

METCALFE DISTRICT HOCKEY ASSOCIATION

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HOUSE LEAGUE MANAGER MANUAL



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Introduction

Welcome to minor hockey! Our organization runs on volunteers and we want to make your role as team manager as seamless as possible.

Quick Start Guide

Ok, so you agreed to be manager and are just now realizing exactly how much you agreed to. While we recommend reading through this entire manual, you don't need to do it all at once. Consider this the Choose Your Own Adventure style manual. Click on the links as you need them.

1. [Set up the season](#): What roles need to be filled right away. And what you need to organize right out of the gate. Think treasurer, team fees, tournaments
2. [Manager responsibilities](#): The quick run through of what is expected of a manager based on the MDHA Constitution and Bylaws.
3. [How to fill out a game sheet](#): A step by step run through of how to fill out game sheets.
4. What to expect from [games, tournaments & playoffs](#)
5. Take your season up a notch: [Manager best practices](#), a [starter playlist](#), and [fundraising ideas](#).
6. Where to find [contact info](#) for the MDHA Executive, the GHA schedule and the coaches & manager list for all of GHA.
7. [How to do a game switch](#): When you have tournaments scheduled, you may need to move a game to accommodate. This will help you do that.

Team Manager Responsibilities

We probably don't need to tell you, but the Team Manager is an important role for any team. Communication between the manager and the head coach as well as between the manager and the team's parents is key to ensuring the season runs smoothly for everyone.

The Manager must be voted in by 75% of team parents for this volunteer role. This will happen at the first team meeting in the first week or two of each new season. The coach will review their expectations for the season and will ensure that the manager, treasurer and team budget are voted in, and that the vote is witnessed by a member of the MDHA executive.

In general, the manager's responsibilities (as set out by the [House Team Official Guide](#) and the [Rep B MDHA Manual](#)) include:

- Co-ordinate and facilitate all communication on the team, not only amongst the players but also amongst parent and coaches, the MDHA executive, other Team Managers, Referees, Officials, etc
- Complete all off-ice tasks that the team may need. This can include game sheets, tournament registration, team get togethers etc. Please do not feel like you have to be the one to do all these tasks. You have an entire team of parents, ask them for help. Delegate.
- Responsible to become familiar with all the various rules and regulations of Hockey Canada, HEO MINOR, GHA and MDHA.
- Managers are responsible to the Head Coach to ensure all documentation on the team is complete and forwarded to the Convenor of their division in a timely manner. This includes all [medical forms](#), [player Code of Conduct](#) and [parent Code of Conduct](#), as well as verifying with the Registrar that the Official Team Roster (TRF) is correct; that all team officials, players are correct and that all goalies and affiliates are listed as such.
- Ensure all ice times are used. This includes both practice ice and double checking the accuracy of the game schedule. **Of note:** Please verify all games on the GHA Schedule. If there is ever a conflict between the GHA schedule and what is provided in TeamSnap, defer to the GHA schedule. If your team is unable to use allotted practice ice, please reach out to other teams to see if they can use the

ice. Once agreed upon, please notify the [Ice Convenor](#) of the switch. If after exhausting all efforts to have another team use the ice you are unable to find a suitable substitution, please contact the Ice Convenor.

- Make sure to notify the Ice Convenor of any changes to the team schedule, including the addition of tournaments or exhibition games.
- If there are any changes to the league game schedule or any scheduled exhibition games, the manager needs to notify the GHA Referee Assignor at least two days in advance of the changed game.
- Ensure that a parent volunteer is assigned to the team jerseys. The jersey keepers are expected to keep the jerseys together, wash them on a regular basis and used only for games. **Of note:** Jerseys aren't to be put in a dryer. They must be hung up to dry.
- At the beginning of the season, the manager is to ensure that parents provide and affix name bars on the back at the top of the jerseys. For all sponsor bars, the manager is to liaise with the MDHA Equipment Manager to ensure sponsor bars are provided to the team and follow up to ensure the bars are affixed to the player sweaters at the bottom of the sweater.
- Managers are responsible to report to their division Convenor each time a Head Coach is absent and an Assistant Coach takes on the role of the Head Coach in his/her absence. Of note: Ensure that any substitute head coaches have the appropriate coaching credentials. For U11 and up, that means that Coach II must be obtained.
- Responsible for obtaining travel permits as required and that all respective approvals are in place and accepted prior to a team's travel. We'll discuss the travel permit process later on.
- Responsible to complete the discipline database on the GHA website as required. Again, we'll cover all things TTM (including discipline) later on.

