



# YELLOWHEAD CHIEFS

## PARENT OPS MANUAL

### Introduction:

Yellowhead Chief parents and their commitment to the program are the foundation of its success. Without a strong parent group, we would be unable to provide our young aspiring athletes with the kind of quality experience they have come to expect and deserve by being selected to play for the Yellowhead Chiefs.

Thank you for your commitment to the program and your commitment to leave the program in a much better place for our future generations.





## Parent Meeting Agenda Template (Use as you see fit?)

- WWW.YELLOWHEADHOCKEY.CA**



- Website- (and parent page) -
- Twitter/Instagram -
- Setup parent communication (Whats app?) -
- Team yearbook –
- Game day programs -
- Music at games/O-Canada –
- Team Merchandise/Swag to sell

**10. Admission prices – (parents at home games – FREE OR PAY? Pending Budget?)**

\$\_\_\_ adults, \$\_\_\_ students, under 12 free Season passes- \$\_\_\_\_\_ (Each Team Adjusts per budget)  
(All Yellowhead Players receive a player pass to all Chiefs games of all ages.)

**11. Medical Forms – Forms filled out are here for you to confirm**

**12. Equipment – Jerseys, Socks, Pant Shells Provided. U18/U15M - Blue helmets/gloves only mandatory items. U18/U15F – Optional During Transition. Wind suits and dryland gear are recommended. U18M League partnership with CCM moving forward**

**13. Discount at Source for Sports to all Yellowhead Chief Players**

**14. Game Posters – Posted on website - Do all you can to promote home games.**

**15. Parents sign Privacy Act form and Hockey MB Parental Signature Form – BEFORE LEAVING**

**16. Pictures for profile (& souvenir books?) -DATE\_\_\_\_\_ - players**

**17. Email list, phone & cell phone #'s- please complete before you go home**

**18. Parent Respect in Sport---<https://hmbparent.respectgroupinc.com>. All hockey parents MUST complete the Parent Respect in Sport program by **November 1**. One parent must register and complete the online course. **Failure to do so will result in the suspension of the player until the course is completed.** This is mandated by Hockey Manitoba for all categories of minor hockey, including AAA.**

**19. Digital Footprints Presentation – Mandatory ~DATE\_\_\_\_\_**

**20. A Year End Survey will be provided to help continue to build and improve the program.**

**21. Questions/Comments?**

**22. Community Mental Health Support:**

- Child and adolescent Community Mental Health Worker for Neepawa/Minnedosa phone 204-476-7836-
- Child and adolescent MHW in Virden/Elkhorn 1-204-748-4346
- Child and adolescent MHW in Hamiota/Rivers/and Erikson is 204-328-6211
- Child and adolescent MHW in Shoal Lake/Birtle/ Rossburn/Russell is 1-204-842-3399 ext 256
- There is also the Mobile Crisis Unit at 1-888-379-7699 for any crisis situation.

**Ensure Every Parent Receives a CHIEF HANDBOOK to take home and review**



## Parent Ops Manual Guidelines INDEX:

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# YELLOWHEAD CHIEFS AAA PROGRAM

## Team Operational Guidelines & Support

### 1. Parent Executive & Parent Committees

- A parent meeting is scheduled at the beginning of the season once the team is officially announced.
- At that meeting an executive committee is elected including:
  - Chairperson (U18M) –
  - Manager(s) -
  - Shadow Manager? -
  - Secretary -
  - Treasurer –
  - Parent Liason – U18F, U15M, U15F
  - Area Reps - U18 M Required
- The executive committee meets 4-6 times per year to go over the financial statements and discuss team operations
- Parent Committees include a number of jobs which are outlined in this manual
- Each family must participate in one or more positions to balance the workload

### 2. 1st Parent Meeting

- Announcement & introduction of team
- One family member per player must attend (U18M – if a family member is not present, they must pay \$50 fee)
- Agenda circulated in advance (approximately 2 hours in length)
- Medical forms bring your MHSC card and additional insurance coverage (Blue Cross) -photocopied
- Player Profiles (U18M - Crossroads Player Profile for the Newspaper - \$50 fee to collect)
- Parents sign a Privacy Act/release
- Parents sign the Official Team Roster
- Parents provide current contact information including email and cell phone

