



# The Hague Royals

Welcome to the start of an exciting hockey season!  
Now that you have so graciously volunteered to be a team manager, here is a little 'how to guide' to help you along through your season as a hockey manager!

## Requirements

- You as a manager are required to have Respect in Sport. This course is required for all team staff. Access it here: [https://hockeysask.respectgroupinc.com/koala\\_final/](https://hockeysask.respectgroupinc.com/koala_final/)
- You and the coaching staff will also be required to get a Criminal records and vulnerable sectors check. CRC's are valid for 3 years. If you have not already received this form from Hague Minor Sports, please request a form via email to [hagueminorsports@outlook.com](mailto:hagueminorsports@outlook.com)
  - Once complete, please take a picture of the CRC and send it to [hagueminorsports@outlook.com](mailto:hagueminorsports@outlook.com).

## Roles and Responsibilities

- It will be your responsibility to be in touch with families for communication for your team throughout the year. This is most efficiently done by using the TeamLinkt app.

## Beginning of the Season:

- Please make sure your parents all sign the code of conduct.
- You will need to collect a \$100 post dated cheque from each player as a Jersey deposit. Cheque made out to Hague Minor Sports. At the end of the season when the jersey has been returned to the locker room in good shape the cheque can be given back/torn up.
- **Have all team players and volunteers log into their Spordle account to complete the annual waivers, Hague Minor Sports is unable to submit your team roster for approval without all waivers signed. Without an approved roster we are unable to play games. <https://myaccount.spordle.com/login?c=hockey-canada&target=%2fd2l%2fhome%2f6722>**
- Touch base with your coaches. They will most likely want to hold a parent's meeting at the beginning of the season to go over player expectations, etc...
- Discuss team pictures with your coach/team, if you would like to book team pictures you can with any photographer of your choosing.
- You are responsible to find and book away tournaments (see Tournament Section for more information).
- **You only need to add your practices/tournaments/exhibition games to Hague Minor Sports TeamLinkt. See TeamLinkt section for more information.**

### **During the Season:**

- Assign jerseys to players.
- For U11-U18 Each team has a budget of \$500 to spend towards a training session for their team. Please contact Hague Minor sports if you would like to use this option.
- Parents are responsible to work the score clock during home games & tournaments. You will make a schedule for your team's parents for the season assigning families to score clock for all games. There will need to be two people in the clock per game for all ages until U15, then 4 people are required. Send this out to parents and also post it on the bulletin board at the rink under your team's age group. Assignments can also be put in TeamLinkt.
- U7 age group uses bumper pads to divide the ice and U9 age group uses the removable boards to divide ice. Please arrange a schedule for parents to set up and remove boards/bumper pads. Refs are not responsible and should not be asked to move the boards for U9.
- We all know it seems convenient to have siblings help out with extra jobs, but please do not allow anyone under the age of 16 in the Music Booth, Score Clock, or behind a raffle table.
- Let rink staff know your home and away game and practice schedule. Post it under your age group on the bulletin board in the rink lobby and email it to the rink.
- Game sheets need to be filled out for all games and you will have to email the home game sheets to your team league contact, they will contact you to fill you in on all this information. Please keep a copy of each game sheet for the season.
- Keep track of the team income/expenses throughout the year
- As per Hockey Canada's policy on dressing room, all age groups U13 and above, females and males will change in separate dressing rooms.

### **End of Season:**

- Email a final income/expense report at year end to Hague Minor Sports.
- After your season is complete you get 1 last ice time and you can use that for your windup/parent game.
- At the end of the season, it is your responsibility to ensure **all jerseys are washed before they** get put away in the locker room for the year.
- Plan a team party/coach gift

### **HMSA POLICY #7 FUNDRAISED MONEY:**

- a. 2/3 of money raised from the home tournament should be used for hockey related activities. (example... away tournaments, player/goalie development etc...)
- b. Maximum of \$600 used toward year end party
- c. Maximum of \$100 per person to gift for any team officials.