Due to the nature of the manager role, the manager should never be a spouse of a Head Coach. However, a co-management role with another volunteer would be acceptable, as the non-spouse co-Manager could be the point of contact for parents to discuss any "coaching" issues that may arise.

The Warm Up: Getting Started

Ok, we know. That's a lot to take in. It sounds worse than it is and we'll take this step by step to ensure you are comfortable in the role.

As we mentioned before, the coach will call a team meeting at the beginning of the season. The purpose of the meeting is to set their expectations for the team and vote on a few matters, the team manager role being one of the big ones.

In order to be voted in as team manager, 75% of the team needs to vote in favor and it needs to be witnessed by a member of the executive. Then the team treasurer, team fees and team budget need to be voted in. While it is often a bit early to get a settled team budget, at minimum the team fees should be voted on. The maximum limit for team fees is \$350 per player.

You will work closely with the team treasurer over the season to ensure all team expenses are accounted for and paid promptly. If you have a brand new team treasurer, we have a team treasurer manual available to make their lives easier too.

Why make volunteering harder than it has to be?

If you are comfortable, you can speak to the team at the meeting and outline a few expectations and ideas you have for the season. Otherwise, you can send the team an email. Or both. We'll cover that in the next section.

So you've been voted in, you've got an idea of the budget, your coaches and your parents. Now what?

First Period: Setting Up for the Season

Now it's time to do some season set up. At this point, your team treasurer should have reached out to the [MDHA Treasurer](#) to request a bank letter. This letter will allow them to open the team bank account and start collecting team fees from parents.

At this point, we recommend sending an email to your team, introducing yourself, outlining the team fees and how to pay them. You'll want to ask for assistance for the following things:

- Team jersey carriers. For House league, we strongly recommend keeping the jerseys together as a set rather than being handed out to individual players. It's just easier. In keeping them together, you need a parent or parents who are willing to handle the jerseys for the season. If you have one parent you'll ask them to handle both home and away sets, or two different parents, one handling the home jerseys and the other handling the away. Both sets of jerseys should always be brought to every game regardless of whether the team is Home or Away that day. Just in case a last minute switch is required.
- Parents who are willing to help in "the box" either on the clock or completing the game sheets. Ideally you want several parents who are willing to help.

You'll also want to provide the team with contact information for you as well as the head coach, if they haven't already provided it. This gives them a way to get in touch if there are any changes of plans or illness that may prevent their player from being at a game or practice. It happens, give the parents a way to communicate with the coach and their team manager.

You'll also want to include information about tournaments. Have a conversation with the coach regarding their preference for tournaments and go from there. In general, most teams participate in two local tournaments and one away, though that is not set in stone. If you need some ideas, the [HEO Tournament Search](#) engine is very helpful to get you started. The bonus to this is that for any HEO tournament, a travel permit is not required.

Between you and the head coach, you can decide on best approach for tournament sign up. For the local tournaments, a team vote is often not required, but voting on the

away tournament options might help in making a final decision. If you are going to do this, make sure you are clear that the decision ultimately rests with the coaching team.

Also of importance in these early emails is to emphasize some of basic hockey etiquette that will help the coach do their job. Things like:

- The need to keep their player's availability up to date on TeamSnap. This helps the coach plan for both practices and games. There is a good chance you'll have to send several reminders about this over the season. That's totally normal.
- Arrival at the arena 30 minutes prior to practices and games (for House league. For Rep, the general rule is a 45 minutes to an hour before a game. This is a coach preference so all you need to do is make sure this is communicated to parents). This time gives your player time to dress, and allows the coach to have 10 minutes while the Zamboni is on the ice to talk strategy or get the players "game ready".
- Parents are to give the coach 5-10 minutes after each game before entering the change room. This gives the coach a chance to talk to their players while the game is fresh in their minds. Of course, this is more important for the younger years. After about U13, parents generally aren't in the change room anyway.