### 3. Role of the Coaches, Manager, Secretary and Parents

Guideline - As outlined in the U18 M Constitution – Can be used for the U18F, U15M, U15F Programs

The Manager

The Manager shall be responsible for the following duties:

- 4.1 In cooperation with the Regional Director send out invitations to the fall camp for the team, accept registrations and organize players for the fall evaluation selection camp.
- 4.2 Book ice time for the fall camp and required ice for the season
- 4.3 Organize and or delegate the purchase of game and practice jerseys as required.
- 4.4 Attend Yellowhead Regional meetings (September, December, & April)
- 4.5 Attend AAA league meetings (Spring and Summer)
- 4.6 Tentatively Book Transportation & Accommodations for the season during the off season.
- 4.7 Develop along with the Head Coach the schedule for the year
- 4.8 Oversee team operation until final player selections are made
- 4.9 Chair the first Parent Meeting after team is picked and outline the Parent Committees along with budget for the year.



- 4.10 Be liaison between Parent Committee & Coaches, Yellowhead Region and the Team
- 4.11 Help promote the program
- 4.12 Ensure day to day operations of team are carried out
- 4.13 Finalize transportation and accommodation for players and team officials once the season has begun
- 4.14 Ensure Itinerary and trip details are communicated to parent group
- 4.15 Ensure all invoices are sent to treasurer for payment
- 4.16 Ensure that all concerns be submitted in writing from parties and refer them to the Parent Committee Executive
- 4.17 Ensure that game sheets for each game are complete and email results to league and media as required by the league office
- 4.18 Ensure contact with league is timely and accurate for statistics, fines and suspensions
- 4.19 Attend Parent committee meetings
- 4.20 Obtain Criminal Record checks for all team staff annually.

#### The Parent Committee

- The parent committee shall be responsible for the operations of the hockey club to the duration of the season as outlined in the Yellowhead Chiefs Parent Manual.

#### Head Coach/Co-Coaches:

The Head Coach/Co-Coaches shall be responsible for:

- 6.1 Selection of team players
  - 6.2 Be responsible for off and on ice activities of players during scheduled team activities
  - 6.3 Be responsible for curfew
  - 6.4 Be responsible for player dress code
  - 6.5 Be responsible for practices
  - 6.6 Deal with scheduling in consultation with manager.
  - 6.7 Selection of assistant Coach or Coaches with the approval of Yellowhead Council.

Team Secretary - responsible for taking minutes at the meeting and updating of the parent manual on an on- going basis. Once complete, submit it to the team manager to ensure they are filed in the appropriate location. Minutes must be circulated to the team following each meeting.

#### 4. Team Player Fees

Cheques payable to the noted Yellowhead Chiefs team as per bank account set up

- The cost to operate each Yellowhead team is different based on several factors such as bus, hotels, numbers of games etc.
- A yearly budget is established and estimated fees are set based on that budget.
- Each player fee plus each player's sponsorship requirements should be noted in order to properly cashflow the team.
- Each team is required to leave a minimum ending cash balance of \$5 to \$7,000 in order for the following team to being operations.
- Because sponsorship plays such a large role in setting team fee's, its important that excess funds are left with the team and reinvested into the program itself.
- The fees help cover the following depending on the teams need:
  - Coaches' costs
  - Practice ice
  - Game Ice
  - Referees
  - Transportation
  - Meals
  - Hotels



- Gatorade & water at every away game
- Fee Payment Options:
  - 1 payment due on Oct 1<sup>st</sup> (full payment)
  - 2 payments due on Oct 1<sup>st</sup> and Jan 1<sup>st</sup>
  - 4 payments due on Oct 1<sup>st</sup>, Nov 1<sup>st</sup>, Dec 1<sup>st</sup> and Jan 1<sup>st</sup>

Note: all cheques must be posted-dated and all cheques are due Oct 1<sup>st</sup>

