
- ☐ Teams can have 5 team officials (4 coaches and manager). If your team wants a 5th coach or trainer, the team is responsible for the insurance bill and coaching costs for that coach. Please contact our registrar with any requests outside the normal allotted number.

- ☐ ESMHA Association ice does not happen over Christmas Break . Teams can book their own ice during this time directly from the rink.
- ☐ There is a cap of games allowed to be played. Keep an eye on this when scheduling tournaments/exhibition games.