The key to a well-run season is communication. For the younger teams (U7, U9 and U11 in particular), it's more likely that you have newer parents, who will naturally have more questions or need more guidance. A weekly email may not be a bad idea to help parents navigate hockey. For moreveteran parents, shall we say....they likely won't need the same amount of information. Do what works for you and the team.

Affiliates

Because there have been recent changes to the affiliation process within GHA and we haven't had a chance to test drive things, we're just going to copy /paste the FAQs our GHA President sent us. If you have any questions, please reach out to your convenor or our VP of House. This needs to be done properly to ensure everyone is covered when playing for an affiliated team.

MY TEAM NEEDS AN AFFILIATE FOR A GHA HOUSELEAGUE GAME, WHAT DO I DO?

1. Check the GHA affiliation chart to see which teams affiliates can be called up from

2. Email the Coach of the player you want to call up to ask for permission
 - Include the date, time and arena in the email
3. Team Manager or Coach must log in the TTM to enter the Affiliation Call Up (TTM User Guide)
4. Once the call up is entered in TTM, an email will automatically be generated notifying the team officials and association representatives and counts as having the player added to the roster for GHA house league play only

NOTES:

- CALL UP GAMES PLAYED IN HOUSE LEAGUE COUNT TOWARDS THE 15 GAME MAXIMUM FOR SKATERS
- GOALIES CAN PLAY AN UNLIMITED NUMBER OF GAMES AS AN AFFILIATE BUT THE CALL UP STILL MUST BE LOGGED IN TTM

MY TEAM NEEDS AN AFFILIATE TO PLAY IN A HOUSE LEAGUE TOURNAMENT, WHAT DO I NEED TO DO?

1. Check the GHA affiliation chart to see which teams affiliates can be called up from
2. Email the Coach of the player you want to call up to ask for permission
 - Include the dates, times and locations in the email
3. If player is interested and has permission, complete an Affiliation Permission Form
4. Send the completed Affiliation Form to your Association Registrar to add the player to the Official Team Roster in the Hockey Canada Registry (HCR)
5. Once the player is added the Association Registrar should provide you with a copy of the Approved Official Team Roster which will have the affiliate player on it

6. Once the updated Official Team Roster is received, log in to TTM to enter the Affiliation Call Up (TTM User Guide)

NOTES:

- AN AFFILIATED PLAYER MUST BE ON THE OFFICIAL TEAM ROSTER IN ORDER TO PLAY IN A TOURNAMENT
- GAMES PLAYED IN TOURNAMENTS COUNT TOWARDS THE 15 GAME MAXIMUM FOR SKATERS
- GOALIES CAN PLAY AN UNLIMITED NUMBER OF GAMES AS AN AFFILIATE BUT THE CALL UP STILL MUST BE LOGGED IN TTM

Intermission: Manager Best Practices

Home vs Away

There is a good chance that you'll be asked by parents whether you are the Home team or Away for the game. For Home games, the team wears their White jerseys. For Away, they wear the green jerseys. This is helpful for deciding where you and your parents are going to sit for the game. Rule of Thumb that has helped our memories:

Green means Guest

So when the kids are wearing green, you sit across from the Guest bench. Easy peasy. Until you go to an arena that doesn't have this delineated, butwe said Rule of Thumb, not Hard and Fast Rule.

Contact List

At the beginning of the season, you're going to want to get contact information for your coaching bench. Have those in your phone so if you find yourself in the rink and in need of contacting a coach, you can do so quickly. Also have your convenor's contact information readily available. Again, you may not need it, but if you do having it will save you some panic.

For your parents, you will want to double check their contact in TeamSnap. If you don't have a phone number for them, you're going to want to get that. Inevitably you are going to need to contact them at some point.

Pull together a list and print it out. Put it in your team binder.

The Team Binder

This will save your sanity. We promise. Grab a three ring binder. You're going to want to keep extra game sheet labels in here, blank game sheets, team contact sheets and your completed game sheets in this binder. It's an easy way to keep all team related information together.

Game Day Extras

Aside from the "Nice to Have" list outlined in the Overtime section of this document, you may also want to consider a portable speaker and building a team playlist. Music is a great way to get your players into "game mode". And really, it's just fun. See Appendix C for a sample playlist to get you started.