- (U18 M Only - Team Meeting Deposit Cheques: Two separate \$50 cheques will be collected along player registration fees. \$50 for the initial Parent Fall Meeting and \$50 post dated cheque for Year-End Meeting (written for March XXXX). Cheques are cashed if one family member does not attend the meeting)
- New players may have these additional costs if team decides they are required for the season:
  - YC Jacket
  - YC Track Suit
  - Dryland Gear (shorts and shirt)
  - Blue Helmet and Gloves (U18M/15M)
  - And any other items team deems as required
- Affiliate Players (AP) those who are identified are NOT charged if called up
  - AP player invitations are extended by the Head Coach based on need due to injury and illness
  - Managers will make contact with the coach, player and parents to make arrangements
- Fee and costs to be paid by players joining the team later in the season (after camp and fundraisers completed ie. Nov/Dec) will be identified on a case-by-case basis by the parent executive committee

#### 5. Team Equipment

- U18 and U15M Players are required to purchase and wear “blue” helmets and gloves
- U18 and U15F programs will be at the discretion of their team.
- Pant covers and jerseys (home and away) are provided by the team and returned at end of season
- Team supplies players with 2 pairs of socks (home and away)
- U18 M Yellowhead Chiefs are in a contract with CCM; players are required to purchase specific CCM products. Team provides list of required products. The Manitoba U18 AAA League governs the contract.
- Team Hockey Bags can be ordered as decided by the parents.

#### 6. Game Schedule

- Schedule is set by the league
- Distributed by the Yellowhead Chiefs manager
- Posted on our website

#### 7. Referees

- The team manager, in conjunction with the league's Referee in Chief, will pre-arrange all officials for all pre- season, home games, and playoff games for the Chiefs
- Mileage is paid to referees when travelling to and from home games at the Hockey Manitoba rate
- Referees and Linesman payment is set by the league





- The manager (or a designated person) completes the referee expense claim sheet and submits to the Treasurer for payment
- Cheques are issued, recorded and paid to the referees between the 2<sup>nd</sup> and 3<sup>rd</sup> period

#### 8. Travel Schedule

- Road trips are coordinated by the Manager (or a designated person)
- Travel itineraries are sent to families in advance by the Manager
- U18 M team travels on a bus for all road trips, departing from set locations depending on destinations
- U18F, U15F, U15M only use a bus for special trips.
- Extra seats on bus are available to parents at NO charge – one seat per family minimum, additional seats sometimes available first come first serve basis
- Designated parent volunteer is required to coordinate the bus seats
- Players stay in hotel rooms – U18M stay 2 per room – U18F stay 4 per room. Team discretion based on budget.
- Hotels are selected in close proximity as per coaching staff
- Players are under supervision of coaches while on road trips
- All meals, travel and accommodations are covered by the Yellowhead Chiefs program (as approved in the annual budget) This may vary per team based on their budget.
- Curfew may be set by coach/manager and meal times coordinated by Manager (or a designated person)

#### 9. Major Fundraisers

Sponsorship advertising and hockey squares are the major source of revenue for the team. Each player must meet or exceed the minimum combined total (established by executive committee annually). Final payment for each fundraiser must be submit by Dec 15<sup>th</sup> each season (earlier deadlines may be set by executive committee). If a player has a shortfall in fundraising, the balance may be asked to be made up personally depending on the team budget and is due on Dec 15<sup>th</sup>.

##### Sponsorship:

- A member of executive or parent committee will discuss how the process works and answer any questions at the first parent meeting of the year
- A parent sponsorship committee (at least 2 people) is established and responsible for organizing sponsorship
- Sponsorship committee determines what each level of sponsorship receives for promotion and recognition. A sponsorship letter is draft and supplied to all families
- Sponsors are recognized on social media, at games and on the team website
- The committee must maintain &/or generate a list of advertising sponsors
- A master list from the previous season is reviewed and made available to players by hometown or surrounding areas
- Players may seek out new sponsors/businesses (this is encouraged)
- Each family will receive an advertising list, sponsor letter and a number of blank advertising forms
- Multiple players from the same area can agree to combine their efforts and work together
- Communication is required to ensure that 2 players are NOT approaching the same sponsors to request support
- No business sponsors / ads will be promoted without payment
- Families may choose to pay for the sponsorship ad themselves
- Each family is responsible to collect payment from sponsors/advertisers
- If the sponsor is a repeat from the previous year players can indicate that on the form and the logo / business card can be pulled from the file or website
- New sponsors must attach their business card to the form or email an image to the parent/player who will provide the image to the sponsorship committee
- Once players collect all their sponsors, complete forms and have business logos all this information is provided to sponsorship committee as a package (print or email); please don't hand one in at a time





