

## Manager's Package

### CMHA Board Positions

President—Steven Saunderson-- [ssaunder@mymts.net](mailto:ssaunder@mymts.net)

Past President—Ken Friesen-- [kdf1@mts.net](mailto:kdf1@mts.net)

V. President—Clay Cochrane-- [CLAYTON.COCHRANE2@forces.gc.ca](mailto:CLAYTON.COCHRANE2@forces.gc.ca) or [thembcochranes@goinet.ca](mailto:thembcochranes@goinet.ca)

Secretary—Annie Ramsey-- [annieramsey2007@gmail.com](mailto:annieramsey2007@gmail.com)

Treasurer—Judy Anderson-- [spiritjudy@mts.net](mailto:spiritjudy@mts.net)

Registrar—Tracy Sutherland—[tracysu@mymts.net](mailto:tracysu@mymts.net)

Ref- In Chief—Brent McMillan-- [brent.mcmillan@townofcarberry.ca](mailto:brent.mcmillan@townofcarberry.ca)

Program Development Co-ordinator—Betty Reynolds-- [creynold@goinet.ca](mailto:creynold@goinet.ca)

Booth Rep/Equipment Manager—Ryan Robson-- [ryanandlaurie@wcgwave.ca](mailto:ryanandlaurie@wcgwave.ca)

Webmaster--Teresa McConnell [teresamc@mymts.net](mailto:teresamc@mymts.net)

Familiarize yourself with websites listed below as you will be able to find forms and information on both.

<http://www.carberryminorhockey.com> our own Association website

CMHA Constitution

CMHA Privacy Policy regarding website

Discipline policy

Fee Refund Policy

Equipment Policy

Fundraising Policy

Tournament Policy and Info Sheet

Code of Conduct

Medical forms

<http://www.hockeymanitoba.mb.ca> Hockey Manitoba website

Tournament sanctions

Under 10/over 19 application

Overage application

Player transfer application

Out of province forms

### Leagues

Brandon House League - [www.hockeybrandon.mb.ca](http://www.hockeybrandon.mb.ca)

Parkissimo League- [www.parkissimo.com](http://www.parkissimo.com)

Westman South League <http://schools.shmb.ca/~GUYW/SWRHL/> (Guy Williams - contact and website will probably change in the fall)

## **Regions**

Southwest Region- [www.boissevainrecorder.mb.ca/wh/](http://www.boissevainrecorder.mb.ca/wh/) (contacts - Gord Agnew/Guy Williams)

Yellowhead Region [www.yellowheadhockey.ca/](http://www.yellowheadhockey.ca/)

## **Programs**

Major Pee wee Development Camps-contact region depending on player's residence

Minor Bantam Director's Cup-contact region depending on player's residence

Major Bantams U16-contact region depending on player's residence

## **Your duties will include:**

Running a parent meeting which will be set up by the association with a set day, parents will be informed at registration night set by the association and a CMHA board member will be in attendance. (This will happen regardless of previous parent meetings without a board member present)

## **You will discuss and a decision made for:**

***Selection of coaches***, which have already been submitted to CMHA and will be presented to you. All registered members will have a say (silent vote) on whether they agree with the submissions or if they have other requests. Bench staff paid for by CMHA in regards to rostering are 4 in total, any more after that will be the teams responsibility of payment determined each year by Hockey Manitoba.

***Numbers on your team***, regarding size, some registration years has resulted in either small numbers or large numbers this may be part of your discussion. Special application to roster a team of under 10/over19 players must be submitted to Hockey Manitoba via your association. Form in your package and found on CMHA website to give you an idea of the procedure. Also the CMHA representative should be able to give indication if another town can provide numbers as well. (This may or may not be an issue for your team.)

***League you will be playing in***, Carberry is in a unique location. We are in the Westman South Region and have played many years in the Parkissmo League. 2010/2011 many teams played in the Southwest League, some in the Parkissmo League and others in the Brandon League. Your team will need to decide which one they chose to play in and a representative may be asked to attend a league meeting on your team's behalf. Squirts are not represented in a league but can find contacts for games and tournaments via the Hockey Manitoba website under contacts for Parkissmo, Brandon or Southwest Leagues.

***Discussion on Provincials***, teams ranging from Atom to Midget (both boys and girls) will have the opportunity to enter into Provincials; this consists of round robin (given enough teams) and a resulting Provincial Tournament in March if qualified. Although you may not know how your team is doing at the beginning of a season it should not be a surprise to your parents that this is an option.

***Manager Responsibility*** to inform the Registrar of your intent to play, registrar will contact you when final decision and numbers are needed.

**Discussion regarding AP situations** where players may be asked from a team younger than yours to play at times. This procedure will be outlined in the Coaches Packages which should be discussed at the parent meeting.

**Goalie equipment** is provided by CMHA from Squirt to Peewee level hockey. There are various sizes. Equipment comes at a cost as this is a service to encourage goal tending at this age. The equipment is the property of CMHA and will be treated as such, therefore signed out at beginning of season and signed back in at end of season. If equipment is required through out a non CMHA event discussion to have signed out and returned by a certain date with the Equipment Manager for CMHA will have to happen. Refer to Equipment Policy on the Website.

Equipment comes at a cost and as a result rules must be followed in regards to jerseys. Jerseys will be assigned to each team at the beginning of the year, a locked locker is provided for each team. You have been provided Jersey Bags for home and away, therefore NO jerseys go home with kids, they are kept together. They are donated jerseys and should be respected.

A Note that *Midget Hockey Registration* for the season can be dependent upon High School Hockey numbers, it is fully understood that a finalized team may take some time. Late registration fees will only be issued if a team is finalized, playing and someone joins the team late.