Away Tournament Extras

When you book your away tournament, you're going to want to secure a block of hotel rooms for your team. Google will give you a good idea of what hotels are in the area and based on reviews, you can make your decision from there.

When looking for an Away tournament hotel, you're going to want to look for the following features:

- Indoor pool
- Meeting room availability: This one is totally optional, but it helps to have a "home base" for your team to gather for meals, between game hangouts. When blocking rooms for your team, request a meeting room for the nights you'll be staying. This keeps the kids out of the hallways and the noise to one area. Hotels much prefer this

You can secure audio-visual equipment when you book the meeting room with the hotel. This allows you to set up a movie night on one evening for the kids. Have someone bring popcorn. Make it an event.

Based on the tournament schedule, you may also want to book a team meal. The more notice you can provide restaurants, the better. Some restaurants are better able to accommodate such large groups, so keep that in mind when booking.

Second Period: Games, Tournaments & Playoffs

Games

Ok, we covered game sheets, let's get into the games themselves.

You'll start receiving the league game schedule shortly after your team is set up. The league game schedule can always be found on the [GHA website](#), under [Schedules](#). We can not stress this enough:

THE GHA SCHEDULE IS THE FINAL SAY IN SCHEDULE.

Sorry for yelling but this is important. If there is ever a discrepancy between the GHA schedule and TeamSnap, always, always, always defer to the GHA schedule. If your team misses a game, your head coach is suspended. We speak from experience here, no one wants a suspended head coach.

On the schedule, you're going to want to note if you are the home team or the away team. Home team supplies the game sheet, so you can fill it out before heading to the rink and just have your coach sign when you get there. You then take the sheet over to the away team's dressing room and they'll fill out their portion.

As the home team, you are responsible for providing one person in the timekeeper's box to run the time clock. The away team will supply someone to do the game sheet. From previous experience, at your first parent meeting of the season (or the first email you send as team manager) you're going to want to request volunteers for this job. From there, you can either ask on the day of the game, or set up a rotating schedule, whichever you prefer. We would recommend the rotating schedule so that there is one less task for you to complete before your team hits the ice. TeamSnap has the ability to add assignments to games. (In Team Snap, select the game, scroll down to Assignments, assign away). Make sure your parents know that's how you'll be handling this task and that if they are unable to attend a game that they reach out to one of the other volunteers to sub in for them. This will save you an epic amount of headaches

before games. Again, it's a recommendation, not a requirement. Do what works for you, your coach and the team.

At ten minutes to game start (or when the Zamboni hits the ice, if there was a previous game or practice), please ensure that parents are out of the dressing room so that the coaching team has a few minutes to chat with players and set them up for the game. A knock on the door to let the coach know that the Zamboni is done may be appreciated, just ask your head coach what their preference is. Some like the reminder, some don't need it.

Once the team is out on the bench, it is usually the manager's responsibility to lock the dressing room door and hold the key. Again, this is a general rule, have a conversation with your head coach to see what they prefer.

Remember at the beginning when we talked about communication being key? Yeah....we weren't kidding.

Now you can go and enjoy the game.

When the game is done, the manager will unlock the dressing room door and ensure that the coaches have a few minutes to speak to their players, post game. It's important.

Once the coach opens the door, parents are welcome to enter the dressing room. This is less important in the older age groups. It's also less desirable. Have you smelled their hockey bags lately? Picture that, multiplied by 12-15 players. Ew.

But the younger players need help getting their equipment off and into the bag.

At this point, it's your job as manager to go hunting for the game sheet. We say hunting because sometimes it's outside of the Refs' change room. Sometimes the change room isn't easy to find. Sometimes the other team's manager has picked it up. Ideally if the other manager has picked it up, they'll come find you and hand you your copy. If you are the Home team, you keep the top copies. You'll need that to upload the sheet to

TTM (we'll get to that in a moment). If you are the Away team, just file it in your team binder and hold it for the season.

You are now free to leave the rink. Don't forget your player.

When you get home, we strongly recommend immediately uploading the game sheet if you were the Home team for the game. The GHA requirement is within 48 hours, but if you can take two minutes and do this while the game is still fresh, it makes things easier for you, your association, the GHA.

