

# MAWHA Manager's Manual



## LEAGUE OFFICE

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# Table of Contents

- A. USA Hockey Philosophy.....2**
- B. Manager’s Duties Overview.....3**
  - a. Prior to the Start of the Season.....3**
  - b. Prior to Each Game.....3**
  - c. After Each Game (Home Team Managers).....4**
  - d. During the Season.....5**
  - e. Bring to the Game.....6**
  - f. Enforcement of Game Suspensions.....6**
  - g. “Who to Contact .....7**
  - h. Game Cancellation.....7**
- C. Referees .....8**
- D. Manager’s Duties to Coaches.....9**
- E. Scheduling.....9**
- F. Consent-to-Treat Form.....10**
- G. Birth Certificates.....11**
- H. USA Hockey Membership Cards / IMRs.....12**
- I. First Aid Kits.....13**
  - a. Comments on the Kit’s Contents.....13**
  - b. Additional Materials.....14**
- J. Appendices.....15**
  - a. MAWHA Team Manager’s Checklist.....15**
  - b. USA Hockey Code of Conduct Form.....15**
- K. MAWHA Contact List.....18**

## **A. USA Hockey Philosophy**

a. The USA Hockey mission statement for its Youth Programs is as follows:

***“To provide an improved grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, increased skills and a responsible environment for the conduct of youth hockey.”***

b. USA Hockey Model Program Recommended Guidelines:

- ❖ A safe and healthy environment for all.
- ❖ An opportunity for all new players who wish to play hockey.
- ❖ Fair and equal opportunity for all to participate in our sport.
- ❖ An opportunity to learn the basic skills without an over-emphasis on winning.
- ❖ A philosophy which attempts to reduce the number of players who become disenchanting and drop-out.
- ❖ An opportunity for those who wish to advance in a more competitive environment to do so.
- ❖ Qualified adult leadership.

c. USA Hockey Recommends:

- ❖ Scoring records should be de-emphasized at the ages of 11 and under.
- ❖ Awards if given at all should be inexpensive and based on significant achievement.

- ❖ It is recommended that adult volunteers place a primary emphasis on the skill development of players, and avoid excessive competition.
- ❖ Sportsmanship at all times should be emphasized.
- ❖ That a minimum of practice schedule of two practices to every game played be maintained.

d. USA Hockey has created four distinct categories within its structure to help meet the needs of the youth player:

- ❖ **Initiation** - This program is designed to meet the needs of the beginning player. Basic skills will be taught equally in a non-competitive environment. Fun, physical development and a sociable environment are stressed.
- ❖ **Recreational** - The backbone of youth hockey, recreational hockey encourages internal or “house league” play. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development and team concepts are stressed, rather than winning.
- ❖ **Competitive** – Well qualified coaches teach higher-level skill development for players within local associations who have the desire and ability for a competitive experience. Balance of winning and sportsmanship is stressed, and travel for competition should be reasonable. Team objectives include local, league, state and national championships.
- ❖ **Select** – A high-level national program that draws from the very best players in programs across the country, and then prepares them to play for the United States in international competitions.

## **B. Manager's Duties Overview**

### ***a. Prior to the Start of the Season:***

1. Review Manager's Manual to get comfortable with your role and responsibilities.
2. Collect contact information for opponent teams in preparation for league game scheduling. The Manager's email addresses from the prior season is on [www.mawha.com](http://www.mawha.com) as a starting point.
3. Attend required Managers' and/or Schedulers Meeting usually held in August prior to season start.
4. **By July 15**, enter Preliminary Roster online to the [www.mawha.com](http://www.mawha.com) Team Management and Administration System.
5. **By September 15**, enter Final Roster online to the [www.mawha.com](http://www.mawha.com) Team Management and Administration System.
6. Complete/Submit USA Hockey Team Roster Form (T-1) to Atlantic District Registrar. Go to [www.atlanticdistrict-registrar.com](http://www.atlanticdistrict-registrar.com) for contact information.
7. Collect and carry to each/every game, from each player, coach and volunteer the requisite fully completed forms completed by parents, players and/or coaches as specified in the forms.
  - ❖ Waiver Of Liability-(obtain blank from [www.atlanticdistrict-registrar.com](http://www.atlanticdistrict-registrar.com))
  - ❖ Consent to Treat-(obtain blank from [www.atlanticdistrict-registrar.com](http://www.atlanticdistrict-registrar.com))
  - ❖ Copy of Player's Birth Certificate- (obtain from parent)
  - ❖ Participant Code of Conduct (obtain blank from [www.atlanticdistrict-registrar.com](http://www.atlanticdistrict-registrar.com))
  - ❖ Copy of signed USA Hockey Roster (obtain from your Organization's USA Hockey Registrar.
  - ❖ Copy of coach's CEP cards.