- A deadline is set at the fall meeting (typically 2 weeks); all families must submit sponsorship information in advance of deadline
- Sponsors can be listed on pop up banners or posters and displayed at entrance of home games; Team discretion to ensure maximum value and exposure for team sponsors. (U18M banner is stored in locker)

Full Page Crossroads Newspaper – Team Announcement – (U18M Program – We would encourage U18F, U15F, U15M to inquire if interested)

- Each player either pays \$50 or seeks a \$50 sponsor to cover this cost
- A full-page spread includes player pictures and brief details about player along with a greeting or inspirational quote
- Remember to collect sponsors for the coaching staff

#### Squares / Score Boards

- A parent committee is established (2 coordinators); one of coordinator at each home game
- Square sales start when official team is announced and deadline is set (in advance of 1<sup>st</sup> or 2<sup>nd</sup> home game).
- Continue to sell squares at door until Christmas
- Players each sell X # squares for \$20 each (numbers are set at fall meeting)
- Sheets are provided to each player to begin the fundraiser and track their sales
- Sheets and money are collected by the parent committee (the earlier the better)
- Coordinators request the assistance of other parents (one night at practice) and transfer information to square boards
- Ideas:
  - Each player's jersey number is placed in bottom corner of score board
  - Fill each board with minimum of 5 player's sheets
  - Retain all original sheets in binder (have available at door of home games) to cross reference who sold what squares
- Financial deposits are provided to the treasurer; keep individual records for reference
- At each home game the number sequences (0-9) are mixed up and repositioned on the boards
- Payouts are recorded at both intermissions and post-game (final score)
  - Form is complete and kept in binder to document the information and winners
- Final game score (after OT or Shootout) counts as final score
- \$10 payout for 1<sup>st</sup> and 2<sup>nd</sup> period
- \$20 payout for final score
- Payouts are just provided for home league games; no payouts if team hosts a home tournament or playoff games
- Parents are asked to check with coordinators post-game to collect their winning envelopes
- It is the parents' responsibility to pay the winners they sold
- If team uses white boards / markers take a digital picture of each board in case a name gets rubbed off

#### 10. Gate

- One parent works the gate (collects admission)
- Worker schedule is set at the beginning of the year for all home games
- A rubber tub is made up to include:
  - Chiefs merchandise and signage with prices
  - Gate fee sign
  - Cash box (treasurer brings float each game)
  - Chiefs' magnets (if available)



- Stamp to indicate person has paid
- Programs (done by another parent for distribution at game)
- Gate workers must arrive 2 hours in advance of game time
- Start with \$500 float in cash box
- Take admission money from the fan, stamp their hand, and proceed to 50-50 person who is working at the same table
- Admission set at fall meeting by each respective team:
  - \$\_\_\_\_\_/adult or \$\_\_\_\_\_/3-5/youth
- Chiefs (All Chief Players get free admission. Encouraged to wear their Chief outfits)
- Season passes available to purchase – Great for grandparents, aunts, uncles.
- U18M Parents receive passes – U18F Parent get a discounted parent pass. Team discretion based on their budget.
- Door worker (with coordinators assistance) is required to fill out a financial report (cash out) at the beginning of the 3<sup>rd</sup> period
- Retain \$500 float in cash box
- If float requires change give it back to the treasurer or inform the next person on the worker schedule to do so
- Give the Cash out report and cash to the treasurer post game
- Put the tub in the storage locker post game – Or to the person in charge.