To upload the sheet, you need to take a picture of the game sheet, and [log into TTM](#) (you are provided with login credentials for TTM once you have been voted in as manager and this information has been uploaded to TTM by the GHA).

Once logged in, select Team Schedule. If you were the Home team, on the left hand side you'll see an "Options" drop down. Select that, then upload Game Sheet. Fill in the details requested and upload a clear photo of the game sheet.

Then log out, you're done with that game! Put the game sheet in your binder and consider it a job well done. Game sheets are to be held until May 15th. Once the season is over and May 15th is passed, you can dispose of them.

Tournaments

As we mentioned earlier, you're going to want to decide on tournaments fairly early on in the season. They fill up fast.

For House League, the standard is two local tournaments and one "away" tournament. The distance your team travels depends on how the team feels about driving. Keeping in mind that you will quite likely be driving in the middle of winter and some people are not fully comfortable with that. There are many tournaments within the HEO area that satisfy the Away tournament without having to make a long drive.

To sign up, a Google search of the tournament name will lead you to the tournament page and provide you with instructions for signing up and how to make payment.

Once you have confirmation of your team's acceptance into the tournament, you'll want to black out the dates on TTM, or if the schedule is already posted, you'll have to consult your schedule and arrange for game switches (that's in the next section, don't worry!).

The tournament organizer will email a schedule out before the tournament begins. It is not unusual for the schedule to be released a week or two before the start date. Be sure to read the tournament rules and procedure so that you are prepared the day of the tournament. Bring game sheet labels, most tournaments provide a game sheet. When you sign your team in, you'll set up your section of the game sheet. And then you enjoy the game.

Once the game is over, you will want to get a copy of the game sheet so that you can upload to TTM when you return.

For tournaments, game sheets are uploaded a bit differently.

1. Log into TTM
2. Select Tournaments from the Top bar
3. Click "Show Tournaments"
4. If you haven't already added your tournament, do so now. Ideally you would add this as soon as your team has been accepted. It helps with scheduling, and we like to make things easier for our Ice Scheduler.
5. Once the Tournament is complete, you should be able to go in and upload the Game sheet in that area.
6. Please make sure to keep the Tournament game sheets with the rest of your game sheets until May 15.

Playoffs

You've made it through the regular season and are now in PLAYOFFS! While most of the rules still apply and not much changes, there are minor differences to how playoffs run. Playoff rules will be sent out by convenors prior to starting. Please read and be aware of all playoff rules.

Of note: Game sheets must be posted within 4 hours of the end of each game. Because scheduling semi final and final games rely on the round robin game sheets being uploaded, time is of the essence here.

The Gloucester Hockey Association posts general playoff dates at the beginning of the season in their [announcement section](#). Take note of those for general awareness. Our season typically finishes the first weekend of March Break with playoff games starting after March Break. When available, you'll be able to find the playoff schedule by following this path: Gloucester Hockey Association ->Schedules (this takes you to TTM), Hover over Schedules along the top menu bar for the drop down and select GHA Round Robin schedule (to start). Once your Round Robin games are complete, a GHA Finals Playoff Schedule will be available in the same drop down.

Make sure to add the playoff schedule to your TeamSnap as soon as possible so that your parents can plan.

Phew...that was a lot. But we got through it. We've almost got it all covered. We're getting there. And you're killing it. Go you!

Intermission: Game Sheets & Game Switches

Game Sheets:

Game sheets are supplied and available from your convenor for the season. You are responsible for supplying game sheets for any home games. Complete the following sections:

- Game No (found on the GHA schedule. House League games always start with HL)
- Location (what arena the game is played at)
- League (GHA. Always GHA)
- Division (U9, U11, U13, U15, U18, U21 and A, B, or C level)
- Date (pretty self explanatory)
- Game Type (check off League for most. You'll know if it's anything else)
- Length of Game (for U9-U15 game periods are 10, 10, 12. So fill that in)
- Home section: Name of the Home Team
- Visitor: Name of the Visiting team
- District (GHA is District 9)
- Player numbers and names (you can manually write this in, or

Your coach then needs to initial at the top, either V. Int or H. Int (if you are the Home team, they would initial under H. Int). They also need to initial the suspension list (be sure to include any suspended players and the game number in that section. This ensures that game counts towards games served). For most of the younger teams, this will be blank and the coach will initial. Lastly, the coach needs to sign the game sheet. The section beside the Suspension List is where they sign.

