

Manager Info Sheet

This is meant to be a checklist of items for each Manager to be aware of for the season. A more complete handbook for team staff can be found here: [Team Staff Handbook](#)

- 1) Complete Team Roster and send to the registrar (nsmharegistrar@gmail.com and info@hockeypei.com)

[MHA Active Roster List Form](#)

- 2) When you get your home game schedule send it to NSMHA Referee in Chief:
Brandon Blacquiere: blacquierebrandon38@gmail.com / 902-916-5500
He will schedule all your refs for home games.
***You are responsible to pay the refs each game.**
- 3) Gamesheet app: Coaches/managers will receive an email from the league coordinator with steps and access codes on how to set up the dashboard so your team will be on the system. This needs to be done before the first game. Teams can use their own volunteers for timekeepers, or have them assigned by reaching out to the ref assignor.
- 4) Print Hockey Canada injury form and have some on hand at all ice times. If players get hurt and need to go to emergency they need to have this form filled out by the ER doctor who sees them. It's near impossible to get the same doctor to fill out the form if they don't get it done right then.

[Hockey Canada Injury Report Form](#)

Have an injury report form on you and update even if the player does not have to seek medical attention just in case something comes up down the road.

- 5) Highly suggest coaches pick which tournaments the team will be participating in and collect those funds from the parents at the beginning of the season. *Book tournaments asap as spots are limited. All teams are registered for the Hillsborough Tournament (just outside Moncton) Feb 13-15th, and for the North Star Minor Hockey Tournament we are hosting Jan. 8-11th, however, it is up to the teams to decide whether they will take part in those or others.
- 6) Contact associations treasurer to collect team fundraising fees:
Lynne Clow: clowlynne@gmail.com / 902-394-5705
- 7) Some helpful links on Hockey PEI website:
 - [Exhibition Game Form](#)
 - [Affiliate Player Form](#)
 - [Fundraising Approval Form](#)
 - [Coach/Manager Certification Requirements](#)
(Contact [NSMHA president](#) for Criminal Record Check Letter)
 - [League Coordinators](#)
 - [NSMHA Coordinators](#)

- 8) Team apparel should be ordered through AllStar Cresting. Our association gets back 10% from orders which will help development, jerseys, registration cost etc. If you order in bulk the team also gets 10% off their order. Packages offered on their site will not be included in the team 10% discount since they have a package discount applied already.
- 9) Keep track of ice times used. All teams get 38 ice times per season. When canceling ice email Carolyn at nsmhaicecoordinator@gmail.com. ***It's important that she knows of any changes so we are billed the correct amount of ice times are used.**
- 10) Contact Jared at doucettejared@gmail.com to get set up with a goalline to enter your games and practices to the schedule. You can also send team emails using goalline.
- 11) Managers provide parents with the [Respect in Sport \(parent version\)](#) to complete.
- 12) [Coach and Manager courses and certificate qualifications](#)
- 13) Coach and Manager with coordinator if at all possible are encouraged to hold a parents meeting at the beginning of the season to go over budget, expectations etc.
- 14) [Code Of Conduct](#) sheets will be given to teams for parents and players to sign.