8. **By October 15**, Upload a copy of the “Registrar approved/stamped” Roster form to [www.mawha.com](http://www.mawha.com) by either:
  - Faxing to 1-888-GO-MAWHA a copy of the roster. or
  - Scanning a copy of the roster and emailing it as a file attachment to [inbox@mawha.com](mailto:inbox@mawha.com)

**b. Prior to Each Game:**

1. if your game is **HOME** =
  - (1).Confirm ice time with your home rink/organization scheduler.
  - (2).Contact referee assignor and confirm game officials five (5) days prior to each game.
  - (3).Reconfirm home game and time with opponent’s team manager five (5) days prior to each game.
2. If your game is **AWAY**=
  - (1). Reconfirm game, time and location with opponent's team manager five (5) days prior to each game.

**c. Game Day Preparation:**

1. The following is the responsibility of the Manager to bring to each and every game:
  - (1). Water bottles (a better option is to have players bring their own)
  - (2). First Aid Kit
  - (3). Pucks. Remember that at league games home teams must supply pucks for the away team.
  - (4). Extra team jerseys (home and away)
  - (5). Equipment Repair Kit, including extra mouth guards, extra earflaps and skate laces.
  - (6). Referee Vouchers (Home Team)
  - (7). Score Sheets (Home Team)
  - (8). MAWHA Manager’s Manual
  - (9). Team Credentials

**d. After Each Game (Home Team Managers):**

1. Home Team Manager is responsible for:
  - (1). **Within 24 hours** - Entering the game scores and all game statistics from the approved/signed game score sheet to the MAWHA database by way of the **Scorekeeper** software. This is the only method to record game statistics for league games. *Scorekeeper* software must be downloaded to Team Managers PC to accomplish this. The download link has been provided to all Organization reps. Currently, MACs are not compatible.
  - (2). Within 48 hours - FAXING the LEAGUE GAME score sheet to **1-888-GO-MAWHA (466-2942)**.
    1. It is no longer necessary to mail the score sheet to Webmaster or Commissioner if fax was successfully sent to 1-888-GO-MAWHA.
    2. Alternatively, the Team Manager can scan the score sheet into a PDF file and attach to an email sent to **inbox@Mawha.com**.
2. Home Team Manager also must email the game score including: Mawha Division, Level, Home Team, Away team, and final score to **inbox@Mawha.com**.
3. Teams will not be credited for submitting scores if they are provided in any other manner than email to **inbox@Mawha.com**
4. A fine of \$25.00 may be assessed for each instance of non-compliance.

***e. Reporting Serious Game Infractions:***

1. In the event of a Match Penalty, Game Misconduct Penalty or Spectator Ejection, the Team Manager is to **immediately upon completion of the game:**
  - (1). Supply the game officials with a game Report form.
  - (2). Call and email the League Office (1-973-898-0365) to report the infraction.
  - (3). Fax a copy of the score sheet to 1-888- GO MAWHA (466-2942).

***f. During the Season:***

1. **ROSTER CHANGES** - Submit roster changes directly online to [www.mawha.com](http://www.mawha.com) with your user name and password supplied by your Organization Scheduler, for inclusion in the MAWHA database as follows.

***Manager >Admin> Team Admin>then drop down to your team, and enter your organization password, then make your changes***
2. Roster information submitted to MAWHA must correspond to the roster information submitted to USA Hockey. USA Hockey roster changes must be approved by the District Registrar prior to making roster modifications on the MAWHA website.
3. **SCORE SHEETS** – The Team Manager needs to check that scoresheet is filled out completely, signed by Coaches and Referees and entered into the MAWHA database using the “**SCOREKEEPER**” software provided to each manager and downloaded on their own pc.

**The following score sheet items should be especially reviewed:**

1. All players' numbers for penalties, scoring are legible.
  2. All coaches' information is legible and properly signed.
  3. Goalkeeper information is accurate and complete especially if goalie time was split with more than one player.
  4. All signatures obtained: Scorekeeper, Coaches and Referees.
4. **PLAYER STAT CORRECTIONS** - Field questions about player stats from your own Organization and contact the MAWHA Statistician, if the stats that appear on the website do not agree with the stats on the score sheet. Parents are not permitted to directly contact any MAWHA Board Members, Statistician, Webmaster, League Commissioner or Officers related to individual player stats.
1. If parents have questions that the Manager or Organization Representative to Mawha cannot answer, the Organization Representative is the only person permitted to submit questions to [leagueoffice@mawha.com](mailto:leagueoffice@mawha.com).
  2. Note that changes will only be made to the posted statistics in cases where the information recorded on the score sheet is clearly incorrect. Changes WILL NOT be made if the information on the score sheet appears to be accurate and complete.
    1. Example 1: A player wearing jersey number 12 is credited with a having scored a goal or assist yet there is no player listed on the roster who is wearing jersey number. The Statistician will instruct the home team manager to determine who actually scored the goal or assist (home or away team) and the database will be updated.