Once complete, you hand it over to the Visiting team to fill out their section. When the game is over, you need to collect a copy of the game sheet. If you are the Home team, it is your responsibility to upload the game sheet to [TTM](#). Game sheets should be uploaded within 48 hours of completion.

Of note: In the final two weeks of the regular season (typically any games held in March), managers are asked to upload game sheets within 4 hours of the end of the

game. This helps the GHA as they begin to work on scheduling playoffs. During playoffs, game sheets are required to be uploaded in the same 4 hour time frame whenever possible.

Game Switches:

Of all the tasks a team manager takes on, the game switch is the most involved. It gets complicated fast and once the league schedule is released, it's a bit of a mad dash to get game switches in and approved.

Prepare yourself, you'll get a lot of emails. Consider this, you have a minimum of five teams, and each of those teams might be signed up for 2-3 tournaments. There's a good chance that the schedule is going to need to shift to accommodate at least one of those. For each team. So it gets hectic for a while. But you'll get through it.

When you receive a game switch request, your job is to go to your team's schedule (we recommend looking at the GHA one to be certain) and see if your team is available. You can only decline a switch if you already have a game on that day or you are already committed to a tournament. Game switch requests **must** be replied to within 24 hours.

That covers receiving a request. Now, let's get through what you need to do to request a switch. Let's take this step by step.

First Option

1. Pull up your team's schedule.
2. Identify all dates you do not have a game or tournament scheduled.
3. Identify all dates your opponents do not have a game or tournament already scheduled.
4. Pull up the full division schedule on the GHA site and identify all teams that do not have a game scheduled for your tournament date.
5. Cross reference any games your opponent has with any of those available teams. Once you have found a date that works for everyone, send a game switch request email to all head coaches and managers involved. (Contact information can be found [here](#).) Please include
 - a. Why you are requesting the switch

- b. Game number, date and time and teams involved in the game you are unable to play.
 - c. Game number, date and time and teams involved for the date you want to switch to.
6. Coaches and managers will respond to the request within 24 hours. If everyone can accommodate the request, please send an email to the [GHA convenor](#) making sure to include the [Game Switch Request form](#). If even one team can not accommodate, it's back to the drawing board. Go back to your list and find another option and repeat the process until you find one that works.

Second Option:

1. Pull up your team's schedule.
2. Identify all dates you do not have a game or tournament scheduled.
3. Go to your division on the GHA site (ie: U13B) and view the full schedule. You can also look at other divisions, but be sure it is a similar switch. (For example: U13 can not request a game switch with U15 teams as U15 and above have more referees per game. For U13, U11 games can be considered for game switches)
4. For each date you don't have a game, write down the teams who do.
5. Go to your tournament date that you need to switch and identify any games where **both teams** playing do not already play on your tournament date.
7. Send a game switch request email to all head coaches and managers involved. (Contact information can be found [here](#).) Please include
 - a. Why you are requesting the switch
 - b. Game number, date and time and teams involved in the game you are unable to play.
 - c. Game number, date and time and teams involved for the date you want to switch to.
8. Coaches and managers will respond to the request within 24 hours. If everyone can accommodate the request, please send an email to the [GHA convenor](#) making sure to include the [Game Switch Request form](#). If even one team can not accommodate, it's back to the drawing board. Go back to your list and find another option and repeat the process until you find one that works.

Note: Game switches will not update immediately. They are only uploaded once a week on Mondays. If you have requested a switch and do not see it reflected on the GHA schedule the following Monday, please follow up with the GHA convenor. Things happen, emails get lost. Be kind.

If you are unable to find any game switch at all, you can request a game reschedule. These will only be considered after all efforts to find a game switch have been exhausted. To request a reschedule you will need to contact the [MDHA Ice Convenor](#) and the [MDHA GHA Convenor](#). Please ensure to include the following in your request:

- a list of suitable dates for you & your opponent for a replacement game to be scheduled.