## League and Exhibition Game Information

- A league schedule will be emailed to you from your team's league contact.
- The league will upload all league games directly to TeamLinkt.
  - **U7 does not have a league. It is your responsibility to schedule all games. Go to [www.svmhl.com](http://www.svmhl.com) to find contacts for other towns. U7 teams can't start games until December 1.** All exhibition and tournament games played in Saskatchewan will be played Cross-Ice.
  - U9 league games begin January 1. It is your responsibility to schedule exhibition games from November 15 – end of December. All games must be played in a half-ice format for the duration of the season. Referee costs are paid for by Hague Minor Sports until the end of December.
  - Go onto league website at [www.svmhl.com](http://www.svmhl.com) to find contact info for other town's team managers
- You need to get an exhibition game permit for all your exhibition home games. Leigh Canning will have the password to apply for exhibition game permits, the link to apply is [Login « Hockey Saskatchewan](#). The game sheet with the permit number needs to be sent back to the appropriate person at [hockeysask.ca](http://hockeysask.ca) as stated on the permit. \*\*\***U7 all your games are considered exhibition.**\*\*\*
- With the exception of U7 and U9 (Until December) all exhibition game official costs will be at your team's expense. Please pay officials on game day.
- **Provincial and Playoff Games** take precedence over any practice, or league games. Please be willing to adjust and swap ice times to accommodate our provincial and playoff teams.
- Refer to <https://svmhl.com/saskvalleyminorhockeyleague/> for information on SVMHL League's rules, schedules and other information
  - <https://svmhl.com/saskvalleyminorhockeyleague/ConstitutionBylaws> has specific information regarding rules specific to your age group.

## Cancelled/Rescheduled Games

- Any contact with families regarding rescheduled games due to bad weather, etc...you will send out in an app or text instead of having to call each family. Touch base with your coach on this.
- Contact Ref Assignor Shauna Loewen (306-291-7789) if you cancel or reschedule a game so she can notify the refs.
- Reach out to your league contact for any rescheduled games so they can make the appropriate changes to the schedule.
- Let rink staff know if games are cancelled/rescheduled

## Tournaments

- You will be responsible to book any away tournaments. The best resource for finding tournaments is the Hockey Sask website. [Tournaments « Hockey Saskatchewan](#).
- Start early because tournaments fill up fast.
- When you have been accepted into a tournament you can contact Aleecia Russell (1-306-380-9682 or [hagueminorsports@outlook.com](mailto:hagueminorsports@outlook.com)) to send payment.
- **At the end of your home tournament your team is expected to pay Minor Sports back for any away tournaments that they have paid for.**
- There will be a home tournament coordinator that will take care of planning and organizing the home tournament.
- You will be responsible to input all of the home tournament games into Hague Minor Sports TeamLinkt at least 2 weeks before your tournament. See TeamLinkt section for more information.

## TeamLinkt Website Info

- Your TeamLinkt username and password is your login for the TeamLinkt website. For training on how to use the website, contact Leigh Canning 306-260-2233. You will only have access to your team's tab.
- You will be responsible for entering your team's practice schedule and exhibition games on the Hague Minor TeamLinkt site. **IT IS VERY IMPORTANT TO ENTER YOUR EXHIBITION GAMES ONTO THE WEBSITE AS SOON AS POSSIBLE AS WE NEED TO GET YOUR GAME REFS SCHEDULED.** The only way refs can be scheduled is to have your game posted on the website. Contact Shauna Loewen 306-291-7789 immediately if a game is cancelled or rescheduled so she can cancel the refs as well.
- Please add all jersey numbers to each of your players in TeamLinkt.
- You can enter your team's information on your team's page such as announcements, or anything to share about your team.
- Pictures or other exciting announcements are also welcome to share! [www.hagueminorsports.com](http://www.hagueminorsports.com)
- All games must be entered into TeamLinkt at least 2 weeks prior to your tournament.
  - You can input the games directly.
  - OR
  - You can use the tournament builder on Teamlinkt **AND** input non-home team games directly. For the Tournament builder guide, click here: <https://www.dropbox.com/scl/fi/37fqm9vi40ar2ftbgviga/Tournament-Website-BUILDER.docx?rlkey=g4stm5turdtstrxb7b03w9i3xy&dl=0>

- **All tournament games must have a Hague team as the Home Team in order to have refs assigned.** You can use Hague U## TBD as your home team for all of the games that you do not play. For example, if you are U9, use the Hague U9 TBD as your home team for all games that your team does not play.
- Please send the schedule to Shauna Loewen (306-291-7789) prior to the tournament to ensure the games are showing properly for ref assignment.

## **Provincials Info**

- If your team decides to enter provincials it is your responsibility to sign up the team. The deadline is December 1.
- If you pick up extra players, and the whole team (original team) is not playing, you will need to pay for any practice ice time.
- You will be responsible for any game ice time costs.
- **Provincial and Playoff Games** take precedence over any practice, or league games. Please be willing to adjust and swap ice times to accommodate our provincial and playoff teams.

## **Important Dates:**

December 15 - final date for any team official to be removed from a roster.

December 20 - Final date for all team officials to obtain appropriate certifications.

Enjoy the season!