2. Example 2: A player wearing jersey number 14 is credited with a goal or assist and a player (who is not the goalie) is listed on the roster as wearing number 14 and has signed the score sheet. The Statistician receives an email asking that the goal or assist be credited to another player on the roster instead. This type of change WILL NOT be made.
5. **HAT TRICK, ZERO AND PLAYMAKER PATCHES** – may be requested to the Atlantic District Registrar after the end of the season when the request can be made for the entire team's season. MAWHA is not involved with this request.
6. **SCHEDULE CHANGES** - Make any requests for schedule changes through your team scheduler. Prior to the schedule locking deadline, submit any updates or changes to your home league game schedule directly online at [www.mawha.com](http://www.mawha.com)  
  
Go to Admin> GameAdmin> User Name Organization dropdown> password (provided to your Rep at beg of season.)
7. After the schedule lock deadline, changes must be approved by the Commissioner and the opponent team prior to making any modifications to the website.
8. **ORGANIZATIONAL CONTACT CHANGES** - Update the League Office whenever there is a change in team personnel. Submit any updates or changes to your coaching, manager or organizational/club contacts directly online at [www.mawha.com](http://www.mawha.com). Please notify the league office of any changes at the league office mailbox.
9. **ALL MATTERS OTHER THAN GAME FUNCTIONS**
  1. Any matters that are not related to game functions and require the attention of the League should be directed to your Club/Organization President or your MAWHA League Representative.

## **C. Referees**

### **Minimum referee levels for MAWHA Games**

1. Below are the minimum Referee Certification Levels for each MAWHA division as determined by USA Hockey:

<b>MAWHA DIVISION</b>	<b>MINIMUM REFEREE CERTIFICATION LEVEL</b>
19U (Tiers I and II)	Level 3
16U (Tiers I and II)	Level 3
14U (Tiers I and II)	Level 2
12U (Tiers I and II)	Level 1
10U (Tiers I and II)	Level 1

### **Referee Fees**

1. Since the game fees for Referees change from year to year, please refer to the MAWHA website – [www.Mawha.com](http://www.Mawha.com) for the approved fee levels for each league game for the current year for each MAWHA Division.

## **D. Enforcement of Game Suspensions**

1. If a player or coach receives a game suspension during a MAWHA League game, that player or coach must sit out the next League game.
2. If the player or coach's next game following the suspension is not a MAWHA League game the player or coach must also sit out that game per USA Hockey rule.
3. Games cannot be "created" after the suspension has been assessed.

### **D. Who to Contact if...**

<b>ISSUE</b>	<b>CONTACT</b>
No officials show up for the game.	MAWHA Referee-in-Chief, Local Assignor, League Office
One official doesn't show up.	Local Assignor, MAWHA Referee-in-Chief, League Office
Opposing team does not show up.	League Office, Commissioner
Gross/Match penalty is assessed.	League Office, Commissioner & Pres. (within 2 hours of completion of game)
Spectator Ejection or Misconduct before, during or after the game.	League Office, League President, Commissioner
Game Suspended or any other extraordinary circumstances or occurrences.	League Office, Commissioner
Stat Error (only after checking to see if stats match score sheet; if the stat is not on score sheet it cannot be added).	MAWHA Statistician (Team or club officials only)
Score entered incorrectly.	League Office
Need supplies (e.g. score sheets, referee vouchers).	League Office
Other issues not listed above.	League Office

NOTE: A contact list with telephone numbers and email addresses is available at the end of this manual and also on [www.mawha.com](http://www.mawha.com)

### ***E. Game Cancellation:***

1. Notify the League Office immediately if a game is canceled due to inclement weather or other emergency situation.
2. Reschedule the game, through your team or organization scheduler, as soon as possible.
3. Remember that the weather where you are located may be very different from the weather of the visiting team.
4. NOTE: The League Schedule must be completed for a team to be eligible for post-season play.