The Ice Convenor will advise of a new time for the game once ice secured. The Requesting team will complete [GHA Game Reschedule form](#) and email to the MDHA GHA Convenor so they can update the GHA schedule. As Team manager you are responsible to ensure the game schedule on MDHA team website (TeamSnap) is updated **AFTER** the change has been made on the GHA site.

See. That wasn't so bad, was it?

Third Period: Fundraising & Parties

We cover this in more depth in the Team Treasurer manual, as they are the “money” people, but as with everything, it’s a group effort.

Sponsorships

As we mention in the Treasurer manual, the Metcalfe District Hockey Association is lucky to have many small business owners involved in the associated and within our community. When you send out your first email to parents, you might want to consider including the [Sponsorship letter](#) and request that they reach out to their network for anyone who may be interested in sponsoring your team.

Sponsorships options include:

- Per player: starting at \$100/jersey (\$200/player includes both home & away jerseys)
- Per team: starting at \$100/jersey sponsored (ie: for a team of 17, the full set of home or away jerseys would be \$3400)

Of note: All sponsorship money must be spent in the course of the season. Money can not be disbursed to parents if it is not used.

Fundraising

Given the responsibilities you already have, we would strongly suggest having your treasurer or another team parent run any team fundraising. You’ve got enough on your plate to organize.

Should you decide to take it on, we’ve included a list of Fundraising Ideas in Appendix D.

Parties

We want to stress that none of this is absolutely required. Depending on your coach and your team, they may not be interested in parties. That's ok. But if the interest is there, get togethers are great for building team spirit.

Season Opener: When schedules allow, it's nice to have a get together right at the start of the season. It gives the parents a chance to get to know one another before they find themselves freezing in the stands. It gives the kids a chance to come together as a team early in the season. The best suggestion we have for this one is a team potluck. Poll your parents and see if anyone wants to host. If not, we are early enough in the season that getting together at a park or local community centre is absolutely feasible. Then send out a sign up sheet and enjoy your event.

Christmas Get Together: Sometimes the Christmas get together isn't possible. Schedules get full so it doesn't always work out. Often, your team has a tournament around this time, so you can have a team meal during a tournament weekend and call that a get together. You'll want to book a restaurant and either set up a gift exchange or get a small gift for each kid.

Year End Party: This is where you can really go all out. It's a celebration of the whole season. Depending on the state of the team accounts, you can decide on the budget and how you are going to approach the end of the year. We have a list to get you started in Appendix B.

One last note on team parties: No coach is going to expect gifts. That's not why they do this. But for the Year End Party, in particular, you may want to consider a way to show your thanks to the team that kept the kids engaged and on the ice. Again, this is a suggestion, not a requirement.

Overtime

Nice to haves:

- **Dressing room sign:** This one is nice for the younger age groups, especially when you aren't right at the door to greet and direct your players to the change room. They can look for the sign and find their team. In Word or Canva, whichever you are comfortable with), print out an 8x11 poster with the Team Name. You can purchase [laminated sheets](#) from Staples or Amazon. Then just attach magnets and you're ready to go.
- **Game sheet stickers:** Some of us (this writer in particular) consider game sheet stickers mandatory, you may not. That's ok. But if you don't have time or inclination to write the name of every player on your team AND their jersey numbers on EVERY game sheet all season, you're going to want to follow this link:

https://metcalfejets.ca/wp-content/uploads/sites/2640/2021/03/game_sheet_label_-_template.docx

Use Avery 5163 / 8163 labels (These are 4"x2", 10 labels per sheet, Staples part # SIWX130), input your players jersey number and first and last names. Then add your coaching staff, first and last names as well as their position. Be sure to include your trainer's number. It's needed.

- **Helmet repair kit:** Now this is going over and above, as at least one coach will have one of these in their bag, but never hurts to have duplicates. There will inevitably come a time where a kid is about to go on the ice and loses a screw, or complains their helmet is too tight or some such thing. The repair kit will help.

- **Clear hockey tape:** Again, over and above, but this is something that is invaluable at some point during the season. Hockey socks needing taping, some minor fix, you never know. Like duct tape at home, it's handy to have.

Appendix A: Important Links

[Metcalf Jets website](#): hopefully this one is familiar to you, but we like to be thorough whenever possible.

[MDHA Guides & Forms](#): A specific section of our website that coaches and managers go back to time and time again.