11. 50-50 Sales

- One parent works to sell 50-50 with the gate worker
- Worker schedule is set at the beginning of the year for all home games
- Start with \$50 float which contains toonies, loonies, \$5 and \$10 bills
- Tickets are at each team's discretion – IE: U18M is 1- \$2 or 3 - \$5 or U18F is 3-\$2 or 10 -\$5
- Draw takes place at the beginning of the 3<sup>rd</sup> period
- Winning ticket is announced by Timekeeper
- Parent working door is required to fill out a financial report (cash out) at the beginning of 3<sup>rd</sup> period
- Retrain \$50 float in cash box
  - If float requires change give it back to the treasurer or inform the next person on the worker schedule to do so
- Give the Cash Out report and cash to the treasurer post game

**\*\*Progressive 50-50 fundraiser (Option to consider if shortfall near end of season) (should be considered prior to playoffs as well)**

- The progressive 50/50 at the end of the year starts on the last home game
- Requires a parent coordinator
- Requires a lottery license (apply at the Town Office in Shoal Lake)
- Sheet can be print or books of 25 tickets (name and telephone number only)
- Each family is asked to sell set number of tickets/books
- 3- \$5.00 (easier than 1ticket for -\$2)
- Set deadline for tickets to be sold "book return date"
- Divide money in ½
- Do a 50/50 report (paper copy to the treasurer so it can accompany the deposit)
- Draw Winner
- Coordinator is required to fill out a financial report (Cash Out)
- 1/2 of the money is the prize, ½ belongs to the Chiefs
- 100% of the cash is deposited
- 50% prize is paid by cheque to the winner.
- Winner- Posted on our website.
- Give the financial report and cash to the treasurer post game.

12. Time Box (recommended to have 2-4 consistent people for this position)



- Arrival at the rink 40 minutes prior to game time
- Set clock for 15 minute warm up
- One person is the Official time keeper- they operate the clock
- One person is the Official scorer who manages:
  - the game sheet including keeping track of the shots on goal
  - AND does the announcing on the PA system
- Introduce Oh Canada singer if one has been arranged
- Announce starting line ups for both teams
  - Scratches
  - AP players
- Announce goals, assists, penalties, & 50/50 winner
- Remember you are considered a "Game Official" by the league

13. Penalty Box

- Two people are required to work the penalty box to open and close doors
- Maintain order and be respectful
- Remember you are considered an "official of the game"

14. Video

- Video is an important part of AAA hockey.
- U18M is required to provide video through its league partnership with HockeyTV.
- Parent volunteers are required video all of the Yellowhead Chiefs games both at home and on the road.
- Video equipment is provided by the team
- Injured players can assist if available
- The footage is used by the coaching staff for teaching purposes
- U18F, U15F, U15M also rely on various form of video needs based on their team requirements.

15. Road Trip Snack Rotation and Refreshments

- U18F program provides nutrition for each game on a parent rotation basis.
- U18M / Other programs may periodically ask parents to supply muffins or granola bars for a road trip snack
  - Please be considerate of allergies if any players indicate nut allergies
- Players are always asked to pack their own health snacks and drinks for games and trips
- U18 M Team Refreshments (on the road) Water and Gatorade are provided on the road
- Players are responsible for their own hydration at home games
- Parent volunteer searches cost effective options, purchases and arranges delivery to the bus for each trip
- U18 M this is a budgeted Team expense

16. Worker Schedule

- Once the league schedule is released and the team is confirmed the schedule can be compiled
- Identify one parent volunteer to make the worker schedule
- Include:
  - Gate, 50-50, music, time box, announcer, penalty box, video, and any other designated responsibilities
- It is recommended to leave the Manager (if a parent) and the Treasurer (if a parent) off the schedule, as their volume of work for the Chiefs is sufficient and requires daily/weekly attention



- All of the schedules need to be coordinated into one master schedule so it's consistent and no parent duplication occurs
- If there are problems with the schedule it will be the responsibility of the family to find a suitable replacement for the particular job
- Provide a copy to the Coaches, Manager and Chiefs Parents
- Post copy on the Chiefs parent's page of website

17. Website

The region pays for the main regional website and for each regional team. The YH region will be responsible for renewing the website and domain name. At this time the UH region covers the hosting cost for all 4 AAA teams. The website hub is all tied back to a central hub that links to Yellowhead Hockey's main web site. This is great for being able to share all 4 teams records, stats and calendars.