### ***F. Manager's Duties regarding Coaches***

1. Managers need to keep a copy of the team coaches' CEP cards and have it available for each game.
2. Managers must check with their Affiliate to determine what Coach accreditation level is necessary to coach at their team's level. The Coach Accreditation Levels as required by USA Hockey are:
  - a. 19-Under - Level IV (Advanced)
  - b. 16 - Under - Level IV (Advanced)
  - c. 14 - Under - Level III (Intermediate)
  - d. 12 - Under - Level III (Intermediate)
  - e. 10 - Under - Level II (Associate)
  - f. Prerequisite - Level I (Initiation)
3. Coaches who are coaching teams at a level above their required minimum must show during the season that they are working to attain the minimum level.

4. Managers need to check that each score sheet has the required coaching information:
  - a. Coaches' names printed legibly.
  - b. Coaches' signatures.
  - c. Coaches' certification level recorded on score sheet.
  - d. Coaches' CEP numbers recorded on score sheet.
  - e. Date of coaching certification recorded on score sheet.

### ***G. Scheduling***

1. League scheduling should be completed and submitted online to [www.mawha.com](http://www.mawha.com) prior to the beginning of the start of the Mawha season at the weekend day that falls closest to the beginning of October. The manager is also responsible for communicating all relevant game schedule information to his team on a timely basis.
2. Any change to the League schedule after October 1 carries a \$100.00 assessment fee and must be approved by the League Commissioner.

### ***H. Game Times***

1. Games should be scheduled according to the following league requirements:

<u>Div.</u>	<u>Period Length</u>	<u>Minor Penalty</u>	<u>Major Penalty</u>	<u>Misconduct</u>	<u>Minimum Game Slot</u>
19U	17 minutes	2 minutes	5 minutes	10 minutes	1.5 hours
16U	17 minutes	2 minutes	5 minutes	10 minutes	1.5 hours
14U	16 minutes	2 minutes	5 minutes	10 minutes	1.5 hours
12U	15 minutes	2 minutes	5 minutes	10 minutes	1.5 hours
Blue	15 minutes	2 minutes	5 minutes	10 minutes	1.5 hours
10U	12 minutes	1.5 minutes	4 minutes	7.5 minutes	1.25 hours

### **I. Participant Forms**

1. **Consent-to-Treat Form** - Each player must have a Consent-to-Treat Form signed by their parent/guardian. This form must be in the possession of the Team Manager whenever players are on the ice and/or away from their parents/guardians. This form will allow injured players to receive medical treatment in the absence of their parents/guardians. It is recommended that you keep copies of these forms in the Manager's Manual.
2. **Waiver of Liability Form** - Before any player enters the ice for the first time during the season, the Manager should have in hand a copy of this completed form.
3. **Participant Code of Conduct Form** - Must be completed by coaches as well as players. Must be completed before first game of the season.
4. **Birth Certificates and/or evidence of Citizenship** - Keep a copy of every player's birth certificate in the Manager's Manual for all games and tournaments.
  - a. Return the copies of the birth certificates to the players' parents/guardians at the end of the season.
  - b. Check all birth certificate copies to ensure that they are copies of the legal document issued by the appropriate government entity and that the certificate specifies the date and location of the birth.
  - c. Baptismal records or hospital certificates commemorating the birth are not acceptable substitutes for copies of legal birth certificates.
5. **USA Hockey Membership Cards / IMRs**- The USA Hockey Membership Card indicates that the player is properly registered with USA Hockey. Photocopy each player's card and each coach's card (NOTE: the coach's membership card is different from their CEP card). Keep the copies of the membership cards in the Manager's Manual. If a player or coach does not have a card, obtain a copy of their IMR from your Organization and keep in your manual as proof of registration.

## J. First Aid Kits

1. A first aid kit should be available at every practice and game. This kit should be simple, useful, and inexpensive and be able to handle most BASIC medical emergencies. The kit described here can be put together for very little cost.
2. The following is a list of materials that can comprise a minimal first aid kit (this kit can be kept in a large Ziploc [gallon-sized] bag):
  - ❖ REQUIRED
    - ✓ 20 Band-Aids
    - ✓ 1 – 2 rolls of plastic tape (as opposed to white tape that may get used for players sticks.
    - ✓ 2 – 4 sterile gauze pads
    - ✓ 3 – 4 small Ziploc bags [quart sized] to be used as ice bags

- ✓ 1 – 2 chemical ice packs
- ✓ 2 pairs disposable gloves
- ✓ 2 alcohol or disinfectant wipes
- ✓ List of emergency contact telephone numbers for parents/guardians of every team member

❖ OPTIONAL

- ✓ Scissors
- ✓ Mouth-to-Mouth mouth-guard/device to use when performing CPR
- ✓ Triple antibiotic ointment
- ✓ Splints for broken wrists [can be two 14 inch pieces of hockey stick taped together]
- ✓ Oral airway [useful for unconscious players or players who appear to be having a seizure]

3. First aid kits containing the same materials outlined above, but in larger quantities, should be available at all rinks.