[Total Team Management](#): used to upload game sheets, affiliate players and enter suspensions. It's also a useful source of information for Playing Rules and [Suspension Guides](#). Scroll to the bottom of the main page to access those links.

The [Gloucester Hockey Association schedule](#): Remember when we yelled at you earlier? This is the schedule you **always** double check. It may be over the top, but we recommend checking mid-week and then again before the weekend games begin, just to be sure. That way you catch any changes that may have been made.

[GHA Contact Sheet](#): This is handy when you need to reach out to coaches or managers for game switches, exhibition games etc. Very helpful.

[HEO Tournament search engine](#): When you go looking for tournaments, this is an excellent place to start. Any tournament here is within our area and generally speaking does not require a travel permit.

[District 9 Referee website](#): Valuable for booking refs for exhibition games.

Appendix B: Party Ideas

Any Age Group:

- team potluck, or
- team meal at a restaurant
- book an hour of ice and have one last skate together
- book an hour of swimming time at a local indoor pool

Ages U7, U9 and U11

- book a community hall and find some games (minute to win it style games are a big hit), or set up mini sticks. Or a craft. Or let them run around like crazy people. Regardless, they'll have a blast
- Bowling (the [bowling alley](#) in North Gower is an excellent option for this age group)
- Funhaven
- Cosmic Adventure
- Archery Games Ottawa
- Laser Tag

Ages U13, U15 and U18

- Escape Rooms
- Paintball
- Bowling (yes, it's old school, but that's the charm of it)
- axe-throwing

Appendix C: Starter Playlist

Please use your discretion, some of these may not be suitable for young ears.

- TNT, AC/DC
- Let's Get It Started, Black Eyed Peas
- Thunder, Imagine Dragons
- Natural, Imagine Dragons
- Immortals, Fall Out Boy
- The Phoenix, Fall Out Boy
- Dynamite, Taio Cruz
- Ice Ice Baby, Vanilla Ice (we love a one hit wonder...)
- The Middle, Jimmy Eat World
- Get Ready, Pitbull
- Crazy Train, Ozzy Osbourne
- Get This Party Started, P!nk
- Bawitdaba, Kid Rock
- Enter Sandman, Metallica
- Welcome to the Jungle, Guns N' Roses
- Sweet Caroline, Neil Diamond (just added to make sure you were paying attention. LOL)
- We Will Rock You, Queen
- Eye of the Tiger, Survivor

Appendix D: Fundraising Ideas

This is an ongoing collection of ideas. Depending on your team's needs, and how enthusiastic your parents are, some fundraisers will be better suited than others. Pick what appeals, ignore the rest.

- [Little Caesars Pizza](#) fundraiser: This has been popular, the key is to ensure that not many other teams have started one already. There is a level of market saturation at play here. But if there is only a couple other teams running this, or not a lot of overlap, it's a good solid option. And also: pizza.
- Bottle Drive: Set the date, and get the players involved. Have parents put it out there and collect empties. Then take them into the Beer Store and voila, team funds! This one is a bit more involved in terms of effort, but it can be worth it.
- Wine Survivor....this one is a little more complicated.
 - You sell buy-ins to participants. They fill out a ballot with their name and email address and supply a bottle of wine (or booze...you don't have to limit it to wine if you don't want to) and ensure they know to watch their emails for the start.
 - The person running the game has a list of names and contact emails. On the first day of Survivor, they randomly draw three names. Those people then have 24 hours to buy back in, or be kicked out of the game. There is only one buy back per entry.
 - Every day another three names is picked until you're down to your final three.
 - Then the event organizer picks a name for third place, one for second and the grand prize winner. The prizes are as follows (though adjust as you want)
 - First prize: 50% of the wine collected
 - Second prize: 35% of the wine collected

- Third prize: 15% of the wine collected.

For this one, the buy in can be as low as you like, but \$5-\$10 is reasonable.

- Gift Card raffle: Each player donates a gift card (set a minimum for this...typically \$20- \$25) and then players sell tickets for the draw. Depending on how many tickets sold, you can divide it into two draws, a first and second place or all one draw. This one works best if done before the Christmas shopping season really gets underway. Hold the draw and the player who sold the ticket can get the gift cards to the winner. Ta-da.