**MAHA MANAGER HANDBOOK**

**Team Manager Requirements:**

All team managers must register with USA Hockey, complete Safe Sport and a background check every year. Please see the website for the links on the Team Managers page. Safe Sport and back ground checks are completed through USA Hockey.

 Note: There is a reimbursable fee for the back ground check, please forward your receipt to the MAHA Controller at treasurer@mankatohockey.com

 Registration with USA Hockey and Safe Sport are FREE. Please forward a copy of your Safe sport Certificate of Completion and your USA Hockey number to the MAHA Registrar at registrar@mankatohockey.com

**Parent Contact Information:**

At the parent meeting - parent/guardian names, e-mail addresses and phone numbers will be collected. Also get Coaches email address and phone numbers. Once all information is collected it may be helpful to create a wallet size card with player’s jersey number, name, parent’s names and cell numbers.

**Rules:** It is the responsibility of the coach and team manager to guide the team so it abides by the rules of USA Hockey, Minnesota Hockey, and MAHA. These rules can all be found on the LINK page of [www.mankatohockey.com](http://www.mankatohockey.com).

Resources:

USA Hockey rule book – usahockey.com>Officials>online rule book

Minnesotahockey.org>about>handbook

**Team Manager Responsibilities:**

**Day to Day expectations**

1. Check the website and your e-mail for any schedule changes or other updates that involve your team.

2. Keep open communication with ALL parents

3. Notify parents/players of changes in practice dates and times.

4. Notify Ice Scheduler as soon as possible if a practice is being cancelled.

5. Work with coaching staff in scheduling games. Coach makes final decisions on team schedule.

6. Notify Ice Scheduler of home games so referees can be scheduled. Do this ASAP or at least 2 weeks ahead of the games.

7. Touch base with team managers for away games confirming time and location of game. Also, reach out to team managers confirming time and rink for home games along with any rules that need to be communicated for the Mayo Event Center. (mankatohockey.com>Teams>Team Manager>Civic Center Guidelines)

8. Send weekly e-mails to your team. Include the week’s upcoming schedule, any upcoming events, etc.

9. Touch base with coaches on a regular basis. Let them know if there are concerns, questions or issues they may need to know about from parents, manager or MAHA.

10. Make sure your team roster is accessible through e-mail and always have a hard copy on hand for games and tournaments. Team roster will be sent to the team manager electronically from the MAHA Registrar.

**District 9 Scheduling Meeting:**

Team Manager and/or Team Scheduler will need to attend the scheduled District 9 scheduling meeting. Sometimes the Head Coach will attend these meetings with the Manager or Scheduler. Once the District 9 games have been scheduled you will turn your scheduled games into our ice scheduler who will input all games into your team calendar. Once the team calendar is updated with your D9 games double check that the information matches your master copy.

**Parent Volunteer positions:**

Ask for parent volunteers at your first team meeting to help with team duties. Some examples of duties that can be delegated are:

\*Home game volunteers Assign parents to fill scoreboard, scorebook and penalty box positions for each home game. Please make sure all parents are trained in every position. They will be asked to do all these jobs for a home tournament.

\*Away Game/Tournament Volunteers Coordinate any team meals or activities while out of town

\*Home Tournament Hostess/Hosts (need two parent volunteers and NOT the team manager) to work with tournament committee to fill volunteer positions for your home tournament

\*Treasurer Deposit check from MAHA and divide up to coaches according to the rules that accompany the check. Responsible to book and pay for hotel rooms at away tournaments for non-parent coaches. This will be reimbursed upon delivery of receipt to the MAHA Controller.

\* Locker Room Supervisor According to Minnesota Hockey and MAHA rules states there must be an adult who has completed a background check and Safe Sport in the locker room at all times, Coaches will be included. Note: This rule mainly affects the girl teams but background checks and Safe Sport must be completed by any parent who supervises players in the locker room.

 **Practice Ice:**

The Ice Scheduler will schedule your team practice times. Any changes to your scheduled practice times must be approved by the Ice Scheduler. Practice ice will be scheduled for your team at ASA or the Mayo Clinic Event Center. Other locations may be used as needed. Make your team aware that you will also be having dryland and treadmill practices as determined by the coaching staff and MAHA. Check the website for schedules and any changes. Make sure your team is aware of these practices in your weekly e-mails.

Please contact Stacy at Schultz Rink of Dreams to schedule ice time at that location. 507-380-8826 or email Stacem1172@gmail.com Each team must clean up the hockey boxes, locker room and lounge area after practice. Donations of hot chocolate and paper products are always welcome. Alert the Ice Scheduler if your team has Schultz ice so they can add it to your calendar.

**Away Tournaments:**

E-mail the Tournament Coordinator of the association you are visiting to introduce yourself. You should be able to find email address on the host tournaments association page. Inquire if there is an apparel order form for that tournament and what other information they may need from you BEFORE you arrive.

**Game Information:**

Team Rest. Must have a minimum of 2 hours between games.

**Scorebook, Stickers, Awards:**

You will need to make 4 roster stickers for the scorebook for EACH GAME (Home and Away). There is a template on the website under the Manager page. Blank roster label stickers will be available from the Team Manager Coordinator. Scorebook will be handed out at the Scheduling Meeting. It is the Team Managers responsibility to have this with your team at every game.

You may need to fill out an "Awards Request Form" that can be found on the website under Teams>Team Manager for certain player situations. When a player gets a "Hat Trick" (3 goals in a game), a "Playmaker" (3 assists) or a "Shutout" (no goals scored on a goalie) they can be awarded a patch at the end of the season. Only ONE PATCH OF EACH KIND per player is allowed per season. Goal differential has to be UNDER 10 points to earn a patch in any sanctioned game. Rules are found on the Awards Request Form.

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

Twice a year our Boys and Girls District 77 High School hockey teams play each other on the same night. At All Seasons Arena or the Mankato Civic Center. We endeavor to keep MAHA activity at these rinks at a minimum on these nights. As a result, NO HOME GAMES are allowed to be scheduled on these nights. NO EXCEPTIONS! It is common for teams to use these nights as "team bonding" time while attending the games together.

**Fundraising:**

 Your team may choose to do a fundraiser to raise money for an extra tournament or team party. Please be respectful to the families who may choose not to participate for personal reasons.

 **Team Apparel and LOGO:**

ALL apparel orders must go through United Team Elite per an agreement that MAHA has secured. MAHA has a team apparel package that can be purchased at your own will. This is an OPTIONAL purchase. Other a la carte apparel items can be found on our web store through UTE and in store. Individuals or teams are NOT ALLOWED to take the MAHA logos and have another distributor produce items for them. This is a copyright infringement.

Any questions can be directed to your MAHA Manager Coordinators