**Your responsibility:**

Medical Forms must be filled out EACH YEAR for each rostered player on your team signed by parent updated medical information and kept with the Safety Kit (present at all practices and games). These forms are found on the CMHA website and one provided in this package.

Safety kit will be provided to you by Equipment Manager. Ensure that your Safety Person is aware that it is their responsibility to have all supplies listed, if the team starts to deplete the kit make sure your safety people know to be in contact with the Equipment Manager.

Ensure the Coaching staff and Safety has all their certification. Your registrar will be able to help them out with that in regards to what they currently have and what is needed along with dates for deadlines which vary from year to year. A reminder that your Safety person must attend EVERY GAME AND PRACTICE. Also remind your Coaches when on the ice it is Hockey Manitoba Policy to wear a certified helmet that must be DONE UP otherwise they are not insured.

**Starting your season:**

Let your Registrar know who is on your team in regards to players (goalies) and coaching staff. Your registrar will let you know if your bench staffs require certification. What league playing in and your team name, i.e.: Major/Minor if applicable. Registrar will ask for final draft of your team prior to submitting approval to Zone Registrar. Make sure you have received the approved roster from your registrar prior to playing any games. When Provincial time comes your registrar will be in contact and ask if you are entering along with who is playing, please include potential AP situation. If a new roster is needed it will be provided after approval.

You will be on the email contact list from the CMHA board along with the Recreation Director. You will receive the ice schedule indicating ice time practices as well as game slot times. You will also be told of when your team has ice for a home tournament.

A reminder that ice times are determined by all users of the rink and consideration of how many teams are within CMHA. A base guideline at the beginning of season on how many home games each team starts with, will ensure ice is shared equally. Throughout the season the Rec. Director will email the ice schedule. Review this as teams often make changes and there may be ice times available. Contact the Rec. Director for scheduled changes you may make. Do not disregard these emails as this is your avenue to making changes and other arrangements as the year progresses and to double check that your info is correct.

Playoffs are given first priority over any exhibition games; a designated week is given for playoffs. If open slots are available and taken for exhibition and a playoff game arises, the exhibition will step aside without question.

You will be asked to co-ordinate your workers for a Booth Week. You can do this yourself or designate a parent on your team. CMHA Booth Rep will let you know what week you will be responsible for and CPCC booth operator will be in contact with your team rep when shifts are required. Each player has to take a shift, if you have more players than shifts give the parents names to CPCC booth operator for her spare list. These parents could be asked any other time of the year. Explain to parents that this shift needs to be filled, or parents to pay someone, if not then the booth bond cheque will be cashed.

#### **GAME AND TOURNAMENT RESPONSIBILITIES:**

If game not all ready on schedule contact the Rec. Director for an ice time.

Contact Referee in Chief for booking referees.

Contact the Gate Attendant to work the gate, let her/him know what team your playing and if regular, tournament, exhibition, playoffs or provincials.

Have your 50/50, clock and score sheet workers taken care of.

Fill out game sheet with the players and coaches names.

Submit game sheets to league representative the next day, prior to 6:00 for the southwest league or fines apply. Submitting a game sheet that has a referee ruling in regards to misconducts brings a ruling from the league as to how many games the player(s) involved will have to sit out. When necessary CMHA board may feel that the league ruling is not harsh enough due to the circumstance, and may issue a further penalty. Regardless of what league your team plays in a ruling regarding conduct during a game will be handed down by the Southwest Region.

#### **GAME CANCELLATIONS:**

Contact the Rec. Director, Referee in Chief, Gate Attendant, CPCC booth operator, as well as your own team. Some may decide to use a cancelled game slot for practice time, if so make sure you let the Rec. Director know you are doing this so the ice does not get booked for someone else.

**TOURNAMENTS:**

You will be required to fill out Tournament Sanction forms when hosting your home tournament, included in this package and found on the websites. This form needs to be sent to the South/West Region (2010/2011 contact Bill Lawson info on website). Sanction fees are dependent upon entry time. Three weeks prior to tournament roughly \$16.00 less than 3 weeks \$105.00 EARLY SUBMISSION RECOMMENDED. These fees are team responsibility and mandatory for insurance and liability reasons.

Found on the CMHA website and in this Package the Tournament Policy. Please review to understand how to run your tournament.

Squirts attend the Parkismo League Tournament every year. This has been done in the past as it eventually comes back to the town of Carberry giving money back into this community. Respect to your squirts parents in regards to the distance they may need to travel for this event please mention at the parent meeting.

Bantam Tournament of Champions: At registration night parents submit a bond cheque for this event. It is a major fundraising event for CMHA, helping to keep fees down. You will receive scheduled jobs and times that your team is responsible for during that weekend, ensure the schedule is filled out and returned back to the TOC committee member.

Each year the Carberry Bantam Team forms a subcommittee (TOC) and puts this event on, in the past if there were not Bantam Team in Carberry the Peewee team hosted the event with help from past TOC committee members.

**ISSUES:**

You may be required to help resolve any potential concerns or conflicts on your team from time to time. If concerns are not met through a coach/parent/player condition, please know bringing it to the CMHA board level is recommended. Documentation is always recommended whether it comes to the board level or not. Forms are found on the CMHA website and are encouraged to use them in the event documentation is needed later on (even if discipline action is not required). We hope no issues arise for your year but remind you that CMHA is there to handle issues that may escalate.

**WEBSITE:**

Privacy policy for website will be signed by all parents on your team whether pictures or information is allowed to be displayed. You may use the website as an information tool to communicate with your team as well. Providing schedules and updates as to what is going on throughout the year is a service that has been provided in the past.

Thank you for your review of this package, please refer to it often and if you have further questions refer to anyone of the board members listed and contact one of them.