**4. Use of the First Aid Kit's Contents:**

- ❖ **BLEEDING WOUNDS** - A player with a bleeding wound must come off the ice and have the wound covered before she can resume play. Band-Aids can serve as this cover. Sterile gauze pads, along with plastic or white cloth tape, should cover any wound that a Band-Aid cannot cover.
- ❖ **BUMPS AND BRUISES** - The treatment for bumps, bruises and strains that players will get in hockey should almost always start with an ice pack. Since we always have ice shavings around a rink it is very easy and economical to fill a Ziploc bag with ice shavings.
  - ✓ If you need an ice bag and ice chips are not available then you can use a chemical ice pack. The chemical ice packs are limited in the length of time that they stay cold, they are messy if the pack breaks open while trying to activate the "cold" power and they are relatively expensive.
- ❖ **DISPOSABLE GLOVES** - Disposable gloves are a must. Universal precautions [where we consider every player might have hepatitis or the HIV virus] are what are practiced in hospitals and these should be

practiced by any one who could come into contact with body fluids. Disposable gloves protect you from contaminated body fluids such as blood or saliva.

- ✓ Always use gloves when putting a bandage on a bleeding or bloody wound. Place bloody jerseys and bandages in a plastic bag for disposal so they cannot contaminate other persons or objects.
- ❖ Telephone numbers of emergency facilities in the area of your home rink should also be kept with the kit.
- ❖ **ALLERGIES TO LATEX** - Over the past few years allergies to latex have increased dramatically. Even though the incidence of latex allergy in the general population is relatively low the potential for developing this allergy increases with exposure including the treatment of previous injuries by personnel wearing natural latex gloves.
  - ✓ Stocking your kit with synthetic latex gloves may reduce the risk of a player on your team reacting to the disposable gloves your coaching staff or trainer may wear while treating an injury on the bench.
  - ✓ You may also want to keep a list of players who have latex allergies in your first aid kit so that you can also inform rink or emergency medical personnel should a player require treatment by either. It is also a good to know if any of your players has had any allergic reactions to antibiotics in the past before treating any abrasions with triple antibiotic ointment.
- ❖ **TRIPLE ANTIBIOTIC OINTMENT** - is for external use only. Do not use in the eyes or apply over large areas of the body. There is a separate product specifically designed for use in the eye.

## **K. Equipment Repair Kits**

5. An Equipment Repair Kits should be available which should include but not be limited to: Screwdrivers, pliers, screws and nuts to repair helmets and face masks should be part of a repair kit.

6. Additional Materials

- ❖ Store-bought, ready-made first aid kits are fine so long as they include all of the items listed previously. If these kits are missing some of these items, such as disposable gloves, they can be purchased separately and added to the kit.

## MAWHA Contact List

CONTACT	NAME	TELEPHONE	EMAIL
MAWHA League Office		Tel: 973-898-0365 Fax: 973-898-0934	leagueoffice@mawha.com
MAWHA Fax number for score sheets		Fax: 888-GO-MAWHA (466-2942)	inbox@mawha.com
President	Donna Guariglia	973-898-0365	president@mawha.com
Commissioner	Paul Puchalik	609-620-7600	commissioner@mawha.com
Executive Vice President	Nick Slagis	610-420-3230	execvicepresident@mawha.com
Vice President	Lisa Silvestri	215-657-1553	vicepresident@mawha.com
Secretary	Lynn Vanderlinden	Send email	secretary@mawha.com
Treasurer	Peter Rothman	610-430-7710	treasurer@mawha.com
Red Division Representative	Bob Forant	609-468-6285	DivisionRed@mawha.com
White Division Representative	Don Gould	Send email	DivisionWhite@mawha.com
Blue Division Representative	Dan Rodricks	Send email	DivisionBlue@mawha.com
Referee-in-Chief	Meg Hishmeh	Send email	refereeinchief@mawha.com
Coaching Director	Gump Whiteside	Tel: 215-247-1759	coaching@mawha.com
Webmaster	Karen Frank	Send email	webmaster@mawha.com

<b>Statistician</b>	<b>Sue Reviello</b>	<b>Send email</b>	<b>Statistician@mawha.com</b>
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