



Managers Start up List

- 1) Attend DMH Coach & Managers Meeting for all information on October 2025 at 6pm, at the Curlers Lounge.
- 2) Look for potential tournaments to attend. Tournaments are listed on the Hockey Manitoba website. Make sure you know the number you are allowed to attend based on the Policies and Procedure manual.
- 3) Attend League Scheduling Meeting for booking of league games – date to be determined.
- 4) Pick up manager's package including float, cash box, game sheets, 50/50 tickets- at Coach/Manager Meeting.
- 5) Once teams are set get the TeamLinkT app and invite parents to join.
- 6) Jerseys will be given out at the Coach/Manager Meeting.
- 7) Hold a parent meeting and get parents to fill out the parent information sheet, player information sheet, Parent code of conduct, hand out Jerseys, pick a jersey parent, and share when tournaments will be and discuss the protocol for if there is a concern that a parent wants to bring forward.
- 8) Once you have decided on your tournaments, submit the tournament list to Salome (DMH Treasurer) to approve and DMH will send away the entry fee.
- 9) Keep TeamLinkT updated with all league games, practices and tournaments, and schedule changes.
- 10) Once tournaments are booked, choose a hotel and make group booking for the team. Advise the team members of hotel, rate and the drop date of the rooms.



- 11) At home league games you need to get volunteers for gate, 50/50 and 2 timekeepers.
- 12) Make sure you bring a float & cash box, game sheets and 50/50 to all home games.
- 13) If games need changed or to book refs contact Lindsey Kyle at events@dauphinrec.com.
- 14) Submit proceeds of 50/50 and door to Salome using the deposit slip form after each home game. The money can be dropped off at MNP.