The team will need to have a person dedicated to managing the website each year.

- Individual player profiles and photos are taken early in the season once the team is official. Player photos are formatted and the designated website volunteer must upload these to the league website by the league deadline. Invite Crossroads to take photos for the newspaper feature they do for the team.
- Include:
  - player's jersey #
  - height
  - weight
  - position
  - shot
  - may consider other details if the players so desired.
- Players are sorted based on their Jersey# which is the order they appear on the website
- Add coaching staff
- Update/add the entire league schedule including the set practices on the calendar
- Check to make sure all of the "links" on the site are functional including the other MB AAA teams, as some of the sites may change in September
- GAME SHEETS need to be forwarded to the league after each hockey game,
- Parent Page – requires the log in and the password to access
- Road trip details are posed as a pdf and accessible by downloading
- Master league schedule (pdf)

18. Online Scoring (U18M AAA Requirement)

Instruction and training will be provided by parents from previous season and league training sessions.

- Online or LIVE scoring is done at home games only, as the game is being played
- Internet access should be available- check with the Arena Board in advance of the season
- Enter end of game data from game sheet
- Communicate on behalf of team or parents to league web page coordinator any errors ASAP

19. Year Book Coordinator

- Determine budget set aside for year books (discuss with treasurer)



- Take pictures of games, team functions, bus trips, etc.
- Photos that parents take, are welcome
- Gather news articles on the Chiefs throughout the year
- The Crossroads paper from Shoal Lake has a weekly write up on the Chiefs.
- The Brandon Sun usually has the same; sometimes they might have different articles.
- Assemble yearbook- samples available from previous years
- Make one copy for each player and members of the coaching staff
- Keep track of any expenses incurred and give a bill to the treasurer

20. Music / Horn

- Volunteer responsible for music must show up 15 min before warm up
- Load O'Canada (which is played at each home game) and music on iPhone/Ipod to play at home games
- Music is to be played during warm up and whistles; this motivates players
- Players and fans are asked to stand for O'Canada prior to all home games
- Horn is sounded on Chief team ice entry and goals and game end after a win.

21. Game Day Programs

- Parent volunteer makes the game day programs
- The full Chiefs team is listed including coaching staff
- The full Opposition team is listed including coaching staff
- 75 copies should be available on game day
- The back of the program can be used for any upcoming announcements or sponsor recognition
- One player can be highlighted at each home game on the back of the program if space allows. Teams' discretion.

22. Road Trips (When applicable)

- U18 M team travels on a charter bus to away games (some equipped with DVD, all have washrooms and under bus storage)
- Coaches, manager (or designate), and trainer travel with the players
- One extra seat (per family) is provided to parents at no charge- if a second seat is available, it can be reserved, based on a 1st come 1st served basis (no charge)
- If you are interested in going on the road trips, please book your seats in advance with the "bus seat coordinator". It's important for the coordinator know if you are ON the bus or NOT in advance.

Bus Seat Coordinator

- Counts the number of available seats per road trip
- Tracks interested travellers
- Provides details to the team manager prior to departure
- 1 seat is available per family; a second seat may be come available if some parents choose not to travel with the team. This is 1<sup>st</sup> come first serve basis



23. Skate Sharpening

- Sharpening machine is portable and travels to all games
- Parent volunteer with experience operating a skate sharpening machine
- Skates are sharpened as per the player's request
- Sharpening may be required prior to a game, during period breaks or post game

24. Team Merchandise & Merchandise Coordinator

- Once the team is official each new player (rookie) is measured for their team apparel
- The Merchandise coordinator is responsible for placing the order and arranging for the correct sizing and name information
- Santa brings the players a gift at Christmas. It's usually "Chiefs Wear"
- Players and parents can request clothing items from the coordinator
- The Merchandise coordinator is also responsible for purchasing year end gifts for the coaching staff
- CCM products from Source for Sports are preferred for the Manitoba U18M league contract. All other teams are free to order their merchandise as they see fit.
- All team managers can work together to create one Chiefs store with Source For Sports for all teams to order from. The Source as the New Chiefs Brand guide with lots of creativity within for some great Chiefs merchandise.

25. Christmas Party & Gifts

- Date is set based on the league schedule- selecting one home game prior to Christmas
- The Shoal Lake curling area can be pre-booked to "host" the party
- Food is catered (and parents are charged) or provided Pot luck style
- Group of Parent Volunteers are asked to coordinate including table set up, clean up and decorations
- Gifts are given to the players by "Santa"
- Gifts are given to the coaches, manager & trainer from the Players
- Bar is open (for a fee) for the parents, service provided by the curling club (fee paid)
- Paper plates, cups, are purchased by the Chiefs
- The Shoal Lake Arena Concession is sometimes "borrowed" for the event, and ovens/fridges are sometimes used
- Cleaning of the facility is up to the parent group
- Games and activities can be planned by parent group
- Coaches, managers and trainers are given Christmas gifts as a token of thanks

26. Treasurer Position

- Parent Volunteer to act as Treasurer
- Financials have been done using Quick Books or similar program in the past
- Set up a chequing account at a local financial institution; signature cards signed by the president of the parent committee / treasurer and the manager
  - Two of three signing authorities are to sign each cheque
- The financial institution will need photocopies of the new signing authorities - 2 pieces of ID will be required preferably a driver's license and a birth certificate
- Order 200 business cheques with stubs for the season
- The Manitoba AAA fees have to be sent to the league in August. The manager will have details and let you know where to direct the cheque to and its amount.



- The Hockey Manitoba fees for insurance coverage for each of the players and coaching staff must be paid in late September or early October. Team Manager will have the details.
- The Yellowhead Chiefs U18 Program is a non-profit corporation and the corporate fees must be sent in annually
- The Yellowhead Chiefs U18F, U15F, U15M are not incorporated but should still follow the same guidelines.
- At the Executive meeting the Treasurer should bring financial reports including:
  - Income statement – with a budget comparison
  - Balance sheet
  - Copies of bank statements
- Financial reports must be provided to the Executive Committee at the Fall parent meeting, before Jan 1<sup>st</sup>, before March 1<sup>st</sup> and year end
- Financial reports must be available to the Yellowhead Regional Board on request
- At the end of each year the Yellowhead Chiefs should retain a balance of \$5000 to \$7 000.00 in the account for start-up of the upcoming year (U18M requires a minimum \$7000 start up balance)
  - Year end is May 31st
  - If there is a shortfall, the executive may have to advise the parents that there will be extra fees
  - Because sponsorship is an important part of the team operations, any excess funds should remain with the team and re invested into the program itself as part of the on-going appreciation for the sponsorship that is provided.
- Change the billing addresses of the following to the new treasurer:
  - Innovative Media and Marketing (Website domain) - Brandon
  - Brandon Bus Lines- Brandon
  - Crossroads- Shoal Lake News Paper
  - RM of Shoal Lake- Ice Rental- billed through Leisure Services.
  - Refreshment/Water supplier
- Coaching Staff, Trainer, and Manager (if non-parent) are paid mileage at \$0.45/km for travel in relation to the Km's allocated in the approved team budgets.
- Mileage claims are to be submitted to the treasurer by the 15<sup>th</sup> and the last day of each month for payment
- Issues receipts for each player's registration once the total has been paid
- Keep track of registration fees paid
- Keep track of fundraising totals (advertising and score board income) for each player
- Send cheques with the Manager if Treasurer is not able to attend road trips to pay for meals, hotels, etc. They in turn would keep all invoices to give to Treasurer.
- Game Day Duties:
  - 1st home game - Withdraw two separate amounts to start the floats for the year.
    - \$500 for the gate
    - \$50 for the 50/50
  - These amounts are re-deposited after the playoffs
  - Make sure that there is a Gate admission and 50/50 Cash out form at the gate for every home game
  - Send a zip lock bag for each deposit
  - Withdraw enough cash from our chequing account to payout scoreboard winners
  - A total of \$40.00 is required per game x the number of boards sold if the payouts remain at \$10 -15 and 2nd period & \$20 - 3rd period
  - Make sure there is a scoreboard sheet for every game to track the winners
  - Use one envelope for each period labeled for each period
  - Take a referee form/sheet to the ref's room
  - The referees will complete it and fill in the mileage as set by the league
  - Write the cheques during the game and have them delivered to the ref's room between 2<sup>nd</sup> and 3<sup>rd</sup> period
  - Collect the gate and 50/50 financial reports at the end of each home game for filing
  - Deposit funds at the financial institution
  - Track on Quick Books or a spreadsheet, the gate and 50/50 revenue for each game
- Check on the float periodically and make sure there is enough small change
- During the year, you are required to attend all executive meetings





- A current financial report should be prepared and available for all members of the executive, including the current bank balance.
- A spreadsheet of income should be maintained
- After the year end, May 31<sup>st</sup>, the books must be audited/reviewed prior to the start of next season in September

27. **Year End Banquet**

- Scheduled after playoffs are done (typically mid-March)
- Coaches make remarks
- Year end awards are presented
- Year end gifts present to coaches, players, manager, treasurer and trainer

28. **Year End Meeting**

- U18 M is required to have a team meeting as part of its constitution.
- U18F, U15F, U15M are encouraged to hold year end meetings
- For U18M, All families must have one representative attend or the \$50 post dated cheque which was collect at the initial fall team meeting is cashed.
- This is where a number of important team decisions are made and all should be in attendance
- Official year end meeting where minutes and financials are reviewed and passed

29. **Drivers Education (where applicable)**

Coaches are aware of the Driver's Education program that 15-year-olds are required to partici-pate in if they so choose, will attempt to coordinate both schedules to benefit the player.

30. **Player Dress Code & Curfew**

- Dress Code for all teams as specified by coaches.
- Players may wear their Chief track suits on/off bus trips but this will be communicated on individual itineraries
- Curfew as specified by the coaches. Coaches will make check-in calls to players at their discretion
- Some coaches may request that cell phones be turned into the coaches at curfew to ensure adequate rest while on road trips

31. **Team Promotion & Marketing**

May include:

- Increased communication and the availability of information on our website to potential players/parents
- Personal invitations to the July (U18 age) and fall minor/major U15 and U18 camp- emailed or mailed, based on Hockey Manitoba's rosters- but there are always some that are missed due to new families moving into the region
- Future Chief Minor Hockey Day - Skate with the Chiefs Day – Hockey Cards – Squirt Intermission Game – Dressing room tours –
- All Chiefs players help with their local breakfast clubs (in their Chief jersey) - Chief players attend minor hockey tournaments – Junior high school visits (in their Chief jersey)
- Free gate passes to be handed out by the players for their respective "home games" in their community
- Food Drive at a December Game, supporting a local food bank
- Interviews, press releases to the local newspapers highlighting a player, game or upcom-ing event (PSA)

- Pre-season parent information sessions during the fall camp are coordinated and delivered by parent(s) and possibly the Manager (if available). Review of the parent manual, questions and answer period.
- Home games - all home games are to be played at the host center of the team.
  - Requests for home games to be played in other regional communities will be considered by the team if the requests are well in advance and approved by the league.
  - As per the Chief team survey results, it is encouraged that each team try to play 1 or 2 homes throughout the region to help promote the Chief brand and show support in other communities. Managers to work closely with Coaches on this initiative.
- OTHER IDEAS – Be Creative – All about the Kids

**Thanks for being great Chief parents!**



**Note: The U18M program is incorporated and governed by its constitution.**

**U18F, U15F, U15M programs follow a similar structure under the yellowhead hockey region and are governed by their respective management team and parent groups under the region, hockey Manitoba and Hockey Canada.**

**This operational guideline is in place to help support all teams, and to help them work closer together where applicable, while continuing to build an all-encompassing Yellowhead Chief Program for our future generations to enjoy.**

**Each team is independently operated proudly representing the Yellowhead Chief Program!**

**Have a great year!**